

**PARKER PIECE KEEPERS QUILT GUILD
STANDING RULES**

These Standing Rules may be amended by a two-thirds (2/3) vote of the Board of Directors present at a Board meeting, without previous notice.

1. Non-members shall be charged a five-dollar guest fee. The fee amount can be changed by the Board of Directors.
2. The Guild shall have a Show and Tell at every meeting unless conflicts with programming.
3. At the monthly Guild meetings, no selling or soliciting of goods or services will be allowed by a member, unless the member is a guest presenter at that month's meeting.
4. It is prohibited to use the e-mail or mailing addresses of Guild members for selling or solicitation of goods or services.
5. Election of Guild officers will be done by vote of membership at December elections. If more than one candidate is running for office, a written ballot must be presented.
6. A Guild member who exhibits a pattern of behavior that impacts the Guild in a negative manner may be removed from membership in the Guild, as approved by the Board. The President will enforce this policy.

THE ELECTED OFFICERS OF THE GUILD AND THEIR DUTIES ARE:

President

Guild Meetings & Events:

Conduct monthly guild meetings.

- Prepare an agenda for each meeting and provide it to the secretary before the start of the meeting.
- Conduct board meetings on a monthly basis.
- Identify relevant issues and prepare an agenda to provide to board members
- Delegate responsibilities as appropriate.
- Call special meetings as deemed necessary.
- Ensure that camaraderie & harmony is present at board meetings, and treat all board members (both elected officers and appointed chairpersons) equally. Camaraderie yields quality results.
- Remember that the immediate past president is to be a member of the board.

Utilize Roberts Rules of Order as a guide for conducting meetings - not so much the formality aspects, but certainly the procedural aspects (what's a quorum, how decisions should be made and in what venues, etc.). Access rules from: <http://www.rulesonline.com>.

Committees:

- **Consult with VP (and other board members as appropriate) to appoint all ad hoc and standing committee chairs, e.g.:**
- **Act as an ex-officio member of each committee. The president need not attend all committee meetings, but should attend program committee meetings and quilt show committee meetings.**
- **Delegate liaison responsibilities to the vice president and to other board members with respect to committees.**
- **Monitor all general communications to membership (web site, newsletter, flyers.) to ensure that information is accurate and complete**

External Involvement, Fund-Raising & Charity:

- **Protect and/or improve the reputation of the guild by ensuring that the guild is represented appropriately to the public in terms of the way we treat outside speakers, our printed materials, etc.**
- **Make sure that the guild's presence is adequately known in the surrounding communities (e.g. ensure that the "bookmark" flyer is present at the appropriate local quilt-related shops and events; be aware of important quilt-related events and activities and see to it that the guild is represented if appropriate; and identify guild efforts that warrant publicity).**
- **Ensure that committee chairs fulfill their obligations relative to external organizations, with respect to PR, fundraising, charity, etc.**

Corporate Responsibilities:

- **Ensure that the Treasurer is prepared to submit the appropriate form to the IRS by May 15th.**
- **Ensure that the Secretary is taking minutes at board meetings and is keeping minutes on file.**

Planning & Other General Responsibilities:

- **Assume responsibility for the job descriptions in the Standing Rules and see that it's updated at least annually. Request input from current committee heads and update the entire document so that a fresh version is available to be distributed to committee heads (both new and old) in January. Make sure that committee heads receive a copy of their respective job descriptions & request input. It's important for all to understand expectations because it avoids conflict and helps ensure that the guild functions effectively. Coordination of the document can be delegated, but over-all responsibility rests with the president.**

- **Protect against member burnout by ensuring that efforts are well worthwhile.**
- **If requested to do so, write article for newsletter that's brief and motivational.**
- **Ensure that all crucial guild matters are appropriately accomplished.**
- **Assume responsibility for long range planning.**
- **Protect the guild's "brand" by ensuring that the guild logo and other graphic characteristics are maintained, as is our friendly nature as a group**
- **Most important, orchestrate a friendly, harmonious atmosphere at events & inspire positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember that, in a social organization such as this, the feelings of people are usually far more important than procedural matters.**

Vice President

Share in the Duties of the President:

