

Standing Rules for the Naples Quilters Guild

Approved by Board on May 05, 2026

Standing Rules are rules or regulations that are of a continuing (or standing) nature. These rules deal only with administrative matters and function under the umbrella of the organization's bylaws. Changes to the Standing Rules are reviewed and approved by the Executive Board. An addendum at the end of the document records the history of changes made for each update published to the website.

Membership in the Naples Quilters Guild

Members are encouraged to:

- Pay annual dues by May 1st.
- Wear a name tag to the monthly meeting.
- Sell or purchase at least 20 raffle quilt tickets or make an equivalent monetary donation to the Guild's operating fund.
- Help with staffing needs at the Quilt Show and submit entries per Show rules.
- Participate in activities that perpetuate the organization's purpose.
- Assist in setting up and taking down the meeting space.
- Volunteer for committees.
- Make an annual comfy quilt.
- Make a small quilt for the Quilt Auction and Sale (proceeds support charitable purposes).
- Assist in making the annual raffle quilt.

Members may:

- Participate in all Guild activities.
- Receive an annual membership roster.
- Receive the Guild newsletter.
- Have preference over non-members in registering for Guild sponsored workshops.
- Enter quilts in the annual Quilt Show
- Have access to the "Member Only" section of the Guild website
- Receive Guild information by email, the Guild website, and other social media sites.

Dues:

- Annual dues are \$45. Dues will not be prorated.
- Renewal membership dues are due by May 1st.
- Members are strongly urged to renew memberships in April in order that the membership roster will be as complete and accurate as possible.
- Dues may be paid in person to the Membership Chair, or can be mailed to the Naples Quilters Guild, PO Box 3055, Naples, FL 34106, or by accessing the Naples Quilt Guild website.
- Members who have not renewed by May 1st will no longer receive the newsletter, have access to the guild's website, nor will they be eligible to participate in any Guild activities until dues are paid.

Standing Committees

- The By-Laws define how Standing Committees are created, managed, and how the Chair is appointed.
- Since Standing Committees may change over time, the current list of Standing Committees in the Naples Quilters Guild, as well as the function of each committee is maintained here in the Standing Rules document.

Committees Reporting to the President:

- The following Standing Committees report directly to the President. The Quilt Show Chair has a separate list of Committees with Chairs that report to him/her.
- There are also “operational” committees defined in the By-Laws that report to the Board:
 - Nomination Committee
 - Budget Committee
 - Audit Committee

Gathering Stitches:

- The Chair will oversee all activities and planning for Gathering Stitches meetings.
- Gathering Stitches provides informal fellowship opportunities for members to gather to work on their own personal projects and enjoy each other's company.
- Meetings are held on the last Saturday of the month except for November and December. In March, Gathering Stitches is delivered in parallel with National Quilting Day activities.
- The purpose of Gathering Stitches will include member-led educational workshops, comfy quilts, Quilt Show Boutique projects, raffle quilt, new member orientation and time for members to work on their own personal projects.
- Non-members are encouraged to attend.

New Member Orientation:

- The Chair conducts monthly orientation sessions during Gathering Stitches for all new members.
- The orientations will welcome new members and enhance their early Guild experiences by introducing other members, answering questions, encouraging participation, reviewing Guild activities, verification of access to our website, and other mentoring activities.
- Coordinates with Membership Chair when new members join the guild.

Membership:

- The Second Vice President shall be the Chair of this committee.
- The Chair will staff a welcome table at each general meeting to provide member/guest sign ins, serve as an information resource and distribute door prize tickets.
- Guests will be asked to pay a \$5 fee to attend meetings when a National Quilt Teacher is presenting the program (in-person or on-line). All guests will be encouraged to join the Guild.
- The Chair will receive and record all membership forms, annual dues and new member dues.
- The Chair receives monies for member name tags, place orders and delivers tags.
- The Chair will forward to the Recording Secretary the number of members and new members in attendance at the monthly Guild meeting and the number of paid members to date for inclusion in the meeting minutes.
- The Chair will provide new member names and contact information to the New Member Orientation Chair.
- The Chair will also ensure that all new member photographs are on the on-line member roster.
- The Chair will publish an annual accurate membership roster in June and publish all new member updates in the monthly newsletter.
- Guild members will be encouraged to receive the roster in electronic form. The Guild roster is to be used for Guild purposes only and is not to be given to outside organizations or vendors.

