

Columbia FiberArts Guild Standing Rules

August 2018

GENERAL

Roberts Rules of Order, newly revised, shall be the parliamentary authority of the Guild.

The Standing Rules can be amended by a majority vote of the Board of Directors. (08/14)

The **regular meetings of the Guild** shall be held on the second Wednesdays of March, June, September, and December unless otherwise ordered by the Guild or by the Board of Directors. (08/14)

Unless otherwise ordered by the Executive Board, **regular meetings of the Board of Directors** shall be held in January, February, April, May, July or August, October, and November. A special meeting of the Board of Directors can be called by the President or upon the written request of three members of the Board of Directors. Time and place of Board Meetings will be published and all Guild members invited to attend. (08/16)

The standing committees of the Guild shall be Exhibits, Historian, Membership, Newsletter, Nominating, Outreach, Program, Publicity and Webmaster. (08/18)

Historical Records: Officers' annual reports, annual budget, treasury reports, meeting minutes, and procedure manuals are stored and maintained electronically on Google Drive. (08/18)

BOARD OF DIRECTORS

New Bank Signature Cards: At least 3 members of the new Executive Board who will be responsible for CFG finances shall sign new signature cards between the joint October Board Meeting and the November Board Meeting at the bank where CFG conducts business. A copy of the minutes naming the new Executive Board and all bank account signers identified and approved by vote of the Board of Directors shall be provided to the bank at the same time. (08/18)

Post Office Box: The keys to the CFG post office box will be turned over to the next year's responsible board members at the joint October Board meeting. (08/16)

BOD Candidates: To enable the Past-President to establish candidates for a new Board of Directors, each executive officer and committee chair shall offer suggestions by April. (08/16)

Board Substitutes: A representative of a Board member attending a Board meeting in place of a Board member may vote on behalf of the non-attending Board member if the Board of Directors is notified prior to the Board meeting. (08/16)

Guild Insurance: The Executive Board must approve any additional purchases or changes to guild insurance. When proof of insurance is required by a venue, the board shall issue a "proof of insurance", i.e.: copy of policy. A "certificate of insurance" requires a fee, charged by our insurance company, for each request and is discouraged. (08/16)

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Ad Hoc Committees: The Executive Board shall appoint temporary ad hoc committees from time to time as deemed necessary to carry on the work of the Guild. (08/16)

Attendance: Attendance in person or online is mandatory at all board meetings unless prior notification is made to the Guild President. (08/18)

Procedural Manuals: Each executive officer and committee chair will create and maintain a digital Procedure Manual (most current version stored on Google Drive) for their position, which will include a description of the job, a step by step process of how the job is done, all forms and paperwork necessary to do the job, a contact list of connections or suppliers, a monthly calendar of when things should be done, as well as any other information to make the job easier for the successor. A printed copy of this Manual will be passed to the next member in this position, with any pertinent notes, prior to their induction. (08/18)

Annual Reports: Each executive officer and committee chair will also create a written report of the year's activities to place in the Manual (Stored on Google Drive). Copies be submitted to the President and Secretary at the October board meeting each year. (08/18)

Voting: The Past President and selected assistant will act as tellers to tally the votes for board officers, if necessary, at the September meeting, whenever ballots are used. (08/14)

Forty percent of the paid membership shall constitute a quorum to enable voting. A simple voice or paper ballot majority of those voting is required to pass a motion. (08/18)

Meeting Schedules: Setting schedules for committee meetings will be left to the discretion of the chairs as long as they are prepared to report as requested on their activities. (08/14)

Special Mailings: Special mailings shall be coordinated with the president and newsletter editor. (08/14)

Meeting Announcements: Announcements at meetings and/or workshops must be cleared prior to the date with the President or Chair of each function. Members will be notified of this requirement in the newsletter and at the beginning of the quarterly and annual meetings. (11/08)

Guild Library at OCAC: Guild members have access to the Oregon College of Arts and Crafts' library because the guild donated its library books to OCAC when the Guild library was discontinued. (11/08)

Audit and Budget: The President will appoint an Audit and Budget ad hoc committee to audit Guild financial statements and present a budget at the October Board Meeting. (08/16)

The Audit and Budget Committee will audit the books at the end of each fiscal year. (08/14)

