

Standing Rules of the
Desert Quilters of Nevada
 a non-profit corporation

(The date given after each standing rule represents the Desert Quilters of Nevada (DQN) Board of Directors or Executive Board meeting when the standing rule was adopted.) The most recent rules supersede all previous rules. If there is a conflict between the Approved Bylaws and the Standing Rules, the Bylaws will prevail.

DQN Standing Rules-Approved 9/17/22 unless otherwise noted	
	Approval Date
Board	
The current Board of Directors will determine the meeting day and time.	9/17/22
To be a board member, the only requirement is that they are a member in good standing at time of expressing interest in the position.	9/17/22
There are NO term limits for a Board of Director's position.	9/17/22
The Newsletter Editor and Email Manager are non-voting Board members, report to the Communications Chair.	9/20/22
Quilt Show	
Quilt Show is also known as Quilt Las Vegas (QLV).	9/17/22
QLV is held yearly.	9/17/22
Each show chair, or committee, will choose the theme for that year.	9/17/22
No refunds will be made for quilt show entry fees.	9/17/22
Retreat	
Usually held in the Fall.	9/17/22
Committee will decide on location, etc.	9/17/22
Cost of Retreat should be completely covered by the payment of those attending.	9/17/22
Programs & QTYW	
Program Chair position is a two-year commitment. First year will be booking the instructor. Second year will be for planning, set-up, promotion, and execution of all four Quarterly meetings.	9/17/22
Cancellation Policies	
<p>WORKSHOPS</p> <p>Workshop fees are non-refundable unless under the following circumstance:</p> <ul style="list-style-type: none"> • A 50% refund for all workshops will be issued provided the Program Chair is notified in writing at least one week prior to the day of the event. <p>Optionally, you may find your own replacement and notify the Program Chair about this change; all financial arrangements are between you and your replacement; DQN will not be issuing a refund. The Program Chair and Treasurer must be notified of this substitution for accuracy of attendance verification.</p>	9/17/22

Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasurer: dqnvtreasurer@gmail.com no later than 15 days after the close of the workshop.

RETREAT

Definitions:

- Registration Fee – the non-refundable fee to confirm your registration
- Retreat Fee – the fee to attend the Retreat

In the unfortunate event that you must cancel your Retreat registration, the refund policy is defined below:

- Retreat registration requires a non-refundable Registration Fee to confirm your space.
- Payment in full (the Registration Fee + the Retreat Fee) must be made by the registration deadline.
- Reimbursement of the Retreat Fee will be issued to anyone prior to the Retreat reservation deadline. The Registration Fee is non-refundable.
- Cancellations received after the registration deadline but more than 31 days prior to the Retreat start date, will be reimbursed at 50% of the Retreat Fee.
- Retreat Fees for cancellations less than 30 days prior to the Retreat start date are non-refundable.
- All cancellation requests must be made in writing (preferably by email) to the DQN Treasurer: dqnvtreasurer@gmail.com
- The Registration Fee is not refundable under any circumstances
- Class fees (when classes are offered) at the Retreat are non-refundable but are transferable.
- Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasurer: dqnvtreasurer@gmail.com no later than 15 days after the close of the Retreat.

Notes:

- If the Retreat is sold-out and a waitlist is available, the cancellation will be filled from the waitlist in chronological order. Once the Treasurer confirms that payment has been received from the waitlist substitute, she will issue reimbursement to you for the Retreat Fee.
- If the Treasurer verifies that the waitlist has been exhausted or there was no waitlist for the Retreat, you may opt to find a substitute to take your place. Your replacement will reimburse you directly for the Retreat Fee. The replacement is responsible for paying the required Reservation Fee directly to DQN; this payment must be verified by the Treasurer before confirming attendance for the replacement. The Retreat Chair and Treasurer must be notified of this substitution for accuracy of attendance verification.

