

S&B Quilters' Guild – Standard Operating Procedures

Secretary shall complete the meeting minutes no later than 7 days after the monthly meeting, and any other information for the newsletter needs to be available in that 7 days also. This will allow the newsletter chairperson to complete the newsletter as soon as possible after the meeting.

Nonmembers may place classified ADS in the newsletter that are quilt related, space permitting. Five dollars (\$5.00) per ad per month will be charged. An email request may be sent to the Newsletter editor. There would be no fee charged to active members.

As a courtesy to all, members are asked to wear a nametag to general meetings. A donation of twenty-five (25) cents will be made to the treasury by anyone present not wearing his/her nametag.

Businesses who wish to advertise in the Newsletter will pay \$25 per year, paid in January.

Standing Committee is defined as a committee which has a continued existence; that is not related to a one-time task such as special committees.

S&B will charge an additional \$10 for nonmembers attending a class.

S&B will charge \$5 for nonmembers attending a trunk show as noted in the bylaws per Article III Section 2.

Any Member may propose changes to the SOP by submitting their request in writing to the Executive Board for Review.

Changes to these Standard Operating Procedures shall be voted on by guild members with a 2/3 vote acceptance.

Presented and approved by guild March 9th, 2024