- **Conduct guild meetings in the event that the president is unable to be present. When filling in for monthly guild meetings, prepare an agenda and provide it to the Secretary before the start of the meeting.**
- **Be aware of needs and advise the president as appropriate.**
- **Assist the president in identifying appropriate persons to fill vacancies in committee chairmanships.**
- **Serve as liaison with several of the committees as assigned by the president.**
- **Help to uphold and/or further the reputation of the guild (e.g., by helping to identify venues where the guild should potentially be represented, helping to insure that the guild flyer is appropriately placed and replenished, helping to identify appropriate opportunities for publicity).**
- **Help ensure that committee chairs fulfill their obligations relative to external activities with respect to PR, fund-raising, charity, etc.**
- **Assist the president in orchestrating a friendly, harmonious atmosphere at events & inspiring positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember that, in a social organization such as this, the feelings of people are usually far more important than procedural matters.**

Help to ensure that all crucial guild matters are appropriately accomplished.

Assist the president as needed with corporation-related duties:

- **Help ensure that the Treasurer is prepared to submit the appropriate form to the IRS by May 15th.**
- **Help ensure that the Secretary is taking minutes at board meetings and is keeping minutes on file.**

- **Help ensure that guild operations are in keeping with the parameters outlined in the bylaws. Now that the guild is an official corporation, we should avoid making changes to the bylaws. The bylaws are intentionally vague to enable flexibility. Most operational changes that may need to be made should be done in this “Standing Rules” document. Changes to the bylaws should only be made when absolutely necessary. If and when changes must be made to the bylaws, the board may vote to make such changes, and the president should coordinate it in accordance with the process outlined in the bylaws.**

Membership:

Membership Coordination

- **Organize and manage membership renewal (ensuring timely distribution of membership cards).**
- **Assemble new-member packets and distribute as new members join.**
- **Bring a supply of new member packets to each guild meeting**
- **Coordinate with Meet and Greet committee to help welcome new members and to present them with their packets. Arrive early and make yourself available to Meet and Greet committee members during “walk-in” time**
- **Provide newsletter editor with any new member information before the newsletter deadline every month, including the related new member e-mail information.**
- **See that nametags are made and kept up-to-date.**

Membership Database Management

- **Maintain a database of all members (note: a database is defined as a detailed list, preferably a computerized database [rather than word processed] but not essential.**
- **Distribute complete updated membership list to members as soon as possible after the close of the renewal period.**
- **Communicate changes to membership list to board members on a monthly basis, or as they happen.**
- **Protect the list to ensure that it is not used inappropriately (e.g., must not be used as a mailing list for any commercial concern).**
- **Per bylaws, members joining after the June meeting, should be assessed half of the amount set for the year.**

Miscellaneous:

- **Make sure that all membership-related material on the web site is up-to-date on the web site, including a current roster of members.**
- **Help ensure that all members—both new and old—feel welcome, needed, and well served. As a social organization, the camaraderie of the group is crucial.**

Secretary

- **Record & Distribute Minutes**
- **Take minutes at monthly board meetings**
- **Record decisions made (include rationale if needed) and record all action items along with responsible persons associated with each as well as any deadlines.**
- **Distribute minutes (by e-mail) to board members, committee chairs and any other members who were in attendance at the board meeting as soon after each board meeting as possible.**
- **Maintain action item list (past & current) and track completion.**
- **Take minutes at monthly guild meetings.**
- **Provide summary of meeting highlights to newsletter editor each month by the required deadline**
- **Have a copy of all minutes available at guild meetings and board meetings (in binder or folder of some sort) so as to respond to questions.**

Communications:

- **Handle all inquiries/requests from persons outside the guild. Such inquiries/requests may come via the web site, e-mail, snail-mail, or phone.**

Corporate Responsibilities:

- **Keep historical records of all official changes to the bylaws, including dates of voting. This can be as simple as filing a copy of the related minutes with the legal documents to be passed on to subsequent secretaries.**
- **Maintain official minutes at board meetings. As a corporation, this has more than procedural value. Corporations are obligated to have evidence of meetings of the officers.**
- **Have a copy of the by-laws available at all guild meetings and board meetings so as to respond to by-law-related questions as they arise. Also have an up-to-date copy of the Job Descriptions handy at all guild meetings and board meetings for ready reference.**

Treasurer

Bill Payment, Reimbursement, & Income Reimbursement:

- **Pay bills promptly as directed by the Board.**
- **Promptly reimburse expenditures submitted on signed expense reimbursement forms.**
- **Promptly deposit money's received in bank account.**

- Quarterly the Treasurer shall show the Board the current bank statement verifying the current balance of Guild funds.
- Bring checkbook to all guild functions.
- Bring several copies of the expense reimbursement form to all guild functions and make sure that the most current version is available on the web site.
- Collect all monies for membership dues, issue appropriate receipts, prepare an accounting of all receipts and report such to the Board as requested.
- Maintain a calendar detailing the timeframes of regular expenses of the guild (e.g., the web site expenses) and ensure that the related bills/contributions are paid on time.

