

**July 2019 corrections to Bylaws and Standing
Rules of the Monterey Peninsula Quilters Guild**

BYLAWS

**ARTICLE IV
OFFICERS & BOARD OF DIRECTORS**

Section 3. Term:

B. Standing Coordinator

6. No coordinator shall serve more than two ~~years~~ terms in the same coordinator position.

Clarify intent that Standing Coordinators may serve two terms equaling total of 4 years. Passed at June Board Meeting.

Section 5 - Duties of the Executive Officers:

D. Vice President

5. Responsible for distributing digital copies of Bylaws and Standing Rules to the incoming Board of Directors and additional committee chairs.

Clarify that documents are digital and printed copies are no longer provided.

STANDING RULES

**ARTICLE II
PURPOSES AND POLICIES**

Section 2 (of Bylaws) Policies:

A. Budget

~~5. The MPQG shall sponsor travel allowance for the judges of the quilt show at the Monterey County Fair Home Arts Exhibit based on the current federal mileage reimbursement rates.~~

Delete item that we have not been sponsoring.

ARTICLE IV
OFFICERS AND BOARD OF DIRECTORS

Section 5 (of Bylaws) Duties of the Executive Officers:

C. Vice President

8. The Vice President shall serve as the liaison with local advertisers, handle billing, coordinate with website and newsletter.

This job taken over from Communication Committee.

Section 6 (of Bylaws) Duties of the Standing Coordinators:

A. General

2. A coordinator receives the Coordinator Committee Member Job Notebooks when the position becomes vacant and delivers the notebook to the new committee member (or the Job Notebook is submitted to the ~~Second~~ Vice President when the coordinator position is vacant.

Remove reference to defunct position.

B. Standing Coordinators

1. Activities Coordinator

a. The Activities Coordinator shall be the Board of Director liaison for the Activities Committee members which includes, Challenge Quilt,- Hospitality, Library, Raffle Quilt Design and Production and UFO Project.

Remove committee we no longer utilize.

2. Communication Coordinator

a. The Communication Coordinator shall be the Board of Director liaison for the Communication Committee which includes Advertising Liaison, Circulation, Newsletter, Proofreader, Web Site Manager and Writer/Photographer/~~Calendar~~.

*Advertising Liaison has been taken on by the Vice President.
Circulation is done directly by the Communication Coordinator.
Calendar taken over by the Newsletter Editor.*

ARTICLE V STANDING COORDINATOR COMMITTEES

Section 1 - Duties of Standing Coordinator Committees

B. Standing Coordinator Committees

1. Activities Committee Members

~~b. Hospitality coordinates arrangements for food setup and cleanup at each regular meeting. The committee shall provide drinks and recruit members who will bring food to each meeting.~~

Remove committee we no longer utilize.

2. Communication Committee Members

~~a. Advertising Liaison serves as the liaison with local advertisers, handle the billing and write Web Site articles.~~

Advertising Liaison has been taken on by the Vice President.

~~b. **Circulation** of addresses is up to date on the website as is the current newsletter on the website. There should be a limited number of printed copies of the newsletter available at the general meetings for those who do not have internet access.~~

Circulation is done directly by the Communication Coordinator.

3. Community Outreach Committee Members

~~d. **Raffle Quilt Marketer** coordinates the marketing and display of the Raffle Quilt. Coordinates the marketing activities with the Community Outreach Coordinator for ticket sales. and makes arrangements for money boxes at the Monterey County Fair. Reports to the Quilt Show chair for activities related to the display and selling of raffle tickets at the Quilt Show. Makes arrangements for the raffle ticket drum and money box for the Quilt Show.~~

Can no longer sell tickets at the Monterey County Fair.

5. Program Committee Members

b. **Programs** plans the program for monthly meetings with certain exceptions such as any coordinated by other Coordinators' committees. Shall submit articles regarding upcoming programs to the Newsletter and Web Site for publication. Shall attend the Northern California Quilt Council biannual Speaker's Programs.

~~c. Programs: Newsletter/Web Site Liaison provides the Newsletter and Web Site Manager with information about MPQG programs and workshops.~~

Eliminate redundant position.

C. Special Committees and Positions

~~2. Publicity Chair~~

~~The purpose of this position is to publicize activities for the Guild including the Annual Quilt Show. May form committees as needed to assist in the publicity activities of the Guild. The Board contact for the Publicity Chair is a~~

~~designated Executive Officer.~~

Advertising has been folded into the Quilt Show Committee.

ARTICLE VIII FISCAL POLICIES

Section 3 (of Bylaws) - Fees, Fines, and Fund Raisers:

B. Advertising Fees

1. Newsletter/Web Site advertising rates per issue include:

- Business Card
- Quarter Page
- Half Page
- Full Page

No longer have a full page on our fee schedule.

2. Annual advertising rates for Business Card Size shall be available for Newsletter, Web Site, Member Directory, and the Quilt Show Program.

No longer placing ads in printed Directory, merely listing Merchants.

D. Fund Raisers

4. Board of Directors shall determine at the time of the budget development the number and means of distribution of Workshop Certificates as a fund raising activity and that the amount becomes a line item in the yearly budget. This budget is to be monitored by the Fund Raising Community Outreach Coordinator.

Use current position title.

Section 4 (of Bylaws) - Budget:

A. Projected Budget

- ~~7. The Publicity Chair may use the yearly projected budget as a guideline for funds available for publicity for Guild activities, including the Quilt Show. This annual budget should be reviewed by the designated Board of Director liaison and deviations from the budget will be brought to the attention of the Board of Directors.~~

No longer have a Publicity Chair separate from the Quilt Show.

Section 5 (of Bylaws) - Reimbursements:

B. Program and Workshop Reimbursement Guidelines

2. a. Speaker/teacher reimbursement shall cover food, lodging and travel as governed by the contract and may include lunches during workshops, dinners following workshops and dinner before general meeting. ~~Shall~~ May cover spouse for dinner before general meeting.

Extraneous word.

**ARTICLE IX
REVISION OF BYLAWS AND STANDING RULES**

Distribution

The current Bylaws and Standing Rules will be made available to the membership on the Guild Web Site ~~and by request.~~

Only available digitally thru the website.