Programs/Workshops:

- The First Vice-President is Chair of this committee.
- The Chair will plan monthly programs for January through November. She will plan for approximately 7 workshops per year. It is anticipated that workshops will be given by local teachers and national teachers, depending on budget availability.
- The member cost for workshops will be decided by the Executive Board and will be dependent upon the financial health of the Guild. The Chair, in consultation with the President, retains the right to cancel workshops per contract if confirmed attendance is too low.
- Members are encouraged to register for workshops in advance. If openings remain prior to the event, workshops may be open to non-members.
- The workshop cost for a non-member will be \$10 more than the member cost.
- Confirmed workshop registrations require payment in full. Checks will be cashed upon receipt.
- Unless the workshop is cancelled, workshop fees are non-refundable.
- A waiting list will be maintained for all classes/workshops. If a member has already registered and paid but cannot attend the class, she/he can contact someone on the wait list or another person that would like to take the class. The member will then collect the class fee directly from the person acting as the substitute. This is the responsibility of the member NOT the Program Chair.

TRAVEL AND HOSPITALITY

At the discretion of the President, these two committees may be chaired by the same person.

Hospitality:

- The Chair will organize the annual December holiday party and program for the evening.
- It is recommended that the chair recruit a large team to help plan and organize the event.

Travel:

- Local Events
 - The Chair will suggest possible trips to quilt shows, quilt shops and other quilt-related activities in the area.
 - The Chair will arrange bus transportation and other details if there is sufficient interest in a trip and depending on the distance to the event. The member cost for each event should help cover the cost of transportation. Members are responsible for their own meals.
 - The Travel Chair, in consultation with the President retains the right to cancel bus trips per contract if confirmed attendance is too low.
- Quilt Retreats
 - The Travel Chair will schedule at least 1 Quilt Retreat per year and make all the reservations and arrangements at a selected venue.
 - The Travel Chair, in consultation with the President retains the right to cancel a scheduled quilt retreat per contract if confirmed attendance is too low.

National Quilt Day:

- The Chair will organize and publicize the Guild's celebration of National Quilt Day, which is officially the third Saturday in March. The Guild celebrates the last Saturday in March in parallel with Gathering Stitches.
- The format for the day will be established by the Chair. The purpose of the event is to host a day of fun and fellowship among the Guild members and their guests.
- Educational activities and service projects are most often part of the day's events.

MEDIA TEAM

At the discretion of the President, these committees may be chaired in any combination. For example, it could be a single person, it could be 3 separate members for each committee, etc.

Newsletter Editor:

- The newsletter is our prime vehicle for keeping Guild members informed of Guild sponsored activities and news about individual Guild members who have won competitions, been published or received recognition in the quilting community.
- The Newsletter Chair will create and publish a newsletter at least one week prior to the monthly meeting. She/He is responsible for distributing newsletters to members through e-mail.
 - It may be necessary for the Newsletter Editor to send the completed newsletter in PDF format to the Member Email Blast Chair to send out the newsletter.
- Committee Chairs are to submit their newsletter articles and reports in writing to the Newsletter Chair no later than the 30th of each month, in a ready to be published format.
- Members are encouraged to submit articles of interest.
- Members may submit sewing related ads. These ads are limited to one ad per member, every other month, in twenty words or less. The phone number equals one word.
- The Chair ensures that the Technology Team uploads the newsletter to the website for all members.

Member Email Blasts (E-Blasts):

- These emails to members supplement the monthly newsletter with specific announcements or updates that can be sent out at any time.
- The Chair has administrator access to the guild's email service. As of 2025, this is Contant Contact.
- The Chair must maintain a current list of members and their emails at least once a month. This requires assistance from the Technology Team to provide a current list of emails extracted from the website where the Member Roster is maintained to upload to the email service.

Yearbook Editor:

- The Yearbook is a history of all activities of the Guild for the operating year (April – March).
- The Yearbook is in digital format and is available to all members via the website.
- A monthly summary of activities is maintained, and the yearbook is published at the end of each month. This can include links to the Newsletter and the On-Line Photo Gallery.
- A separate Yearbook is published to provide details of the annual quilt show.
- The Yearbook Editor works with other chairs after an event to capture any photos that were taken and coordinates with the Technology Chair to post the photos to the On-Line Photo Gallery.

COMMUNITY SERVICES

The Community Services Chair coordinates activities of the guild to support local charities. This can include donations of hand-made items or monetary donations. At the discretion of the Chair, each of the following activities can be separately managed and run by a separate Co-Chair that reports to the Community Services Chair.

