

# Standing Rules of the Costumer's Guild West, Inc.

Adopted August 6, 2006

These Standing Rules will govern the actions of the organization until they are modified or superseded. Changes can be made by majority vote of the membership present or by proxy at the annual meeting or by majority vote of a mail ballot. Proposed modifications to these rules must be sent to the President in writing at least 45 days prior to the annual meeting or may be presented for consideration at the annual meeting if a majority of the membership present agrees to consider them. Or modifications may be proposed in writing to the President for approval by the Board of Directors for consideration by mail ballot.

## SR1: Annual Meetings

It shall be customary for the Annual Meeting of the Costumer's Guild West, Inc. ("CGW") to be held during the CGW annual educational conference ("Conference"), provided CGW members who are not attending the Conference may attend without additional fees. Should this not be possible, the President may designate an alternate date and site, providing this is announced at least 30 days in advance.

## SR2: Minutes of Annual Meeting

It shall be customary for the minutes of the Annual Meeting, Board of Directors meetings and any special meetings to be published in the first issue of the newsletter published within 60 days of the date of the meeting or by special mailing within 60 days of the meeting.

## SR3: Notices of Membership Dues

It shall be customary for members to receive at least two notices that their dues are due. Once dues are over one month in arrears, the member will be dropped. After being dropped, a member can be reinstated upon payment of the appropriate dues.

## SR4: CGW Annual Conference

The CGW shall sponsor an Annual Conference ("Conference") on costuming topics.

- A. The Conference shall be administered by a Dean and an Assistant Dean, who shall be members in good standing of the CGW. Unless circumstances prevent it, the Assistant Dean shall become Dean of the Conference the following year. Each Dean may select his/her Assistant, subject to the approval of the Board of Directors. If the Assistant Dean cannot succeed as Dean, the Board of Directors shall select a new Dean. The ultimate responsibility for oversight of the Dean shall rest with the Board of Directors.
- B. The Board of Directors shall have approval of the appointment of the Assistant Dean. The Board of Directors shall advise the Dean on policies, procedures, customs, staffing, and any other area for which the Dean is responsible. While

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the Dean is responsible for the administration of the Conference in his/her year, the Board of Directors is charged to consider the overall aims of the CGW, and to advise the Dean should any proposed action be inappropriate to those aims. In the event of non-performance or malfeasance by a Dean, the Board of Directors by a majority vote, may replace the Dean.

- C. The Dean shall prepare a budget for the upcoming Conference, which shall be approved by the CGW Board of Directors prior to any expenditure. The CGW Treasurer shall oversee the income and expenditure against that budget, and shall report the same to the Dean and President quarterly.
- D. The Dean shall appoint such committee members as shall be necessary to run the Conference. It shall be customary that each department head have an assistant, who, barring unforeseen circumstances, shall run that department the following year.
- E. There shall be a Registrar for the Conference who shall work with the CGW Treasurer to account for Conference funds and the necessary Conference-related record-keeping. The Registrar shall prepare a final report on the Conference's attendance within 45 days after the close of the Conference.

SR5: Membership Development Chair

The CGW shall establish the position of Membership Development Chair. This position shall be filled by appointment of the President immediately following the Annual Meeting each year, with the appointment to be approved by the Board of Directors at its next meeting following the appointment. This position shall have the following responsibilities:

- A. Communication with prospective new members regarding the CGW and the benefits of membership.
- B. Other duties promoting membership as shall be determined by the President and/or Board of Directors.

The President may create a committee to assist the Membership Development Chair in his/her duties.

SR6: Expenditure Authorization

Expenditure Authorization, Advance Payment and Reimbursement of Expenses.

- A. Authorization for expenditures not related to the Conference or the publication of Squeals:
  - 1. Expenditures under \$50 may be authorized by the President.

