

## MEOW BOARD OF DIRECTORS GENERAL STANDING RULES

1. Officers and Committee heads shall have written reports ready for Board meetings with copies for each Board member. Items to be included on the agenda for Board meetings should be sent to the President three weeks prior to the Board meeting.
2. The President shall send the Agenda for the Board meeting to all Board members two weeks prior to the meeting.
3. Board of Directors shall accept specific responsibility for their term of office in the following areas as assigned or volunteered: AREA GROUPS, MEMBERSHIP, NOMINATING COMMITTEE, ANNUAL SEMINAR, BUDGET COMMITTEE, CAROL CORNFORD SCHOLARSHIP FUND, FAIRS, AUDIT, AND SUNSHINE.
4. Committee chairmen shall submit budget proposals by Fall meeting for Board approval. Expenses incurred by members in committee work must have the Committee chairman approval and included in the report to the Board. Payment then will be made to individuals by the Treasurer. Vouchers must be signed by Committee chairman or President. Budget proposal by Fall meeting.
5. Area Group Reps are invited to attend MEOW Board meetings, but this is not mandatory and they would have no voting privileges.
6. Area Group Reps are to submit one annual report by October 31<sup>st</sup> to MEOW Vice-President giving a brief report on their membership, activities, and Community Service project on form provided. 1/29/05
7. A prominent notice should be printed in every Newsletter concerning formation of Area Groups, emphasizing that these need to be organized according to the MEOW By-Laws and Area Group guidelines under the direction of the MEOW Vice-President and should include Vice-President's name, address and telephone number.
8. The elected President may immediately after election select the Newsletter Editor and Seminar Chairman, with Board approval, so that these appointments can be announced with the new slate of officers at the Spring Seminar General Meeting. Elected Executive Officers and Board of Directors shall assume direction of the MEOW organization September 1.
9. Rosettes and certificates are given to the winners in the Sewing Machine Art category at Fairs.
  - a. No limit is placed on the number of certificates an individual can win.
  - b. Certificates must have the year the prize was awarded. 1/00
10. Sunshine Committee:
  - a. The Sunshine Chairman will mail appropriate cards to our members who are ill, deaths in the family, births, weddings, etc.
  - b. Area Groups make and contribute stitched cards and send to the Sunshine Chairman.
  - c. Every member is responsible to notify the Sunshine Chairman of the member who should receive a card. 1/27/01
11. Participate in the Sewing Expo in Puyallup.

12. Membership packets including By-Laws and roster are to be sent to new members with their membership card.
13. Minutes do not have to be read if the President so directs. 1/19/89
14. Board minutes are sent to each Board member within one week of the meeting. 4/20/89
15. New members do not have to know sewing machine art to join MEOW. 9/10/90
16. All Board members and Committee Chairmen will up-date job description and will pass on to successor. 7/28/95
17. The Budget/Audit Committee will be divided into two separate committees. 9/19/91
18. The President should be contacted if any member of the Board is unable to attend a Board meeting. 9/19/91
19. All Board members shall keep an inventory of all supplies, equipment and records for their office with copies to be sent to Treasurer and Secretary by Fall Board meeting. 7/28/95
20. MEOW needs to support and contribute to a charity or community project to maintain our non-profit status. 9/10/92
21. It will be the Secretary's responsibility to keep the By-Laws and Standing Rules updated. 9/10/92
22. Directors will be responsible as assigned for Area Groups. 1/28/93
23. MEOW business may only be conducted on a MEOW letterhead. 1/29/05
24. Board members cannot be on the Audit Committee. 4/8/94
25. Maintain \$10,000 in savings account for reserve for operating and Seminar expenses. Drawing from account below \$10,000 would require Board approval. 1/13/95
26. Classified non-business ads in Newsletter for \$1 donation. This is not retail advertising. 9/94
27. MEOW membership roster is not to be used for a company or retail mailing. 9/94
28. Directors are to make sure Group Representatives are current members. Non-pays given to Vice-President and Directors. 1/95
29. Membership dues year changed to September 1 to August 31 to coincide with the fiscal year. 1/95
30. The Seminar chairman will automatically become a member of the Board upon her appointment by the President and approval of the Board. 9/10/90
31. The Secretaries Minutes and the Treasurers records are to be kept in Perpetuity. The other Executive Officers and Directors are to keep their records for 2 years. 10/26/96

It was also voted and approved in the February 4, 2006 meeting that we are to store the newsletters in Perpetuity also. 2/4/06

32. The membership year ends and the dues will be due by August 31 for \$35.00, and after that date the fee will increase to \$40.00. Those not paid by October 1 will be eliminated from the Roster. For any new member joining after April 1, dues will be \$20.00 through August 31<sup>st</sup> of that current year. 1/29/05
33. In the case of a death of a MEOW member, MEOW will donate \$25.00 to the Scholarship Fund in the deceased name, the family will receive condolences and recognition will be placed in the newsletter. 1/29/05
34. The Mediation Committee shall be an appointed position by the Board. It will consist of three (3) members: 1 from Oregon, 1 from Washington and 1 honorary member or a member who has been in MEOW for 10 or more years. No member of the committee may be a Board Member.
  1. The parties in dispute shall meet in person and try to resolve the issue.
  2. If the dispute cannot be resolved, parties shall meet jointly with the mediation committee.
  3. The decision of the committee is recommended to the Board and the Board will then act on the recommendation. 1/24/09
35. All appointed seminar chairpersons shall have voting privileges per Article VIII, Section 1 and 3<sup>rd</sup> of the By-Laws. 4/28/01
36. The Carol Cornford Scholarship Fund:

MEOW will establish a scholarship fund. The fund will be named for Carol Cornford in recognition for her vision and determination in establishing the concept of MEOW, and her continued efforts in the best interests of the organization.

Funding will come each year from the monies received in the Seminar Raffle. The Scholarship Fund will provide one-half of the members Seminar fee not to exceed \$150.00 for each applicant, as funds are available (this excludes kit fees).

All MEOW members are eligible to submit a scholarship application for review with the exception of those members who have received a scholarship within the past three (3) seminars.

To qualify for this scholarship, members must mail an application or e-mail to the MEOW Scholarship Chairperson no later than January 15<sup>th</sup>. The application shall state it is for "The Carol Cornford Scholarship Fund" along with the complete address and telephone number of the member applicant.

A "Blind" drawing will be made at the January Board meeting from the applications received by the Scholarship Chairperson. The recipients will be notified shortly thereafter, and published in the May newsletter. Recipients will return the contracts within Thirty (30) days of notification.

The Scholarship Recipients are required to present a program demonstrating a technique or project to at least one Group other than their own primary/home group prior to the next Seminar. Stray Cats may fulfill this obligation by demonstrating at Fairs, Trade Shows, or Youth Educational Programs.

If a Scholarship winner should happen to also be chosen to teach at the Seminar, she will return her scholarship to the Scholarship Chairperson.

Accomplishment of this requirement will be verified in writing by filling out the required information on the Confirmation Form Letter to be sent by the recipient to the Scholarship Chairman. Failure to do so will result in the recipient being billed for the cost of the scholarship. 7/23/05

Revised 9-18-08, 3/25/2009