

Standing Rules of the
Desert Quilters of Nevada
 a non-profit corporation

(The date given after each standing rule represents the Desert Quilters of Nevada (DQN) Board of Directors or Executive Board meeting when the standing rule was adopted.) The most recent rules supersede all previous rules. If there is a conflict between the Approved Bylaws and the Standing Rules, the Bylaws will prevail

DQN Standing Rules-Approved 8/9/2025 unless otherwise noted	
	Approval Date
Board	
The current Board of Directors will determine the meeting day and time.	9/17/22
To be a board member, the only requirement is that they are a member in good standing at time of expressing interest in the position.	9/17/22
Elected officers may serve multiple terms.	8/9/25
The Newsletter Editor and Email Manager are non-voting Board members, report to the Communications Chair.	9/20/22
Quilt Show	
Quilt Show is also known as Quilt Las Vegas (QLV).	9/17/22
QLV is held yearly.	9/17/22
Each show chair, or committee, will choose the theme for that year.	9/17/22
No refunds will be made for quilt show entry fees.	9/17/22
Retreat	
Committee will decide on location and date, etc.	8/9/25
The goal of the Retreat is at a minimum to break even.	8/9/25
CANCELLATION POLICIES:	
WORKSHOPS	1/10/26
Workshop fees are non-refundable unless under the following circumstance:	
<ul style="list-style-type: none"> • A 50% refund for all workshops will be issued provided the Program Chair is notified in writing at least one week prior to the day of the event. • Optionally, you may find your own replacement and notify the Program Chair about this change; all financial arrangements are between you and your replacement; DQN will not be issuing a refund. The Program Chair and Treasurer must be notified of this substitution for accuracy of attendance verification. • Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasure no later than 15 days after the close of the workshop. 	

1/10/26

RETREAT

Definitions:

Registration Fee – the non-refundable deposit to confirm your registration

Retreat Fee – the fee to attend the Retreat; includes the non-refundable

Registration Deposit and the remaining balance.

In the unfortunate event that you must cancel your Retreat registration, the refund policy is defined below:

- Retreat registration requires a non-refundable Registration Deposit to confirm your space.
- Payment in full (the Registration Deposit + the Retreat Fee) must be made by the registration deadline.
- Reimbursement of the Retreat Fee less the non-refundable Deposit will be issued to anyone prior to the Retreat reservation deadline.
- Cancellations received after the registration deadline but more than 31 days prior to the Retreat start date, will be reimbursed at 50% of the Retreat Fee.
- Retreat Fees for cancellations less than 30 days prior to the Retreat start date are non-refundable.
- All cancellation requests must be made in writing (preferably by email) to the DQN Treasurer.
- The Registration Deposit is not refundable under any circumstances
- Class fees (when classes are offered) at the Retreat are non-refundable but are transferable.
- Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasurer no later than 15 days after the close of the Retreat.

Please refer the waitlist policy below which will be utilized when the Retreat has sold out and a waitlist created.

DQN-HOSTED SPECIAL EVENTS, E.G., BUS TRIPS, SEW DAYS, RENTAL TABLES

There will be no refunds for any of these events. If you are unable to attend, you may find a substitute and work out any financial agreements directly with your replacement. In such cases, the Treasurer must be notified of the substitution for accuracy of attendance verification.

Please refer to the waitlist policy below which will be utilized when any of these events has sold out and a waitlist created. Please note the exception allowing you to find your own replacement described in the Retreat Cancellation Policy above.

