



Inland Northwest Machine Quilters Standing Rules

Approved March 16, 2024

Inland Northwest Machine Quilters

Inland Northwest Machine Quilters (INMQ) is located in Spokane Valley, WA, and is a non-profit organization.

Mission Statement

To promote the art of machine quilting through education and fellowship.

Membership:

1. Membership dues:
 - a. Annual dues are \$25 per member.
 - b. Dues are paid annually per calendar year and due every January.
 - c. Dues are not prorated for new memberships throughout the year.
2. Non-members may not participate in INMQ business nor are eligible to vote.
3. The Membership Coordinator and Treasurer maintain the membership roster, which will be available to the Board members for INMQ activity use. This roster will not be used for the purpose of promoting any for-profit businesses, and the names and information of members will not be sold or otherwise dispersed outside the guild.

Job Descriptions and Duties of Officers:

1. President

Reports to: INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership. Elections held in even number years.

Duties & Responsibilities:

- Attend each meeting of the Board of Trustees
- Attend each meeting of the General Membership
- Act as official representative of INMQ.
- Preside at all meetings of the organization and board meetings. Conduct meetings.
- Prepare agendas for board meetings and general meetings
- Carry out administrative and executive duties outlined in the bylaws and as directed by the membership.
- Present dues increases to the membership for approval per board recommendations

- Oversees the Audit Committee, consisting of a past treasurer and a member-at-large with accounting knowledge. Make sure annual audit of financial records is performed and report to the general membership when the audit has been completed.
- Oversees the Door Prize Committee
- Member of the WSQ Quilt Show Committee
- Have a working knowledge of parliamentary procedures.
- Be familiar with objectives, bylaws and other rules of organization.
- Other duties as assigned.

2. Vice President

Reports to: INMQ Board and INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership.

Elections held in odd number years.

Duties & Responsibilities:

- Attend each meeting of the Board of Trustees
- Attend each meeting of the General Membership
- Take over the duties of the President in the absence of the President or if the President resigns before the end of the term of office through the next general meeting when an election will be held to fill the office.
- Be in charge of the educational programs for the organization, including classes and speakers.
- Have a working knowledge of parliamentary procedures
- Be familiar with objectives, bylaws and other rules of organization.
- Other duties as assigned.

3. Secretary

Reports to: INMQ Board and INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership.

Election held in even number years.

Duties & Responsibilities:

- Take notes and keep minutes of all board meetings and print up minutes of all board meetings as well as general meetings.
- Keep said minutes in chronological order in a permanent file and make available at all board meetings, along with a copy of the bylaws, officer job descriptions, and other rules passed by the organization.
- The Board minutes need to be completed in a timely manner and kept in a permanent binder. 1 year printed, the remainder on a flash drive.
- General Meeting minutes need to be posted to the web forum and kept in a permanent printed binder. 1 year printed, the remainder on a flash drive.
- Have a working knowledge of parliamentary procedures.
- Be familiar with objectives, bylaws and other rules of organization.

- Other duties as assigned

4. Treasurer

Reports to: INMQ Board and INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership.

Elections held in odd number years.

Duties & Responsibilities:

- Receive and be custodian of all funds of the organization.
- Pay all bills of the organization.
- Keep financial records according to standard accounting practices and present a financial report to the organization at each of the general meetings and any other time as requested by the President.
- Make reports to IRS and any other government agency as required by law.
- Keep a current list of the names, addresses, phone numbers and email addresses of all current members, provide information to Membership Coordinator.
- In coordination with Membership Coordinator, ensure the checking and updating of the member list.
- Be responsible for collection of all mail to the organization and distributing the mail to the appropriate persons in a timely manner.
- Report to the Board on number of members, gains, losses, etc. Distribute updated member list to Board members upon request.
- Prepare financial records for an annual audit to be completed by the Audit Committee.
- Oversees the Raffle Committee.
- Oversees the Block Exchange.
- Have a working knowledge of parliamentary procedures.
- Be familiar with objectives, bylaws, and other rules of organization.
- Other duties as assigned

5. Membership Coordinator

Reports to: INMQ Board and INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership.

Elections held in odd number years.

