

St. Petersburg Woodcrafters Guild
Standing Rules
December 2006

1. **Checking Account** – Board voted to establish that signers for the checking account would be the Treasurer and the President. Signatories to the account would be added directly after the January 1st of each year after the election of new officers.
2. **Sponsors Fee** – This fee of \$50.00 a year would cover advertising (the size of a business card in the monthly newsletter) for one year. As of June 1st of each year, new sponsors would be allowed to advertise for 18 months, through the end of the following calendar year, as an inducement for advertising in the newsletter for their first year.
3. **Annual Financial Statement** – The outgoing Treasurer for the prior year will publish the Guild's financial state for the preceding year in the Guild's newsletter, the Offcuts, which is mailed to members January of the new calendar year. This financial statement will summarize major categories of income and expense, and provide a beginning and ending balance for the preceding year.
4. **Storage Cabinet** – Keys for the cabinet are given at the beginning of the year to all Library Committee members and all Board Members. Outgoing officers and committee members are to return their keys to the President at the conclusion of their term. Library chairman appoints the individual responsible for locking the storage cabinet at the end of each meeting.
5. **Membership** – Membership dues are \$55 per year from January 1st through June 30th, \$25 from July 1st to October 31st, \$35 from either November or December through the following December 31st of the next year. Family or household membership is \$15.00 for each additional person.
6. **Audit (01/30/02 Board Meeting)** – The president and past year's president will complete an audit of the financial records for the preceding year by January 31st of each year. A report to the membership will follow at the next regular business meeting.
7. **Annual Budget** – The annual budget is prepared by the President and presented to the Board for approval at the January board meeting. The Treasurer will complete a report at the end of the prior year comparing actual expenses to the budget and include revenues for the prior year. The annual budget will be presented to the membership at the February regular business meeting.
8. **Expenditure (03/08/06 Board Meeting)** – The President must approve all expenditures. Board approves amounts \$200. Amounts over \$200 are to be approved by the membership.
9. **State Fair Toys (02/24/02 Board Meeting)** – The membership voted to appoint the State Fair Representative to coordinate the construction of toys at the State Fair – Fine Woodworking Shop. This position arranges the schedule for Guild members to serve a four-hour stint for making toys. The Toy Committee chairman will also make the necessary arrangements for daily pickup of completed toys.
10. **Checking Account Minimum (03/05/02 Board Meeting)** – The Guild's checking account will maintain a minimum balance of \$2,000, which is based on the average of one year's annual budget.
11. **Library Committee (10/01/03 Board Meeting)** – The Library Committee chairman is to complete and inventory of all books, videos, plans, etc. Findings are to be report to the Board as the last day of January of each calendar year.
12. **Correspondence (03/31/04 Board Meeting)** – Any correspondence sent on behalf of the Guild shall be approved by the President.
13. **Motions from the Floor (03/31/04 Board Meeting)** A motion from the floor is only valid after it is acknowledged by the presiding officer during a Guild business meeting.
14. **Guild Raffles (09/01/04 Board Meeting)** – Only members can participate in any raffles provided for by the Guild.
15. **Grace Lutheran Contact (10/04/06 Board Meeting)** - The Vice Chairman will be the sole contact with the church. This will keep the number of different contacts to a minimum to avoid confusion with the church. The Guild's secretary will notify the church in January of each year with a list of Board Members that have been newly elected and include phone numbers for each. This will provide notification of who can be contacted if the Vice Chairman is not available.
16. **Thank-You Letters (12/04/06 Board Meeting)** – The Secretary will send out a Thank-You letter promptly to each presenter at the regular business meeting. A copy given to the President.
17. **Past President's Logo Shirts (1/31/07 Board Meeting)** – All past presidents that are active members will receive a logo shirt of their choice embossed with the words "Past President" that is paid for by the Guild.