Corporate Tax Responsibilities:

- Prepare and submit form 990-EZ (aka e-Postcard) to the IRS by May 15th of each year (this is the 15th day of 5th month after the close of fiscal year—December 31). This is the form used as long as annual gross receipts are \$25,000 or less. (Check with the IRS website to ensure that the (\$25,000) number remains the same.)

Budget Tracking:

- Maintain and balance checking account
- Track income and expenditures within the agreed-upon line-items (note that expense report forms may contain expenditures relating to more than one line-item).

Reporting:

- Prepare monthly reports—by line-item—to present at each board meeting
- Prepare budget summary and make available at guild meetings.
- Prepare and present a complete, written financial annual report at the end of the fiscal year.
- Notify board and/or president of any concerns regarding budget.

Program Chair

Committee Coordination:

- Assemble program committee to help determine presenters and activities. - - Meet with committee on a regular basis.
- Invite guild president to committee meetings.

Monthly Guild Program Coordination:

- **Attend board meetings and get the approval of the board for all plans—including financial implications— in advance of contracting for or incurring those expenses.**
- **Maintain a schedule of activities for monthly guild meetings**
- **Coordinate presenters:**
 - **With committee, choose lecture candidates and schedule them at least 6-months in advance.**
 - **Draw-up, sign and send contracts after Board approval.**
 - **A contract is required for every presenter, even when presenter is a guild member.**
 - **Follow-up with presenters frequently.**
 - **Arrange for accommodations if needed.**
 - **Find out the presenters presentation needs (tables up front, A/V, etc.). Learn if the presenter is planning to use her/his own AV equipment.**
 - **Serve as hostess to the presenter.**
 - **Gather background information and prepare brief introduction to be delivered at the appropriate guild meeting.**

Coordinate Activities:

- **Assume full responsibility—or delegate responsibility—for each activity**
- **Ensure that all is planned well and that all goes according to plan**
- **Provide Newsletter editor with upcoming program information in advance of deadline**
- **Provide Web master with program schedule and ensure that program information on the web is accurate.**
- **Maintain overall budget for guild activities and ensure that we remain within budget**
- **Coordinate with treasurer to ensure that speakers are paid in accordance with contracted parameters.**

Workshops:

Guild Workshop Planning & Scheduling

- **Identify outside experts and topics that guild members would appreciate.**
- **Maintain the schedule of guild workshops including those involving: outside experts, guild members, comfort (or charity) quilts, etc.**
- **Make arrangements for outside experts**
- **Choose workshop candidates and schedule them**

- **Draw-up, sign and send contracts**
- **Follow-up with workshop presenters frequently**
- **Arrange for accommodations if needed**
- **Serve as hostess to the workshop presenter (provide that person's lunch, etc.).**

Coordinate sign-up sheets:

- **Coordinate the distribution of any supply lists, patterns, etc.**
- **Monitor the web site to ensure that all workshop-related information is accurate and up to date. Provide Web-master with updated information.**

Financial Arrangements:

- **Determine cost to participants.**
- **Coordinate the gathering of fees and the subsequent submission to treasurer.**
- **Coordinate dispersal of refunds if appropriate.**
- **Coordinate with treasurer to ensure that workshop presenters are paid in accordance with contracted parameters.**

Building Arrangements and Set-Up:

- **Determine the location where the workshop should take place, schedule it, and arrange for payment of use fees or donations.**
- **Determine set-up requirements & coordinate the acquisition of needed items (e.g., extension cords, irons, etc.).**
- **Solicit help for set-up and ensure that all is ready in time**

Program Vice Chair

- **The Program Vice Chair shall assist the Program Chair as required and in every way to learn all the jobs of the Program Chair.**
- **The Program Vice Chair shall have the ability to prepare, sign and send contracts for the programming year that they will hold the position of Program Chair. This task shall be coordinated with the current year Program Chair and the programs approved by the Board.**
- **Follow-up with presenters as needed.**
- **After serving one year as Program Vice Chair, the following year the Program Vice Chair shall replace the Program Chair and acquire that title and those duties.**

THE APPOINTED CHAIRMEN AND THEIR DUTIES ARE:

All Chairmen positions shall be appointed by the President. All Chairmen will have a vote at Board meetings but the final decision will be made by the Executive Board.