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2. Expenditures over \$50 and under \$250 require the advance authorization by both the President and the Treasurer.
  3. Expenditures over \$250 require the advance authorization of a majority vote of the Board of Directors. Members of the Board may vote in person, via mail, fax, email, or phone call with the president. The President will advise the Treasurer of the Board's authorization, and the Recording Secretary will minute the authorization in Squeals for the membership's information.
- B. Advance Payments: Once authorization is obtained as provided in SR6(A) or the Conference budget process, a check advance may be requested from the Treasurer upon provision of a written estimate. After the authorized expenditure is made, the final receipt must be submitted to the Treasurer within 30 days of the expenditure. If the expenditure was greater than the advance, the Treasurer is authorized to issue additional payment up to 10% over initial estimate if required. If the expenditure was less than the advance, unexpended advance money shall be reimbursed to the CGW treasury by check or cash at the time the final receipt is submitted.
- C. Reimbursement of non-Conference, non-Squeals expenses: If the expenditure was authorized as noted in SR6(A), and no check advance was made, requests for reimbursement with receipts must be submitted to the Treasurer within 90 days of the expenditure. The authorizing party and nature of the expense should be noted when submitting requests for reimbursement. The Treasurer shall issue reimbursement checks within 30 days of receiving proper requests.
- D. Reimbursement of Conference-related expenses: If the expenditure was authorized through the Conference budget and approval process, and no advance was requested, requests for reimbursement with receipts and a notation of the nature of the expense must be submitted to the Treasurer within 90 days of the end of Conference. The Treasurer shall issue reimbursement checks within 30 days of receiving proper requests.
- E. Authorization and reimbursement of Squeals-related expenses: The Squeals Editor shall prepare an estimated printing, supplies and postage budget for the upcoming fiscal year for submission to the Board of Directors within 30 days after the new editor is appointed. This budget, once approved by the Board of Directors, authorizes monthly payment for printing, postage and other associated Squeals supplies via check advance or reimbursement at the editor's discretion. It is the responsibility of the editor to alert the Board if actual costs are running more than 10% over the approved budget estimate.

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### SR7: Parliamentarian

The CGW shall establish the position of Parliamentarian. This position will be filled by appointment of the President immediately following the Annual Meeting each year. It shall be customary, but not mandatory, for the Parliamentarian to be a member of the Board of Directors. The duties of the Parliamentarian are as follows:

- A. To advise the President, the Board of Directors and, as necessary, the membership at large of the appropriate parliamentary procedure governing the conduct of any CGW meeting and to offer counsel on issues affected by the Bylaws and/or Standing Rules during the day-to-day management of the CGW's business.
- B. To keep up-to-date records of the most current Bylaws and Standing Rules, to provide copies of same to all members of the Board of Directors prior to each Annual Meeting and to provide copies upon request to any CGW member in good standing.
- C. To serve as chair of the Bylaws and Standing Rules Committee, and as such, to recommend to the Board of Directors and to the membership any changes in Bylaws and/or Standing Rules the committee feels are warranted.

### SR8: Facilities Manager

The CGW shall establish the position of Facilities Manager, which shall be known informally as "Chief Ook." This informal title is in honor and memory of Gary Anderson, the CGW's founding Ook. This position shall be filled by appointment of the President immediately following the annual meeting each year, with the appointment to be approved by the Board of Directors at its next meeting following the appointment. The Chief Ook will be responsible for maintaining and managing the equipment of the CGW and for recommending additional equipment purchases to the Board of Directors.

### SR9: Standards of Conduct for CGW Members

Objectives/Purpose: to establish standards of conduct for CGW members at all functions sponsored by the Costumer's Guild West. The purpose of these standards will be to promote a safe and supportive environment for the enjoyment of costuming and educational purposes. These standards will provide the Board of Directors with a method of investigation and resolution of complaints of alleged misconduct.