Waitlist Procedure For All DQN Events:	1/10/26
<p>If any event sponsored by DQN, i.e., Workshop, Retreat, Class is sold-out and a waitlist is available, the cancellation will be filled from the waitlist in chronological order. Once the Treasurer confirms that payment has been received from the waitlist substitute, reimbursement will be issued to the original registrant for the applicable fees, i.e., full refund for any Workshop, refund of the Retreat Fee, Hosted Special Event and any other fees.</p>	
<p>If the Treasurer verifies that the waitlist has been exhausted or there was no waitlist for the event, the registrant may opt to find a substitute to take their place. Your replacement will reimburse you directly for all applicable fees. When a replacement has been confirmed, it is the responsibility of the original registrant to notify the Treasurer and Program Chair (for workshops) of this substitution for accuracy of attendance verification.</p>	
<p>The Executive Board reserves the right to consider special circumstances.</p>	
Reimbursement	
<p>A reimbursement form MUST be submitted with accompanying invoice(s) for all guild purchases. Form must be signed by committee chair or Executive Board member.</p>	8/9/25
Travel (SCCQG & circles)	
<p>Mileage will be reimbursed to members for travel to represent DQN at SCCQG meetings at the then current IRS rate for charities.</p>	9/17/22
<p>Requests for mileage reimbursement for travel to present information to all the circles need to be presented to the board for approval prior to visits.</p>	9/17/22
Sunshine	
<p>Sympathy and thinking of you cards will be sent to members whose immediate family members (spouses, children, parents, and siblings) experience serious illness/injury or death.</p>	9/17/22

Sympathy cards will be sent to the families of members who have died, including those whose membership has lapsed in their final years. A death notice will also be placed in the Chatter.	9/17/22
Charity	
Circles must report philanthropic donations annually.	9/17/22
Membership	
Free DQN membership begins at age 87.	9/14/24
Past Presidents, who served prior to October 2022, are given lifetime free membership.	9/17/22
Current president can approve a sponsorship of membership dues for any member in financial hardship.	9/17/22
Current benefits of being a member: Free admission to General Membership meetings, entry in annual quilt show, opportunity to enter and vote in yearly challenge, and other benefits as decided by the Board.	8/9/25
General Membership Meetings	
General Membership Meetings are held at the location specified by the board.	8/9/25
Admission Costs: Members are Free. Guests are free for the first visit, with a fee of \$10.00 for each subsequent visit in a calendar year. Guests must sign the Guest Book and attendance must be documented on the sign-in sheets.	9/17/22
A National Fiber Artist, Quilter, etc. is to be speaking at a minimum of two (2) of the meetings.	9/17/22
Door Prizes are given out at the first, second, and last General Membership Meetings. Space permitting, admission to a workshop may also be a Door prize at all four General Membership meetings.	8/9/25

<p>The Summer General Membership meeting may include the Challenge and Quilters' and Crafters' Fair.</p> <ul style="list-style-type: none"> • The Quilters' and Crafters' Fair is the "Indoor Yard Sale" for members and guests to shop. Tables are available to both current members and non-members on a first-come, first-served basis, for a nominal fee. • Challenge: Projects from the packets that were sold the preceding year will be turned in for hanging and voting by all members in attendance. First Place Challenge winner in each category will be awarded a \$50 cash award (certificate); ribbons will be given to the First Place and Second Place winners in categories that have 5 or more entries; there will only be a First Place Award in any category with less than 5 entries. 	8/9/25
WORKSHOPS - TEACHERS	
Program Chair will be in charge of getting a nationally known teacher/lecturer.	9/17/22
Booking will be the preceding year of the General Membership Meeting.	8/9/25
All agreements entered into by DQN require the signature of an elected Board Officer and the requesting Committee Chair.	8/9/25
CIRCLES	
A Circle Leader must be a member of DQN.	5/13/23
A new Circle must present a proposal to the Board for approval before becoming a part of DQN.	11/11/23
A Circle's name will not include any discriminatory language, for example, terminology that implies or refers to age, religion, race, gender, sexual orientation, ethnic group, or nationality.	9/17/22
All Circles will manage all income and expenses through their established accounts with the DQN Treasurer.	11/11/23
COMMUNICATIONS	
DQN Communication processes shall not be used for personal business or financial gain or profit.	9/17/22
DQN Email, Newsletter, website, etc. is to be used for DQN activities only.	9/17/22
Requestors are responsible for providing complete information to be included in the communication in a timely manner.	9/17/22