The Raffle Quilt is a separate charity activity and not part of the responsibilities of the Community Services Chair.

Comfy Quilts:

- Comfy Quilts created by the guild are donated to the Children's Advocacy Center of Collier County for the children being taken into their care.
- Encourage members to create at least 1 Comfy Quilt per year.
- Take in Comfy Quilts at Monthly Guild Meetings and Gathering Stitches and deliver to the Children's Advocacy Center.
- Set a goal for each calendar year for the number of Comfy Quilts to create.
- Schedule and organize a "Sew-A-Thon" in early December for members. This is like Gathering Stitches, but all work performed is dedicated to creating Comfy Quilts to help the guild meet their quote of Comfy Quilts for the year.

Ryan's Case for Smiles:

- Pillowcases created by the guild are donated to Ryan's Case for Smiles who in turn give them to children in hospitals that are coping with cancer and other serious injuries.
- Encourage members to make pillowcases by providing guidelines and patterns.
- Take in pillowcases made by members to deliver to the Collier branch of Ryan's Case for Smiles.

Basket Raffle:

- Plan and organize all activities to deliver a successful Basket Raffle during the annual quilt show.
- All revenue (less expenses) is donated to Partners for Breast Care.
- Encourage members to create a basket of prizes and will then be part of the Basket Raffle.
- Work with the Quilt Show Vendor Chair to encourage our vendors to create a Basket Raffle.

Quilt Sale:

- Plan and organize all activities to deliver a successful Quilt Sale during the annual quilt show.
- Encourage members to donate quilts for the Quilt Sale.
- After the Quilt Sale, the Quilt Sale Chair works with the Executive Board to determine how much of the revenue is kept for the guild, and how much is donated to Partners for Breast Care.

TECHNOLOGY TEAM

This team provides technical support to the guild for the website, technical services subscribed to by the guild, and technical documentation on the processes and procedures for using these services.

This is meant to be a team of members with a technical background that report to the President. There may or may not be a specific Technology Chair that provides the following technical support for the guild.

Naples Quilters Guild Website:

- Maintain the date and time sensitive content of the website.
- Upload and post content and appropriate links including (but not limited to):
 - Monthly Newsletter
 - Monthly updates to digital Yearbook
 - Links to new albums in the Online Photo Gallery
 - Updates and Content for Quilt Show
 - General information about the Guild
- Provide support for Membership Chair:
 - Troubleshoot and resolve member issues with logging into the site
 - Maintaining the downloadable online Member Roster
 - Providing documentation for maintaining member roster and logon accounts
- Provide support for Program and Workshop Chair:
 - Troubleshoot and resolve issues with posted events and registrations to events
 - Providing documentation for maintaining Events (programs, workshops, class registrations)
- Provide support for Member Email Blasts Chair:
 - Provide a monthly extract of current member names/emails, plus provide extracts on demand.
- Escalate issues to the guild's Web Hosting Provider as needed
- Maintain technical documentation on all activities regarding website maintenance.

Photo Bucket (Online Photo Gallery):

- Act as administrator of our account with Photo Bucket, which is an internet service where we host our digital photographs
- When receiving a collection of photos from an event (Monthly Meeting, Workshop, Gathering Stitches, etc.), create a new Album, upload and label the photos, and generate a sharable link to that album.
- Add a link to the Photo Gallery page of the website with an appropriate label that contains the link to the new album in Photo Bucket.
- Maintain technical documentation for this process.
- Work with Guild Treasurer when it is time to renew the Annual Subscription.

Facebook Administrator:

- Post and maintain contact on the guild's main business page (**Naples Quilters Guild, Inc.**) that can be viewed (but not modified) by the public. Requests for content to be posted on this page must be approved by the Executive Board.
- Maintain the **Naples Quilters Guild Community** group page:
 - New posts made by group members go into a queue for review
 - Administrators are able to review all posts in the queue and accept or reject them. If there is a question on a post, it should be review by the President before approving.
 - Only content related to sewing and quilting is allowed.

Constant Contact (Email Service):

- Provide Excel extracts of the current member roster to the Media Team so that an updated email list is maintained.
- Provide technical assistance to Newsletter Editor and Member Email Blast Chair as needed

QUILT SHOW

The following committees and chairs related to the guild's quilt show report directly to the President.

