

Golden Isles Fiberarts Guild

Standing Rules

1. A Hospitality Chairman is appointed by the Board for a term of one year without a term limit. They will with the assistance of volunteers:
 - a. provide refreshments for Guild parties and other special events;
 - b. send cards in cases of illness or death and shall arrange for a suitable remembrance such as flowers, plant or charitable donation. Board approval is required for amounts over \$25.
2. A Publicity Chairman is appointed by the Board for a term of one year without a term limit. They will:
 - c. send a notice of each monthly Guild meeting to the Community Calendar of the Brunswick News, and to other similar community event listings;
 - d. make a major publicity effort including, but not limited to, stories in all community publications and, if possible, radio and TV coverage for the Guild Exhibit or other major Guild event;
 - e. provide the names and addresses of media contacts to the next Publicity Chairman.
3. A Newsletter Editor is appointed by the Board for a term of one year without a term limit. They will:
 - f. solicit meeting reports and calendar listings from the Special Interest Groups and Guild Secretary as well as other Guild news items and incorporate these into a monthly newsletter from September through June;
 - g. email a copy to guild membership, and to the Webmaster for posting to the website.
 - h. appoint an associate editor to review the newsletter before publication.
 - i. Newsletter should be delivered to the membership 10 days prior to the monthly meeting.
 - j. In the event of no member willing to fill this position, the Board may elect to send news through email as required or requested.
4. The Exhibit/Event Chairman is appointed by the Board for the term required for the Exhibit/Event and works with the Executive Board and the Guild Chairman to plan the Exhibit or other special event for that year;
 - k. to provide overall guidance for the event;
 - l. appoint any necessary committees and encourage community activity;
 - m. present budget for approval by the Executive Board
 - n. coordinate event sequence with sponsors and Guild members; and,
 - o. maintain records of the event to assist the next Exhibit/Event Chairman.
5. An Archivist is appointed by the Board for a one year term without a term limit. They will:
 - a. Maintains historical information for the guild and oversee the digitization of said materials for the website.
 - b. Prepares a budget for presentation to the Executive Board
6. A Membership/Mentor Chairman is appointed by the Board for a one-year term without a term limit and will report to the Vice Chair. Membership works closely with the Treasurer to follow up with new members, helps to connect new members to Special Interest Groups, helps Special Interest groups connect with members who have indicated an interest in their group, and shares with them our website information and password.
7. The Vice Chair will be responsible for monitoring and managing the guild email account. Appropriate responses will be made with consultation from the Chair.
8. Presenters and speakers will be reimbursed at the discretion of the Program Chairperson or the Executive Board. Guild members may charge fees for their Fiberarts Guild workshops. (Adopted May 2018)
9. Dual Household Memberships: Two or more members living within the same household shall not be charged full membership dues for each member. One full membership dues fee will be collected from each household plus one dollar for each additional member. For this purpose "household" is defined as those living in the same house. (Adopted May 2005)
10. Regular Guild meetings are held the first Monday of each month, October through May at 3 p.m. unless otherwise announced to the membership. The Chair may change scheduling of the General Meeting to accommodate events that may greatly reduce attendance. These include federal holidays, other holidays, prominent local events, extreme weather and any other consideration at the discretion of the Chair. [Adopted May 2018 and amended January 2025)
11. The Guild checking account will be accessible to both the Treasurer and the Chairperson.
12. Passwords and electronic access to Facebook, Website, will be made available to the Chairman, Vice-Chairman, Secretary and Treasurer.

13. Guild Members are encouraged to develop and offer Workshops in their areas of Special Interest. Any member or group who would like to offer or sponsor a Workshop will coordinate with the Vice Chairman in arranging the details including budget, location and access to the membership.
14. Guild Members are asked to wear nametags at Guild meetings and workshops.
15. Special Interest Group Leaders are chosen by their individual group and are:
 - a. responsible for submitting info to the newsletter editor in a timely fashion,
 - b. responsible for communication with their group members and any new guild members interested,
 - c. are to be notified in advance of Ex Board meetings to have the opportunity to send in any issues, concerns or comments for consideration.
16. Standing Rules should be reviewed each year by the Executive Board, with copies presented to new Board members and copies made available to the membership on the website and by request.

Adopted at the March 3, 2025 regular meeting of the Golden Isles Fiberarts Guild by a vote of the general membership.

Amended on March 3, 2025, at the regular meeting of the Golden Isles Fiberarts Guild, by a vote of the general membership.