

Standing Rules of The Colorado Quilting Council, Inc.

- I. **These Standing Rules** may be amended by a two-thirds (2/3rds) vote of the membership present at a general meeting without giving previous notice. Committees may become inactive when volunteers cannot be found to chair them.

II. The Standing Committees, of the Council shall be:

Competition	Newsletter	Raffle Quilt Ticket
Exhibit	Newsletter Advertising	Retreat, Fall
Gifts and Grants	Outreach Award	Retreat, Spring
Hall of Fame	Photography	Council Bookkeeper
Heritage	Program	Quilt Collection
Hospitality	Property	Quilt Documentation
Library	Quilt-A-Fair	Graphic Designer/
Membership	Raffle Quilt	Webmaster

Each Committee Chairperson must:

1. Prepare, and submit to the Treasurer a proposed budget on or before November 1. All expenditures made by committees which are not previously approved budget items must be pre-approved by the Executive Board. Any Committee Chairperson may receive, by approval of the Board, a cash advance, which shall be accounted for in the annual report.
2. Attend Executive Board meetings in an advisory capacity or send an alternate.
3. Advise the President, prior to each regular meeting, whether or not the Chairperson shall be giving a report which shall be submitted, in writing, to the Secretary at that time.
4. Be responsible for keeping the Publicity Chairperson advised of pertinent information.
5. Approve and sign check request forms for the committee.
6. Advise the Property Chairperson of any CQC equipment in the possession of the committee, or of any equipment purchased by the committee during the year. Include brand name, serial #, if applicable, cost, etc.
7. Know that no member receives mileage for General, Board, or committee meeting.

The Competition Committee shall:

1. Present instructions on judging.
2. Maintain a manual for judging quilts.
3. Form and direct judging teams.

The Exhibit Committee shall:

1. Be in charge of all Council sponsored exhibits, except special event, for which a separate chairperson has been appointed by the President.
2. Maintain a file of all Council exhibits and all information relating to each exhibit.
3. Assist local groups wishing to stage an exhibit and special events.

The Gifts and Grants Committee shall:

1. Administer these guidelines in the event a request is made by a museum, council, institution, association individuals, etc. for a contribution of Colorado Quilting Council funds.
2. Grants of funds should promote the purpose of the Colorado Quilting Council: to preserve the heritage of quilting in the State of Colorado; to promote excellence in quilting and related textile arts; and to communicate new and old ideas.

3. Requests for funds must be made in writing to the Committee. Such Committee shall be composed of three members of CQC who will report to the Executive Board at the next calendar Board meeting. If more time is needed to research the request, it should be made known to the Board and an updated report submitted at the next calendar Board meeting. Research on requests should not take more than three months to complete unless otherwise stated. Initial approval will be determined by the Executive Board at a regular board meeting. If further research into a request is needed, at least two members of the Committee shall be present when information is gathered.
4. It is not necessary to give a donation(s) each year. If the Committee deems it appropriate, it shall recommend to the Executive Board that the request be denied at any request meeting the Executive Boards' approval shall be presented to the General membership for a vote, taking into account the Board's recommendation.

The Hall of Fame Committee shall:

1. Consider candidates who are CQC members in good standing.
2. Accept candidates recommended in writing, either by mail or by e-mail correspondence, by at least three sponsors, listing role played in CQC (officer, committee chair, volunteer, etc.), involvement in furthering quilting in Colorado, and accomplishments.
3. Accept names of recommended candidates submitted before the March meeting.
4. Recipients can be notified of their acceptance in the Hall of Fame at any time after their final review, but not necessarily should this be done before the birthday meeting induction ceremony in July at which all inductees for that year will be announced.
5. Limit the number of recipients to 7 or less per year.
6. Allow any candidate not accepted to be resubmitted for consideration in following years.
7. Award to recipient the following:
 - a. A wall plaque with their name and year selected.
 - b. A pin designating them as a member of The Hall of Fame.
8. Consist of a chairperson and at least 4 other Hall of Fame members.
9. Each shall serve on the committee no more than three years consecutively.

The Heritage Committee shall:

1. Maintain a scrapbook of newspaper articles about the Council and members of the Council, together with miscellaneous photograph programs and assorted memorabilia of The Council, or other items of interest to Council members.
2. Maintain a file listing each scrapbook and a description of its contents and a list of any other items being maintained for Council history.
3. Bring heritage scrapbooks to CQC birthday meeting in July.