The following are the current Chairmen positions:

Audit

The Audit Committee will be appointed by the President and shall be from the general membership. No board members shall serve on the Audit Committee. Audit Committee will document and report the results to the Board and the General Membership no later than the February meeting

Bees

- Coordinate monthly bees (day, evening, appliqué, wool, etc.).
- Develop and maintain a list of people who are willing to host bees.
- Keep a schedule, rotating hosts each month if so desired by the hosts.
- Contact designated hosts a few days to a week in advance of the date of the bee to make sure that all is OK for the bee to occur there.
- Promote bees by providing information (date, time, place) for the following communications vehicles:
 - o Announcements at monthly guild meetings
 - o Newsletter—in accordance with established deadlines
 - o Website

Challenge

A challenge is to be a Member competition to create a quilted project fulfilling the pre-set requirements for that challenge year.

- Develop the Concept
- With an ad-hoc committee (or with the board), brainstorm possible challenge possibilities
- Get board approval
- Develop the rules and get final board approval
-

The new challenge should be announced at the general meeting.

Prepare a summary of rules and have printed copies available at meetings and on the web site.

Year Long Coordination

- **Promote interest with periodic announcements at meetings and in the newsletter**
- **Serve as arbiter when questions arise regarding the rules.**

Finale

- **Coordinate with program chairman and president for special requirements at reveal guild meeting.**
- **Get the help of people not entering the competition to set-up and pin up the quilts.**
- **Orchestrate the subsequent announcements or provide information to president to do the honors either as a vote or a drawing for the winner.**

Door Prize Coordinators

- **Acquire and/or purchase—in accordance with the approved budget—door prizes for each meeting, and wrap them appropriately.**
- **Plan on 2 or 3 door prizes per meeting.**
- **Distribute tickets to members (2 tickets to each member bringing a guest or food for Parker Task Force)**
- **After each guild meeting has started and attendees have all entered, be ready to coordinate the drawing of the winning tickets and the awarding of the prizes, when requested to do so by the President.**
- **Distribute the door prizes to the winners and provide the names to the Secretary for the meeting minutes.**

Fundraising

- **Will come up with ideas for an annual Fundraiser, with the Board's approval.**
- **Will solicit help, if needed, and form a fundraising committee, with the Chairman in charge.**
- **A major fundraising event will be held at least once a year, with possibly 2-3 other minor events during the year.**
- **The funds procured during this event will be primarily for the use of education, i.e., speakers, workshops, and any related expenses.**
- **A provision will be made in the budget for prizes or awards. No additional funds will be used from the budget to offset these events.**

- The event needs to be promoted starting at least 3 months in advance, and the reasons for the fundraiser need to be adequately explained to the general membership.

Hospitality

- Coordinate with Parker Adventist Hospital catering department for any needed refreshments as directed by the Board.
- Assist in any setup and cleanup necessary in connection with any refreshments served at a meeting.
- Any further duties as requested by the President or the Board.

Librarian

- Maintain the Guild's Library.
- Write occasional book reviews for Guild's newsletter.
- Repair materials and books, as needed.
- Make library available at each meeting to any member requesting materials prior to the meeting.
- Help to ensure that members are aware of the availability of the library and that all know what to do to check out books.
- Monitor and maintain card file of books that are out. If books are out over an extended period of time, contact the borrowers to provide gentle reminders.
- Make sure the book list on the web site is up to date. As additions are incorporated and as older materials are purged, update the list and submit it to the Web-master.

