

## STANDING RULES

*Standing Rules relate to the administration and parliamentary procedure of an organization.  
The Standing Rules should never be in conflict with the Bylaws*

### ADMINISTRATION

1. The Guild shall hold its **Regular Meetings** on the second Saturday of the month, starting at 9:30 a.m. The Lovers Lane United Methodist Church, TX, shall be the meeting place unless other notice is given. *(rev.12-15)*
2. The Guild shall have one **social event** annually in February. There shall be no regular meeting held that month. *(4-13)*
3. The Guild shall participate actively with the Southwest Calligraphy Conference in order to promote and further the purpose of the Guild. *(5-15)*
4. The **Nominating Committee** shall:
  - a) Recommend an election by ballot when the slate has more than one (1) candidate for any office; *(5-82)*
  - b) Convey to the incoming President names of members who have stated willingness to be considered as a committee chairman when they were contacted by the Nominating Committee for the elective offices; and *(4-13)*
  - c) Remind the membership on a regular basis to participate in the nominating process for officers between the January and April Regular Meetings, noting the job descriptions of the offices up for election, how to submit nominations, to whom, and by when. *(4-13)*
5. Each appointed and elected Officer shall have a **Job Description Manual** in which to keep notes and operational material pertinent to the responsibilities of the office. When the Bylaws or Standing Rules change, the Vice-president will update the manuals, *(5-15)*
6. The Guild shall empower the Board to **approve the minutes** of all its meetings *(Regular, Board, special)*. The Board shall determine the best method to expedite this task. The Secretary shall also post minutes of the previous Regular Meeting at each Regular Meeting, and provide a brief summary to the Newsletter Editor for publication. *(5-15)*
7. The Guild shall have as its **official mailing address** Post Office Box 831118, Richardson, TX 75083. *(4-13)*
8. The Board shall appoint the necessary representatives should the President and/or the Workshops Chairman be unable to attend the meetings of the **Southwest Calligraphy Conference (SWCC)**.

### COMMUNICATIONS

#### **THE NEWSLETTER SHALL:**

- a) Be published in months with meetings, (9 total), unless the Board directs otherwise; *(5-15)*
- b) Be provided to guests at Regular Meetings; *(4-13)*

### FINANCIAL

1. The Guild or its Board may consider **memorials** for deceased members. *(5-82)*
2. Guest speakers may receive an **honorarium** in an amount determined by the Board. *(5-82)*. Members of Kaligrafos will be offered an honorarium of \$50.00 when providing instruction for Regular Meeting programs, mini-workshops, and other educational opportunities. Should members refuse such honorariums, the monies shall be placed in "**The Alan Furber Memorial Educational Fund**" in their name. *(4-13)*
3. The Treasurer shall be aware of reimbursements relating to visiting workshop instructors.
4. All **expenses incurred**, must be submitted to the Treasurer within sixty (60) days of occurrence in order to receive payment. *(10-88)*
5. The Guild shall have "**The Alan Furber Memorial Educational Fund**" with policies as follows:
  - a) The Fund shall be a special educational fund.
  - b) The purpose of the Fund shall be to continue the memory of Charter Member Alan Furber by providing financial assistance, when funds are available, with:

- Expenses for at least one Guild-sponsored educational workshop per year in order to help keep the cost low; **and/or**
  - Expenses for Guild-sponsored educational program offering(s) for the membership as a whole. (4-13)
- c) The gifts shall be deposited in the Guild's account, but maintained in the records as a Fund separate from general expenses/disbursements and budget considerations; and reported
  - d) The Treasurer shall see that all monetary gifts are acknowledged immediately upon receipt, noting that the Guild is a 501(c)(3) organization, and that a gift has been given to "The Alan Furber Memorial Educational Fund". (5-15)
  - e) The four elected officers and the Workshops Standing Committee Chairman shall be the committee responsible for management of the Fund and decisions as to dispensation of monies from the Fund, according to #b) above, as follows:
    - (1) Receives report from Treasurer as to status of Fund;
    - (2) Decides when and if there can be a program or workshop which is available to the members and satisfies the purpose in #b above;
    - (3) Establishes the amount of money, if available, from the Fund to be used for the educational offering selected, and the name of the offering; and
    - (4) Provides a report to the Board following each dispensation from the Fund, noting how it was utilized. (3-10)
6. Members may **sell products** (such as those related to calligraphy, paper and book art) at any meetings of the Guild, but shall donate ten per cent (10%) of their sales to the Guild via the Treasurer. If the donation(s) is not made, further sales by that member will not be allowed. (4-13)
  7. **Reimbursement:** a) **Mileage:** at the current IRS rate of reimbursement per mile when providing transportation for the instructor in relation to a workshop (4-13), **or** in the case of the SWCC meetings, the cost of **gas** to drive or airfare to travel to/from this event with board approval, and accommodations at reasonable rates. (5-15)
    - b) **Meals:** \$25 per day. (8-98)

## **MEMBERS/MEMBERSHIP**

1. **Annual membership dues** shall be \$25.00 payable at the May 1 renewal time and delinquent July 1. Members not renewing their dues by July 1 shall be dropped from the active membership. New members joining after March 1 shall pay \$10.00 for March through June of the Guild's fiscal year, and renew their membership May 1 for the following year. (r4-13)
 

Family members of a Kaligrafos member residing at the same address may join for \$35.00. The family shall receive one set of each Guild mailing. (8-10)
2. **The Membership Directory, shall** include:
  - Information about the Guild and its purpose
  - List of all Officers and Committees
  - A current list of members with addresses and contact information
  - A notice that membership information is for Guild business or private use only, and

The Directory **may** also include:

  - Bylaws and Standing Rules
  - History of the Guild
  - List of past presidents and the "In Memoriam" information (5-15)
  - Programs and workshops for the year
3. **Policies for the Library** shall be as follows:
  - a) Only current members of the Guild shall be allowed to use the Library with verification of membership by the most current, official membership list. (rev 4-13)
  - b) No more than three (3) items shall be checked out at any time to any one member. (1998)
  - c) "Return Due Date" shall be the date of the next regular second Saturday meeting of the Guild.
  - e) Past-due fines shall be:

Late by	1 month	2 months	3 months	4 months
Fine is	\$1/book	\$3/book	\$8/book	Buy Book

- Books with CDs/DVDs shall be purchased immediately when the CD or DVD is damaged
- At three (3) months the member shall be reminded monthly in the Kaligrafos Newsletter that they have library items overdue. At four (4) months the member shall purchase the book(s). (5-15)
- f) Re-checking out books is at the discretion of the librarian with prior requests for a book being given priority after 2 months. (5-15)
- g) Any member owing library fines shall not be allowed to renew their Guild membership without full payment of all fines or the purchase of the book. (4-13)
- h) All checked out books must be returned at the May meeting, however renewed members can arrange with the librarian to have materials over the summer break or at guild events and are due back at the next regular meeting. (5-15)

## **PROGRAMS**

1. **Admission fees** may be charged for special programs as determined by the Board. (5-82)
2. The Program and Workshops Committees should make arrangements for programs/ workshops, with the approval of the Board, beyond their term of office as dictated by scheduling requirements.
3. The following shall be the **guidelines and policies for the Guild's programs**:
  - a) Programs for the Regular Meetings shall be free of charge to the membership. However, special programs, with a possible fee charge may be scheduled. Non-members would be welcome to attend and may be charged a higher fee than members. (5-82)
  - b) If a high caliber, special program opportunity arises, the Program Chairman may recommend to the Board to consider the program in lieu of one scheduled. (5-82)

## **WORKSHOPS**

1. The Program and Workshops Committees should make arrangements for programs/ workshops, with the approval of the Board, beyond their term of office as dictated by scheduling requirements. (4-13)
2. The following shall be the **guidelines and policies for the Guild's workshops**:
  - a) There shall be at least two (2) educational events or workshops per year, and as many mini-workshops with local instructors as the Board decides annually. (5-15)
  - b) Workshops shall be designed to provide quality education at a reasonable fee to the membership. Fees shall be set to meet all expenses involved in a workshop with any overage being put back into the general funds or as designated by the board (5-15)
  - c) Registration shall be managed as follows:
    - (1) Members of the Guild shall be given priority to register for a workshop until 30 days prior to the beginning of the workshop at which time non-members may register, paying an additional \$25.00 to the workshop fee. (11-11)
    - (2) Registration shall begin approximately two (2) months prior to the workshop date.
    - (3) A check for the full workshop fee shall constitute a reservation. When the maximum allowed has been reached, registrants are placed on a waiting list. Additional rules for the registration procedure may be set by the Workshop Committee but must be advertised prior to the registration date. (4-13)
    - (4) Should a registrant be unable to attend the workshop, he must contact the Workshops Chairman immediately and prior to the workshop in order for registrants on a waiting list to be placed. The Guild is not under any obligation to refund for a cancellation unless the place is filled with a paid registration.
  - d) The Workshops Committee shall have the responsibility of selecting workshop instructors with the assistance and approval of the Board. Suggestions from the membership shall be encouraged and the desires of the membership will be accommodated as much as possible.
  - e) Workshops may need to be planned a year or more in advance. Therefore, the current Chairman may be planning the following year's workshop(s) and/or executing the past Chairman's plans.

- f) Members hosting a visiting workshop instructor in their home may be reimbursed for expenses incurred according to the allowances mentioned in SR Financial #7 (mileage and meals), with receipts and/or verification of those expenses.

## **ADDENDUM TO STANDING RULES**

### **Special Rules of Order for Electronic Mail Meetings for the Board**

Electronic meetings (*video conference, teleconference, or electronic mail*) may be held by the Board as authorized in the Bylaws. Each Board member must have the necessary equipment, or access to it, before the Board can hold such meetings. The following shall be followed for conducting electronic mail meetings:

- 1) Electronic meetings are considered official, called meetings, with minutes written.
- 2) The minutes shall record all the steps when the business is completed, since the process of electronic meetings takes place over a period of time.
- 3) Members must use "Reply All" during the meeting except at the time of voting.
- 4) The process for the meetings shall be:
  - a) President announces to the Board the need for the called meeting and provides date or time details will be forthcoming.
  - b) President states the business at the time announced and if a motion is necessary, this need is also stated.
  - c) Board member moves a motion, if needed; no second required
  - d) Once motion is made, the President declares the time frame for discussion giving a deadline, and members use "Reply All" during the discussion. Motions to postpone, lay on the table, and other secondary motions are not in order, except for a motion to amend the original motion. New main motions, other than the one pertaining to the business at hand, are also not in order, but can be handled in separate, new electronic meetings.
  - e) Should there be a motion(s) to amend, the parliamentary procedure to amend the original motion is taken care of during the discussion time frame.
  - f) When time frame is over, President calls for the vote and reviews voting process.
  - g) The voting process shall be:
    - motion restated by President who notes deadline for voting (date and hour)
    - votes go only to Secretary, **not** using "Reply All"
    - members vote by stating "I vote yes" or "I vote no" in their message
    - votes tallied by Secretary after deadline
    - Secretary reports to Board the number of "yes" votes and of "no" votes
    - President then repeats the motion (*or motion as amended*) to Board along with the results and declares the motion was carried or was lost.
  - h) Secretary prepares the minutes recording the complete thread of the meeting, and its final result.

Amended 5-2015