

RULES OF OPERATION

Section 1: Upon the recommendations of the Executive Board or the written request of five members-at-large, the President shall appoint an ad hoc by-law committee chair who will then form a committee of no less than three members to review the by-laws and make recommendations to the Executive Board.

Section 2: The by-laws shall be reviewed and dated bi-annually in odd calendar years..

Section 3: The fiscal year for the CFQG shall be from November 1 to October 31.

Section 4: *STANDING RULES:*

- a) Guests are welcome to attend two consecutive monthly meetings, after which they will be invited to become a dues paying member.
- b) As a courtesy to all, members shall wear a nametag at general meetings.

Section 5: *WORKSHOP RULES*

- a) Workshop Chair will recommend teachers, to include the specific workshop and /or lectures, to be voted on by the general membership at the monthly general meeting. Invitations will then be sent by the Workshop Chair. Any member can submit a suggested teacher/workshop, in writing, to the Workshop Chair for consideration.
- b) Members shall have priority to register for workshops prior to the published deadline, after which the workshops will be advertised to the general public. Workshop information will be distributed to the membership and a payment in full must be returned with the registration form.
- c) Notification of cancellation shall be given to the workshop chair as soon as possible. It is not permitted to substitute another person in the applicant's place. The workshop chair will notify the next person on the waiting list. In the event there is no waiting list, a substitute may be found or the money will be forfeited unless all financial workshop expenses have been met.
- d) Workshop Chair should be allowed to set workshop cost, based on the expenses of the projected workshops.

Section 6: Meetings of the Executive Board shall be held:

- a) Each month a time and place called by the President, except when deemed unnecessary by the Board.
- b) When called by two other members of the Board, or
- c) By written request by 5 members of the Guild
- d) Meetings shall be conducted according to standard parliamentary procedure. A quorum shall consist of five of the seven elected officers. The Executive Board shall report its actions at the next meeting of the general membership.

Reviewed and Accepted without Amendment 10/16/13

Reviewed 10/20/16

Reviewed and approved 11/9/2021