Reimbursement	
A reimbursement form MUST be included for any funds to be paid. Form must be signed by committee chair or Executive Board member.	9/17/22
Travel (SCCQG & circles)	
Mileage will be reimbursed to members for travel to represent DQN at SCCQG meetings at the then current IRS rate for charities.	9/17/22
Requests for mileage reimbursement for travel to present information to all the circles need to be presented to the board for approval prior to visits.	9/17/22
Sunshine	
Sympathy and thinking of you cards will be sent to members whose immediate family members (spouses, children, parents, and siblings) experience serious illness/injury or death.	9/17/22
Sympathy cards will be sent to the families of members who have died, including those whose membership has lapsed in their final years. A death notice will also be placed in the Chatter.	9/17/22
Charity	
Circles must report philanthropic donations annually.	9/17/22
Membership	
Free DQN membership begins at age 90.	9/17/22
Past Presidents, who served prior to October 2022, are given lifetime free membership.	9/17/22
Current president can approve a sponsorship of membership dues for any member in financial hardship.	9/17/22
Current benefits of being a member: Free admission to quarterly meetings, entry in annual quilt show, opportunity to participate in 12-4-12, opportunity to enter and vote in yearly challenge, and other benefits as decided by the Board.	9/17/22
Members renewing or joining the Guild between the 4 th Quarterly meeting and November 16 of that year will receive a \$10 class discount coupon as part of their dues. The coupon is valid for any class taken between January 1 through December 31 of the following membership year.	9/17/22
Quarterly Meetings	
Quarterly Meetings are held at the location specified by the board.	9/17/22
Admission Costs: Members are Free. Guests are free for the first visit, with a fee of \$10.00 for each subsequent visit in a calendar year.	9/17/22
A National Fiber Artist, Quilter, etc. is to be speaking at a minimum of two (2) of the meetings.	9/17/22

Door Prizes are given out at the first, second, and fourth Quarterly Meetings. Space permitting, admission to a workshop may also be a Door prize at all four quarterly meetings.	9/17/22
<p>July Quarterly meeting will host the Annual Swap Meet and Challenge.</p> <ul style="list-style-type: none"> • The Swap Meet is the “Indoor Yard Sale” for members and guests to shop. Tables are available to current members on a first-come, first-served basis, for a nominal fee. Non-members may rent a table, if available, for an additional charge. • Challenge: Each July, Projects from the packets that were sold the preceding year will be turned in for hanging and voting by all members in attendance. First Place Challenge winner in each category will be awarded a \$50 cash award (certificate); ribbons will be given to the First Place and Second Place winners in categories that have 5 or more entries; there will only be a First Place Award in any category with less than 5 entries. 	9/17/22
WORKSHOPS - TEACHERS	
Program Chair will be in charge of getting a nationally known teacher/lecturer.	9/17/22
Booking will be the preceding year of the Quarterly Meeting.	9/17/22
<p>Quilt ‘til You Wilt (QTYW)</p> <ul style="list-style-type: none"> • Once a year, the Quarterly Workshop will be taught by a member(s) of the guild. • Prospective teachers/projects present idea to the Board. Board members in attendance will review and vote on the proposal. • Teacher will be responsible to market class to prospective students. • Compensation: <ul style="list-style-type: none"> ▪ Teacher will be paid a flat fee of \$35/hour (6 hours total teaching time). ▪ Minimum class attendance will vary based on cost of facility. ▪ Once the class minimum is reached, the teacher may be paid an additional fee per registrant. 	9/17/22
Members teaching at the guild level capacity: (this includes but is not limited to: QTYW, Retreat, Mini-Retreats, Quilt Show, etc.,) can only teach once every two years.	9/17/22
CIRCLES	
A Circle’s name will not include any discriminatory language, for example, terminology that implies or refers to age, religion, race, gender, sexual orientation, ethnic group, or nationality.	9/17/22
COMMUNICATIONS	
DQN Communication processes shall not be used for personal business or financial gain or profit.	9/17/22
DQN Email, Newsletter, website, etc. is to be used for DQN activities only.	9/17/22

Requestors are responsible for providing complete information to be included in the communication in a timely manner.	9/17/22
---	---------