Policy: It shall be the policy of the CGW that:

- A. As a condition of membership, common courtesy will be expected towards each other as the minimum standard of conduct at all times. Members are expected to behave towards each other with civility, politeness, and respect, even if that is contrary to their personal feeling. Members are expected to conduct themselves in a manner that enables them, and their fellow members, to participate in and

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enjoy costuming and costume-related events in a safe, pleasant and orderly atmosphere. No abusive behavior either verbal or physical will be tolerated at any time.

- B. Persons involved in petty squabbles and personality conflicts will be expected to resolve those conflicts in an adult manner among themselves. In the event that members violate this standard of conduct, they will be subject to inquiry of the alleged offense and possible disciplinary actions by the Board of Directors. Incidents that are deemed to present a danger to the membership, either in whole or in part will be dealt with by the Board of Directors and may result in all involved parties being reprimanded.
- C. If the violation involves a member of the Board of Directors, a separate investigating committee will be created. The CGW President will appoint three uninvolved persons in good standing from the Board of Directors and/or the general membership as the investigating committee. If the alleged incident involves the President, the duty of appointing this committee will transfer down the line to the next highest-ranking uninvolved Officer.

**Reporting Responsibilities/Accountabilities:** Any member who perceives him or herself a victim of any misconduct, as stated in this policy, is responsible for reporting the incident to the Board. The incident report must be submitted in writing (via the USPS, to the official guild address) within 14 days of the incident for action to be taken. Complaints must clearly state the facts upon which they are based and include sufficient detail to enable the investigating body to understand the nature of the complaint and who is involved in it. The Board of Directors of the CGW will ensure that a timely investigation is conducted and appropriate disciplinary action is taken. Investigation will consist of, at a minimum, review of statements of all parties involved, review of facts, a hearing if deemed necessary, and a majority vote to determine a course of action. Decisions of the investigating body are to be considered final and not subject to appeal.

**Enforcement:** Disciplinary actions may include, but need not be limited to:

- Informal counseling;
- Formal letter of warning;
- Revocation of voting privileges, cancellation of membership - including a refund of current year's dues; and/or
- Refusal of entry to any and all CGW sponsored events.

**Confidentiality:** The CGW Board of Directors will not disclose any documentation to any individual or organization unless specifically authorized to do so, in writing, by the parties involved.

### SR10: Member Communication

Members in good standing of the CGW have the right to raise any issue of concern to the attention of the Board of Directors at the Annual Meeting. If they choose not to wait for the

Annual Meeting, the member must send a letter detailing their concern to the Board of Directors at the official CGW address via USPS. The letter can be directed to a single member of the Board of Directors or to the entire Board, and need not be signed. The issue raised will be introduced and discussed at the next meeting of the Board of Directors, and the recommended action will be included in the published minutes.

SR11: Sister Organization

The CGW shall establish the relationship of "sister organization" with other organizations which share our goals and objectives.

A sister organization will be asked to exchange newsletters, if any, with the CGW. Its members shall be eligible for the same discounts offered to CGW members for events and activities. In turn, CGW members will receive any discounts offered to the members of the sister organization.

An organization may petition to be recognized as a sister organization of the CGW by writing to the Corresponding Secretary requesting such status, and indicating a willingness to accept these terms. A member in good standing of the CGW may also propose sister organization status by petitioning the CGW Board of Directors in a written communication sent to the Corresponding Secretary requesting such status. It will then be the responsibility of the Corresponding Secretary to contact the proposed organization to inquire as to whether that organization would be interested in a sister organization relationship with the CGW. Sister organization status may only be granted by a majority vote of the Board of Directors of the CGW.

Sister organization status creates no relationship between the CGW and the sister organization beyond the courtesy of the two organizations providing open communications and member discounts to each other organization's events and information. A sister organization designation must be mutually agreed upon by the CGW Board of Directors and the sister organization's controlling body. Sister organization status may be revoked by the Board of Directors if the sister organization fails to provide the specified benefits to CGW members, or if the practices, goals and/or objectives of that organization no longer meet the CGW criteria for sister organization status.

❧ END OF STANDING RULES ❧