

## **STANDING RULES NOVEMBER 2011**

1. A name tag will be worn at all meetings. If a name tag is not worn, a fine of 50 cents is collected.
2. Workshops and classes will be announced at meetings and in the newsletter so members have an equal opportunity to make reservations.
  - a. Payment must be received within 30 days prior to the class. If payment is not received within 30 days prior to class, member will be placed on the waiting list.
  - b. Date of receipt of payment will determine the date of reservation. Members whose payments are received after the class has been filled will be placed on a waiting list; if space does not become available, their checks will be returned or refunded.
  - c. Class fees will be refunded in the event of cancellation of the class.
  - d. Class fees will be refunded to those holding reservations if that person cancels prior to 30 days before the class date, can find a replacement, or if the reservation is filled from the waiting list.
  - e. Classes not filled by members by a predetermined date will be opened to associate members and non-members at a higher cost.
  - f. Individuals conducting classes who are actively engaged in the business of quiltmaking, teaching, or lecturing shall be paid.
3. The guild may contribute to travel expenses incurred by a selected guild member who attends the quarterly meetings of the Northern California Quilt Council.
4. There will be no smoking during business meetings or workshops, nor operation of sewing machines during business meetings.
5. The business meeting in December shall be Potluck.
6. Membership dues are \$35 a year, will include a membership pin, a copy of By-laws and a membership list. Associate membership is \$20.00.
7. Newsletter: Advertising per year shall be available to businesses as follows:

Full page - \$50.00	One-half page - \$25.00
One quarter page - \$15.00	Business card - \$10.00
8. Guild members will be allowed to borrow equipment/items belonging to Guild for their own personal use. Members may do so by writing request for said equipment/items and submitting the request to the Guild president. Request must be submitted prior to the use of said equipment/item.