Quilt Show Chair:

- The Chair is responsible for planning and delivering a successful, profitable Quilt Show using the Quilt Show Chair binder.
- The Chair is encouraged to recruit a Co-Chair to help with all tasks.
- The Chair is responsible for appointing and coordinating all show committee chairs as listed in the Quilt Show procedures. These chairs include Registration Chair, Vendor Chair, Take-In Day Chair, Set Up Day Chair, Publicity Chair and many others.
- The Chair must report status to the Executive Board and escalate issues when needed.

Raffle Quilt Chair:

- The Raffle Quilt Chair will be appointed by the President by April 1.
- The selection of the raffle quilt pattern will be made by the Raffle Quilt Chair with approval from the Show Chair and President.
- Organize the quilt project and recruit members to help sew the quilt.
- Provide a photograph of the completed quilt to the Quilt Show Publicity Chair.
- Coordinate with the Raffle Ticket Chair to take the quilt "on the road" for public display and to sell tickets.

Raffle Quilt Ticket Chair:

- The Chair oversees all details regarding the production and sale of the Raffle Quilt tickets including pre-sales and sales at the annual Quilt Show.
- Coordinate with the Raffle Chair to take the quilt "on the road" for display and to sell tickets.
- Coordinate with the Quilt Show Publicity Chair to obtain publicity bookmarks to give out publicity bookmarks at public events when selling tickets
- The Chair reports monthly sales and progress to the President via reports and tracking spreadsheets.

Boutique Chair:

- The Chair is responsible for planning, preparation, organizing, pricing and staging for a successful and profitable Boutique for our annual quilt show.
- The Chair is encouraged to recruit a Co-Chair to help with all tasks.
- Maintain the team members from past boutiques and recruit new members as needed. Members of the Boutique Team include sorters, pricers, volunteers for Set Up Day, and volunteers to work the Boutique during the Quilt Show.
- Receive donations from guild members as well as hand-made items.
- Receive donations from inquiries received from outside the guild
- Sort, organize and price donations as they are received.
- Maintain the official list of types of items that will be accepted by the boutique and what is not accepted. Publish the list in the newsletter.
- Carefully keep track of cash received for the Quilt Show Income Chair.

Committees that Report to the Executive Board:

Nominating Committee:

- The members of the Nominating Committee and their tasks and responsibilities are defined in the Guild By Laws.
- Candidates can be nominated by petition. Petitions must be submitted to the Recording Secretary three weeks prior to the March business meeting.
- The Nominating Committee Chair will report to the sitting Executive Board with the slate of candidates prior to the announcement of the slate to the general membership.

Audit:

- The Audit Committee will be appointed at the December meeting and will consist of a minimum of two members.
- Committee members will review the Treasurer's records following the February meeting and prepare an audit report before the March meeting.
- The audit report will be printed in the March or April newsletter. The audit report will include but not be limited to verification of completion of the IRS and non-profit forms, all checks written during the audit period and supporting documentation for all expenditures.

Budget:

- The Budget Committee is chaired by the Treasurer and assisted by the Vice Treasurer if appropriate, with input from the Executive Board and Standing Committee Chairs.
- An annual budget needs to be completed and approved by the Executive Board prior to the beginning of each fiscal year (January 1-Dec 31). The Board approved budget will then be printed in the December newsletter and presented to the general membership for a vote at the January meeting.
- During the fiscal year, the adopted budget can be amended by written requests to the Executive Board and amended by a vote of the general membership. Committee Chairs and members are encouraged to submit budget requests in writing. Guild expenditures will be limited to 125% of the budgeted amounts. To spend in excess of that amount, the budget must first be amended by vote of the General Membership.

Addendum – History of Changes

January 19, 2022

Initial date that document tracking began.

April 15, 2024

- ✓ General formatting and cleanup of text
- ✓ Membership Dues
 - ✓ The due date of annual fees was changed to May 1 from April 1.
 - ✓ Membership dues were changed to \$45 from \$35.

February 07, 2025

- ✓ Nominating Committee
 - ✓ When recruiting for Treasurer, a seasonal member can be nominated when no full-time residents are found or volunteer (a full-time resident is preferred).

November 4, 2025

- ✓ Standing Committees
 - ✓ The list of Standing Committees and responsibilities was updated to match the current committees of the Naples Quilters Guild
 - ✓ The Standing Committees were separated into those that report to the President, and those that report to the Executive Board.

May 5, 2026

- ✓ Library Committee
 - ✓ At our April 2026 Guild Meeting, membership voted to shut down our library for various reasons. The reference to the Library Committee has been removed from the list of standing committees.