The Board of Directors must approve any expense over the budgeted allowance. (11/12)

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OFFICERS

President-elect

The President-elect shall provide a “Tips & Tricks” column in the Newsletter; be available to greet members and guests at guild meetings; act as liaison between special interest groups and the guild Board of Directors; encourage special interest groups to use their CFG affiliation in their publicity and advertising; act as administrator for CFG’s Facebook presence; and, organize at least one “New Member Mingle” a year. (08/18)

Secretary

The Secretary shall send board minutes via email within 48 hours to the Board of Directors for corrections, edits and additions along with a request for approval; then, after approval by a quorum of those present at the meeting, submitted to the newsletter for publishing. The quarterly guild minutes shall be posted in the newsletter following the guild meeting for corrections, edits and additions; and presented at the next guild meeting for approval by membership. (08/16)

The Secretary will be responsible for keeping a running record of suggested **By Law** changes, additions and deletions for review at the summer board meeting prior to presenting the decided upon recommendations to membership at the **September Guild Meeting** for approval. (08/16)

The Secretary will be responsible for keeping a running record of suggested **Standing Rules** changes, additions and deletions for review at the summer board meeting prior to presenting the decided upon recommendations to at the joint Board of Directors for approval at the **October Meeting**. (08/16)

Treasurer

The Treasurer shall present financial reports to the Executive Board at each of its meetings, and submit an annual budget to the Guild membership. The annual budget will be available on the Guild website with a link in the November Newsletter. This budget will be voted on by the general membership at the ~~next~~ December Guild meeting. Quarterly financial reports will be available on the website for review. (08/16)

The Treasurer will only disperse funds on receipt of proper request receipts/invoice. These must be submitted to the treasurer in a timely manner. (08/14)

The Treasurer will not collect membership or workshop fees directly from members. The chair responsible for that service will collect fees and/or payments. Only the Treasurer or President will be authorized to deposit monies in CFG accounts. (08/14)

The Treasurer will be responsible for monitoring and notifying appropriate committee chairs of fees collected by check, cash or Pay Pal. (08/16)

The Treasurer shall deposit the amount of any grant approved by the Board of Directors into the

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checking account of the Special Interest Group making the request. Deposit to be made at the earliest convenience.

The Treasurer shall need 2 (two) authorized signatures for any check written for \$1000 or greater. If the CFG Board credit card is used for any expenditure \$1000 or greater, the board needs to be notified by email at least 48 hours prior to the expenditure. (08/16)

COMMITTEES

Exhibits

The Exhibits Chair shall be responsible for planning and carrying out guild exhibits. (08/14)

Requirements for each exhibit will be written in a prospectus and posted on the website, in the newsletter, and Google Drive. (08/18)

Historian

The Historian shall be responsible for archiving CFG documents and photos and take on additional duties from time to time as necessary to carry out the recording of Guild history. The Historian shall also chair an ad hoc committee to plan any anniversary celebration. (08/16)

Membership

Yearly dues are effective from November 1 to October 31. (11/12)

Members who register or renew and pay dues **from November 1 through August 31** will be considered members of CFG for the **current fiscal year**, November 1 to October 31. Members who register and pay dues from **September 1 through October 31** will be considered members of CFG for the **following fiscal year**. (08/16)

Visitors to the Quarterly Meetings shall pay \$15 per visit. The visitor fee shall be applied to the membership fee if they join before the next quarterly meeting. (08/18)

A quarterly membership directory shall be made available to members. It shall include the By Laws and Standing Rules. Membership information in the directory shall include name, address, phone number(s), email address, website and/or blog, and fiber art interests. (08/16)

Membership information is only for personal or guild use and may not be used for commercial purposes. (08/14)

The Membership Chair shall maintain a current list of members, including any board or member changes, in a timely manner on the CFG Board Google Drive. (08/16)

The Membership Committee welcomes each new member with a welcome letter and information about how to access CFG information. (08/16)

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The Board of Directors may recognize individuals who have made exceptional Guild contributions by conferring lifetime membership. Any member of the Guild may make nominations to the President. Any member selected by the Board of Directors for lifetime membership shall receive full membership and all benefits thereof with no annual membership fee. (08/16)