Duties & Responsibilities:

- Greet members and introduce new members at the General Meetings. Ensure name tags are available for General Meetings.
- Oversee Hostess Committee.
- Be in charge of the checking and updating of the member list, in coordination with Treasurer.
- Be in charge of soliciting and signing up new members at INMQ meetings and events.

- Send a Welcome email to each new member with an invitation to the INMQ Forum and information on the next regularly scheduled meeting.
- Approve new members in the INMQ Forum after ensuring dues are paid.
- Head up the WSQ Quilt Show Booth Committee.
- Oversees the WSQ Quilt Ribbon Committee.
- Be present at the check-in table at the general meetings.
- Be in charge of the overseeing of members and verify member information as they check in for the general meetings.
- Have a working knowledge of parliamentary procedures.
- Be familiar with objectives, bylaws and other rules of organization.
- Other duties as assigned.

Job Descriptions and Duties of Non-Board Positions:

1. Newsletter

Reports to: INMQ Board and INMQ Membership

Term: 2 years effective January following nomination and voted by General Membership.

Election held in even number years.

Duties & Responsibilities:

- Prepares the newsletter and posts it on the web and in the forum one week prior to the General Meeting.
- Works with the VP in coordination for Press releases
- Coordinates the Machine Quilters For Hire brochures
- Distribute newsletters and other correspondence before each General Meeting to members by appropriate delivery methods (electronically, US Mail, Post to forum, etc.)
- Oversees the Webmaster.
- Oversees the INMQ Facebook Page.
- Oversees the Fair Ribbon Committee.
- Reviews the website for corrections.
- Prepares the advertisement for the WSQ Newsletter.
- Have a working knowledge of parliamentary procedures.
- Be familiar with objectives, bylaws and other rules of organization.
- Other duties as assigned.

2. Webmaster

Reports to: INMQ Board

Term: Indefinite role as long as the webmaster fulfills the job description, the Board determines that the position is needed, and agrees to remain in the position.

This position does not serve on the Board and is not an elected position.

Duties & Responsibilities:

- Has a working knowledge of website functions, design, and operations.

- Set up and maintain INMQ website under the direction of the INMQ Board.
- Reviews the website for corrections.
- Keeps Board updated to changes, issues, concerns related to the website.
- Other related duties as assigned.

Meetings

1. Board Meetings
 - a. The President will call and conduct Board meetings as deemed necessary to conduct the business of INMQ, and at least prior to each general membership meeting, with dates agreed upon by the Board members.
 - b. A transitional Board meeting will be conducted following the final general membership meeting of the year and prior to the first Board meeting of the new year at which time the outgoing officers will deliver all records, files, procedural binders, and other INMQ properties to their successors. Outgoing officers should briefly review their binders/information in this handoff to their successor.
2. General Membership Meetings
 - a. The meetings of the general membership will be held five times per year on the 3rd Saturday of January, March, September, and November; and on the 2nd Saturday of June (to allow family time for Father's Day).
 - b. Meetings may be held in person or virtually at the time and place designated by the Board.
 - c. Notification of meetings will be announced at general membership meetings, meeting minutes, and the newsletter.

Elections:

1. Elections will be held by verbal 'yea' and 'nay' voting when there is only one candidate per office. Voting may be for all candidates with one vote in this instance.
2. Elections will be held by ballot when there is more than one candidate for an office.
 - a. The President will appoint 2 or more tellers to count the ballots
3. The President will announce the results of the vote at the general membership meeting in which the voting takes place, and the Secretary will record the results of the vote in the minutes.

Committees:

- a. Webmaster
- b. Newsletter
- c. Audit Committee
- d. Nominating Committee
- e. Door Prizes
- f. Machine Quilting Challenge
- g. Treasure Challenge

- h. Artistic Challenge
- i. Quilt Ribbons
- j. Quilt Show Booth Committee

Classes and Workshops:

1. For classes and workshops with a fee charged, INMQ members will have priority for registering based on classroom space.
2. Class fees will not be refunded to attendees who cancel less than 45 days prior to the class in order to find a replacement student.
3. No refunds will be made for “no show” students.

Amendment of Standing Rules:

Any changes to the INMQ Standing Rules may be proposed at any general membership meeting by any member. Any changes must be approved by a majority vote of the members present at said general membership meeting.