The Hospitality Committee shall:

1. Arrange for the meeting place of the regular Council meetings from January through December for the following year. Exceptions allowed with Board approval.
2. Be responsible for collecting and awarding door prizes at the regular Council meetings.
3. Be responsible for Holiday Luncheon which could include an ornament exchange.

The Library Committee shall:

1. Maintain the books or other resource material owned by The Council.
2. Maintain an Inventory file of all books and resource material.
3. Be responsible for lending items to the members of the Council and requesting return of same.

The Membership Committee shall:

1. Receive all applications and dues for Colorado Quilting Council Membership.
2. Send/provide membership information to CQC Board members and Committee Chairperson requesting it.
3. Maintain accurate records of Council members to include, at least, name, address, email address and telephone number.
4. Prepare and print a current roster of members with a list of current Officers, Committee Chairs, Past Presidents, Hall of Fame members, Outreach Recipients, Quilt Shop Directory, and the current Bylaws and Standing Rules.
5. Have roster printed and e-mail the current membership list to the Mailing Service before March 15th.
6. Forward by the end of the month the names, addresses and telephone numbers of new members to the Newsletter Editor and President for information.
7. Forward the current membership mailing list to the Mailing Service by the 1st of each month.
8. Register members and guests, and welcome guests, at the General Meeting. Maintain a list, and prepare names for door prizes and have name tags and pins available.
9. Prepare new member packets consisting of a Colorado Quilting Council pin, roster and other material as may be appropriate. Only one CQC pin will be issued to each member. The replacement cost is the cost of an annual membership to CQC
10. Maintain historical membership record.
11. Furnish Committee Chairpersons with a list of volunteers from the Membership form.

The Newsletter Committee shall:

1. Publish and mail 11 issues of the newsletter by the 10th of each month, January through the next December.
2. Submit bill for printing to the Treasurer each month following publication of newsletter, and keep records of expenditures.
3. Keep a notebook with all pertinent information.
4. Arrange for the Treasurer to pay the mailer for postage.

The Newsletter Advertising Committee shall:

1. Contact potential advertisers for the monthly newsletter.
2. Provide appropriate advertising forms and required membership forms to advertisers.
3. Collect advertising fees and advertisements.
4. Maintain a ledger listing advertiser's name, check number, amount and date of check and month of advertising.
5. Forward all checks and copy of the ledger sheet to the Treasurer.
6. Make sure all advertisements are "camera ready" for the Newsletter Editor and forward to the Newsletter Editor by the established date.

The Outreach Award Committee shall:

1. Consider nominations of any person or organization that has made an outstanding contribution to quilters or quilt making. This area of contribution may be educational, historical, creative, etc. These nominations will be made by a CQC member and must have three concurring signatures.
2. Present or mail a certificate and pin by December to selected nominee(s). This certificate is not to be confused with CQCs Hall of Fame.

The Photography Committee shall:

1. Be responsible for and photograph the "show and tell" portion of the regular meeting.
2. Photograph Council exhibits and other exhibits when the majority of the items are furnished by Council members.
3. Photograph other activities of The Council at the request of the Executive Board.
4. Maintain a file of digital images.
5. Provide copies of photographs as requested by members at cost plus postage rate.

The Program Committee shall:

1. Have the 2nd Vice-President as Chairperson.
2. Plan and present programs at the regular meetings subject to the approval of the Executive Board.
3. Programs shall be planned at least one year in advance.

The Property Committee shall:

1. Maintain an inventory of all Colorado Quilting Council property.
2. Have a list showing the members currently in possession all the property.
3. Be responsible for transporting property to the Council meeting as needed.
4. Be responsible for the maintenance of the Council storage units and see that all payments for rentals are made.
5. Supply the Treasurer with an exact description and cost of each item or property when purchased

The Quilt-A-Fair Committee shall:

1. Be responsible for location and arranging, with Board approval, an appropriate building for the next Quilt-a-Fair.
2. Serve as liaison between the building management and the Executive Board for the current year's Quilt-a-Fair.
3. Serve as administrator of all subcommittees, such as,

Admissions
Demonstrations and
Classes
Food Service
Hospitality

Publicity
Quilt Auction
Quilt Show
Registration and Set Up
Silent Auction
Treasurer

4. Prepare a special report describing the activities, participants, and financial report, including itemized receipts and disbursements by the November Board meeting.