Newsletter

The Newsletter Chair shall publish the newsletter and, with Presidential approval, any other special mailings or bulletins as required by the Guild. (08/14)

The newsletter will be published 7 times a year during the months of November, January, February, April, May, July/August, and October. (11/12)

The newsletter will be distributed only to current members and other organizations at the discretion of the Newsletter-Chair. (08/16)

Copies of the newsletters will be posted on the website. (11/12)

The nominated slate of executive officers as well as appointed committee chairs shall be printed in the July/August newsletter, preceding the September election of officers. (08/16)

The Newsletter Chair has the discretion to send out additional email notices to the membership, aside from regular newsletters, with the approval of the President. (08/14)

Short notices of shows and other events of interest to members may be included in our newsletter at the discretion of the Newsletter Chair at no charge. (08/16)

Members may place a small, no-cost ad in one newsletter a year for their fiber-related business. (08/16) Only fiber arts related ads will be accepted. Contact the Newsletter Chair for submission requirements. (08/16)

Outreach

The Outreach Chair is to provide members of the Guild opportunities to serve and donate within our community and to educate our members about community needs. (08/14)

Opportunities for community involvement or requests from communities should be channeled to the Outreach Chair and reported by the Chair in the newsletter. Major projects will be undertaken only with the concurrence of the Board of Directors. (11/08)

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Program

The Program Chair shall plan and carry out programs and workshops for the meetings of the Guild. A Program Chair-elect to the Program Chair shall be appointed to assist with arrangements and other tasks, and will assume the duties of the Program Chair in the following year. The Program Chair-elect will not be a voting member of the Board. (08/16)

This committee shall be responsible for acquiring a place to hold workshops and for workshop setup. This committee will distribute information about programs and workshops at meetings, in the newsletter and on the website, and will coordinate with the publicity chair for more general distribution. (08/16)

The Program Chair provides programs for each of the quarterly meetings. The Program Chair also provides the meeting site set up. (08/16)

The Program Chair-elect negotiates the contracts between the guild and the lecturer/teachers for programs/workshops, which are then approved by the Executive Board. (08/16)

The workshops will be run on a self-supporting basis. (5/12)

The amount of money above the cost of the workshop is a legitimate overage of the workshop. (11/12)

Workshop fees must be paid in advance. No refunds will be given. (08/16)

A wait list maintained by the Program Chair will be made available to members who need to cancel their workshop reservation. It is the registered member's responsibility to negotiate with those on the wait list to fill their reservation. (08/16)

If CFG cancels a workshop, full refunds will be made. (11/12)

Members of the guild who teach workshops will be paid for their services. (4/18)

The Program Chair shall be given free registration for one workshop during the year, providing that the workshops are financially self-sustaining and the maximum number of students is not exceeded. (08/14)

Columbia FiberArts Guild (CFG) Workshops are open to members and non-members on a "first come first serve" basis.

Registration remains open to members and non-members until the workshop is full. (08/14)

As CFG members, the workshop fee is discounted as a benefit to the member.

The non-member workshop fee is based on the cost of the workshop + fee. Non-members will pay a higher price for each workshop as stated on the workshop registration form. (11/14) The higher price for a non-member is equal to the annual membership fee, thereby making the non-member a member of CFG for insurance purposes. (08/16)

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The Board member holding CFG assets (most often signage or electronic equipment) will make an annual report to the Program Chair, including the asset's condition and location, for maintenance of an inventory list. (08/18)

It is the policy of CFG NOT to loan out assets or equipment to members for non-CFG business. (08/16)

Publicity

The Publicity Chair shall be responsible for presenting to the public the activities of the Guild. The chair will work with the chairs of individual events and committees to see that their information is published in electronic and hard copy form to reach the greatest and most appropriate audience. (08/14)

Webmaster

The Webmaster is responsible for the design, layout and coding of the CFG website; and, responsible for maintaining current information on the site to apprise members and the public of Guild activities (08/16)

Board members are considered "stake-holders" for their information posted on the CFG website and are responsible for providing current information to the Webmaster. (08/16)

The Webmaster-is responsible for contracting web-hosting services and will work with the provider to keep the site running smoothly. (08/14)