Meet and Greet (2 Volunteers)

- Act as a liaison between new members/guests and existing members, to ensure that new people feel welcome.
- Arrive at guild meetings 20-30 minutes early and station yourself as follows: one near the entrance while people are walking in and the other at the sign in table.
- Greet members, have them sign in.
- If the person is joining the guild, introduce her to the Vice President so that the initial administrative needs can occur. Either stay with the new member during that process, or meet up with her afterward.
- Pass the sign in sheets to the Vice President for the meeting membership report.
- The volunteer at the sign in table will alert the other volunteer when there is a new member.
- Taking turns with the others, engage each new person in conversation.

- If there are more new-members/guests than there are members of the Meet and Greet committee, seek help from some other out-going guild members. And if all else fails, priority should be given to the new members.
- Introduce new members & guests to other guild members and try to instigate conversations between them (so they'll feel comfortable interacting with more people than just you the next time they come).
- Sit with the new person when the meeting begins (unless you're sure another member has taken that person under their wing).
- Watch for recent new members at subsequent meetings to ensure they're not alone and feeling awkward.
- Explain aspects of the guild as time permits, e.g., library, etc.

Newsletter Editor

General:

- Serve on the guild board and serve as the communications arm of the board. Communicating information that is accurate and appropriate demands attendance at all board meetings in order to grasp the correct nuance of the messages.
- Information development.
- Establish a deadline for the receipt of articles
- Seek and receive articles and information from guild officers, committee heads, and lay members regarding guild endeavors and quilting-related items of potential interest to the guild.
- Seek other quilting-related information that would be highly pertinent to guild members, e.g.:
 - – Quilt shows
 - – Info from other quilt guilds
 - – Special offers by local quilt shops
 - – Thank you notes
- Weed out inappropriate items—if any—and tactfully notify related contributors as appropriate.
- Apply editing as needed to articles so as to include new or omitted information or to correct any obvious grammatical problems.
- Gather photos from appropriate sources and/or take photos at guild events.
- Develop captions for photos (identifying names a people in photos to the extent possible).

Newsletter Publishing:

- **Develop material for publication**
- **Design an overall format for the newsletter that will represent the guild well, and that will present the material in an easily accessible way.**
- **Maintain the same format for at least a year (unless changes become essential). The design should be in keeping with the “brand” established for the guild**
- **“Layout” the articles in a way that will:**
 - **be visually pleasing**
 - **utilize an economy of space (in terms of paper)**
 - **utilize an economy of file space (in terms of the electronic aspect) so members won’t have difficulty downloading it).**
- **After the layout is complete, convert the file into a PDF format.**
- **Maintain a clean “MS Word” file of the “copy”**
- **E-mail the PDF and “MS Word” file to the Webmaster within 3 days after receiving the copy if possible. The newsletter should be available to the members at least a week-to-ten-days before guild meeting (earlier if possible).**

Distribution:

- **The newsletter distribution is electronic. It’s published to the web site also.**
- **Members who do not have access to the internet can provide self-addressed stamped envelopes to an internet buddy who will print out the newsletter and use the envelopes provided to send each issue of the newsletter as soon as it’s available.**

Nominating Committee

- **The Nominating Committee’s duties are to prepare and submit to the membership a slate of nominees at the October meeting.**
- **The consent of all nominees shall be obtained by the Nominating Committee prior to nomination.**
- **Each nominee shall be given a copy of the Standing Rules showing the job duties for their proposed office.**

Outreach

- **Schedules, promotes and oversees workdays.**
- **Maintains the Guild’s stash of donated materials.**

- **Presents quilts to designated charities and shows finished quilts at Guild meetings to encourage member participation.**
- **The Outreach Chairman shall present all proposed community outreach projects to the Board of Directors *for review and the proposed projects will then be submitted to the membership for final approval.***

Photographer

- **The Photographer shall take pictures of Show and Tell items at the general meeting.**
- **The Photographer shall also take pictures of any other items or events of interest in order to preserve the history of the Guild.**
- **The Photographer shall submit pictures on a regular basis to the Website Chairperson so that the website may be regularly updated.**

Retreat

Overall:

- **Gather input from members and plan guild retreats to occur as often as guild members are interested in supporting.**
- **Utilize co-chairs or committee members to head up various aspects as needed.**
- **Monitor the website and newsletter to ensure that all Retreat-related information is accurate and up to date. Provide Web-master and Newsletter Editor with updated information.**

Pre-event:

- **Coordinate with the appropriate venue to reserve space and accommodations.**
- **Identify all applicable deadlines.**
- **Promote the event with all appropriate information to membership:**
 - **Newsletter**
 - **Website**
 - **Flyers**
 - **Etc.**
- **Maintain list of interested members and coordinate the gathering of appropriate funds.**
- **Maintain documentation of retreat finances and report to Board as requested.**
- **Make rooming assignments**

- **Provide participants with any all information that will help ensure that event will be successful for all:**
 - o **Assignments**
 - o **Schedules**
 - o **Food plans (if any)**
- **See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.**

During Event

- **Serve as liaison between venue (and other event-related entities) and members to ensure that all have an enjoyable time.**
 - o **Accommodations**
 - o **Electrical, AV and other equipment**
- **Troubleshoot any foreseeable difficulties.**
- **Mitigate any problems that arise.**
- **Communicate any changes to participants & others.**
- **Serve as hostess, ensuring that participants are having an enjoyable experience.**
- **See to the payment of services as agreed.**

Post-event

- **Work with guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures with documenting receipts.**

Sew Day Coordinator

- **The Sew Day Coordinator shall set Sew Day dates and times, arrange for booking the location, provide for setup and cleanup, and schedule any demonstrations or instructors.**
- **For member presenters at Sew Day programs or demos, the current policy is to not pay member presenters.**
- **The Sew Day Coordinator shall provide for a signup system either by written signup sheets at General Meetings or an e-mail signup system.**

Social Secretary

- **Send comfort to guild members in need**
- **Be alert to serious difficulties or crises in the lives of guild members (e.g., serious illness, serious illness or death of a close family member, etc.)**
- **Send a card, in behalf of the guild, to members experiencing serious difficulty. (To avoid hurt feelings over the possibility of unequal treatment, flowers should not be sent without the approval of the board).**
- **Notify the guild president of guild member difficulties, if she's not already aware.**
- **Be respectful of a member's desire for confidentiality if requested (and notify guild president of such requests).**
- **With the agreement of the person involved in the crises, send a condolence message to be published in the newsletter.**

Special Events Chair

Overall:

- **Gather input from members and special events that guild members are interested in supporting and that are not supported by another specific committee chair.**
- **Utilize co-chairs or committee members to head up various events or activities as needed.**
- **Monitor the web site to ensure that all event information is accurate and up to date. Provide Web-master with updated information.**
- **Provide newsletter editor with quilt related events in which members may have an interest.**
- **Event examples might be, trips to shows, shop hops or other events.**

Pre-event or Activity:

- **Coordinate with the appropriate venue to reserve space and accommodations.**
- **Identify all applicable deadlines**
- **Promote the event with all appropriate information to membership:**
 - o **Newsletter**
 - o **Website**
 - o **Flyers**
 - o **Etc.**
- **Maintain list of interested members and coordinate the gathering of appropriate funds.**
- **Make travel arrangements to go to special events, if needed.**

- **Provide participants with all information that will help ensure that event will be successful.**
- **See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.**

Website Chair

Groundwork

- **Learn as much as possible about software capabilities so as to take full advantage of them.**
- **As needed, design new features into the website and/or discontinue elements that are less useful**
- **Ensure that the functioning of the web host is effective and that all related fees are paid on a timely basis (coordinate with guild treasurer for actual payment).**
- **Maintain the look and functioning of the site and keep as consistent as possible. Re-design as deemed necessary or appropriate.**

Maintenance

- **With the guild Treasurer, make sure that payments are made on time to the respective entities to ensure that we don't lose our domain name or our service provider. When the service contract is up for renewal, determine whether we should keep with the current provider or migrate to another that might be more advantageous. Complete any and all technical material related to the service and domain name.**
- **Keep the administrative elements of the web up to date.**
- **Keep the various aspects of the site that require information from others up to date. If updated information isn't submitted on a timely basis, seek it out from the newsletter editor or from the respective chairpersons.**
- **If someone requests putting something on the web that you think may be questionable, seek approval from the board.**
- **Keep the web site visually appealing by updating photos at appropriate intervals.**

Amended Standing Rules Adopted by Board of Directors

April 6, 2015

Cathy Montowski, President

Mary Jo Williamson, Vice President

Madelon Molofino, Treasurer

Carol Mathews, Secretary

Tami Schlagel, Past President

Jananne Garl, Program Chair

Pat Syta, Program Vice Chair