The Quilt Collection Committee shall:

1. Act as agent for, and oversee the disposition and management of any quilt or quilt collection which may come to the Council by gift or purchase.
2. See to the storage and care of any quilt or quilt collection which is in the possession of the Council by gift or purchase.
3. Sleeve and document such quilts, and get appraisal, if necessary, with Board approval.
4. Maintain current file of all quilts and blocks owned by CQC, i.e., location, pictures and all pertinent information.

The Raffle Quilt Committee shall:

1. Be responsible for the designing of a quilt with Board approval.

2. Coordinate construction of the quilt by the set deadline.
3. Establish guidelines for maintaining Council standards of workmanship and quality for each raffle quilt.

The Raffle Quilt Ticket Committee shall:

1. Be responsible for maintaining necessary licenses and records with the State of Colorado in cooperation with the Treasurer of CQC.
2. Coordinate publicity for the quilt.
3. Coordinate ticket sales and required record keeping.
4. Conduct a fair and impartial drawing to determine winner at the annual Colorado Quilting Council meeting in December.

The Retreat (Fall) Committee shall:

1. Be responsible for locating and arranging the site and potential guest artist/teacher/program for the current and following year. Prepare Hotel, speaker and other applicable contracts for President's signature.
2. Make final arrangements for the site and the program for the current year; including: transportation for the guest artist, room assignments, supply list, publicity, special retreat events, etc.
3. Keep accurate records and guidelines, and pass on to next Chairperson.

The Retreat (Spring) Committee shall:

1. Be responsible for locating and arranging the site and potential guest artist/teacher/program for the current and following year. Prepare Hotel, speaker and other applicable contracts for President's signature.
2. Make final arrangements for the site and the program for the current year; including: transportation for the guest artist, room assignments, supply list, publicity, special retreat events, etc.
3. Keep accurate records and guidelines, and pass on to next Chairperson.

The Council Bookkeeper shall:

1. Receive check register for all CQC checking and money market accounts from the bank.
2. Balance check register to the CQC Treasurer's records and computer records.
3. Return balanced record to CQC Treasurer.
4. Assist CQC Treasurer with Sales Tax and raffle report, at Treasurer's request.

The Quilt Documentation Committee shall:

1. Encourage the historical documentation of quilts in Colorado through quilt documentation days, and other activities as determined by the committee with Board approval.
2. Chairperson will be the Administrator of quilt documentation days.
3. Set a schedule of such days throughout Colorado and serve as the liaison between the committee and the local representative.
4. Keep records of the quilts of the general membership.

The Graphic Designer/Webmaster shall:

1. Design and produce artwork for all documents, posters, signs, pins, flyers, brochure covers, forms, etc. as requested by the various committees of CQC.
2. Maintain digital records of all contracts and artwork created for and used by CQC.
3. Maintain and update content in the Colorado Quilting Council and Quilt Colorado websites as needed.

- III. At the place of the regular monthly meeting of the Colorado Quilting Council, no selling, soliciting, or other commercial enterprises will be allowed, except the Ways and Means Committee shall be allowed to sell for the benefit of the Council. Informational material may be distributed and informal arrangements between individuals or exchange of materials ordered in advance may be made before and after the meeting.

Individuals presenting educational programs during a General or Special meeting of the Colorado Quilting Council who provide kits or are the authors of books and/or other printed material are exempted from the restrictions of selling and soliciting during or at the meeting on the day they provide the program. These individuals, will be allowed to receive payment for kits and to sell books and printed materials If they are the primary author. Programs that include such activities will not be held at sites prohibiting sales.

- IV. A guest will pay a meeting fee as set by the Executive Board.
- V. The Newsletter Committee Chairperson, Bookkeeper, and Graphic Designer/Webmaster shall be selected by the President as provided in Article IV, Section 7a(3), except that the President shall first obtain resumes from, and interview persons, interested in the Chairperson position. Payment for the bookkeeper, newsletter editor/graphic designer and webmaster shall be set through the annual budget process, and may be paid monthly or quarterly. In the event that any of these positions do not, for any reason, serve for one year term, the fee paid shall be proportional to the work completed.

Revised August 2026.