

STANDING RULES OF COSTUMER'S GUILD WEST, INC.

These Standing Rules will govern the actions of the organization until they are modified or superseded.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 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 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 Costumer's Guild West, Inc. ("CGW") to be held during the month of October, the day and time to be determined by the Board of Directors and announced to the membership no later than six months prior to that date.

SR2: Minutes of Annual Meeting

It shall be customary to publish in the Guild newsletter minutes of the Annual Meeting, Board of Directors meetings, and any special meetings 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 renewal of dues is imminent. Once dues are more than one month in arrears, the member will be dropped; however, a member can be reinstated upon payment of the appropriate dues.

SR4: CGW Annual Conference

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 CGW. Unless circumstances prevent it, the Assistant Dean shall become Dean of the Conference the following year. Each Dean may select an Assistant, subject to approval by 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 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 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 may, by a majority vote, replace the Dean.

- C. The Dean shall prepare a budget for the upcoming Conference, which shall be approved by the CGW Board of Directors. 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 are deemed necessary to run the Conference. It shall be customary that each department head have an assistant whose service will render him or her competent to become head of that department in a future 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: Appointed Positions

CGW may establish and maintain appointed, non-Board positions, such appointments to be made by the President immediately following the Annual Meeting and ratified by the Board of Directors at its next meeting following the appointment.

- A. Parliamentarian It shall be customary, but not mandatory, for the Parliamentarian to be invited to attend meetings of the Board of Directors. The duties of the Parliamentarian are as follows:
 - 1. 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 CGW's business.
 - 2. 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.
 - 3. 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 which the committee feels are warranted.
 - 4. To supervise the election at the Annual Meeting, with the assistance of an election committee of 3-4 persons either recommended by the President or solicited by the Parliamentarian. In the event a Parliamentarian is a candidate for office in the election, the President shall appoint an election supervisor from among the CGW membership.
- B. Facilities Manager The Facilities Manager will be responsible for maintaining and managing CGW equipment and for recommending additional purchases to the Board of Directors.

- C. Membership Development Chair This position shall have the following responsibilities:
1. Communication with prospective new members regarding CGW and the benefits of membership.
 2. Other measures promoting membership as shall be approved by the President and/or Board of Directors.
- The President may appoint a committee to assist the Membership Development Chair in his/her duties.
- D. Historian – the Historian shall have the following responsibilities:
1. To research CGW historical information at the request of the Board of Directors and/or web or social media coordinators.
 2. To maintain information lists, such as past members of the Board of Directors, Deans and themes of Costume College, and winners of scholarships and other CGW awards.
- E. Social Media/Web Coordinator – a coordinator or team shall be responsible for maintaining CGW’s internet presence, including web pages and any type of social media that CGW publishes at the time of the appointment.

SR6: Expenditure Authorization, Advance Payment, and Reimbursement of Expenses

- A. Authorization for expenditures not related to the Conference or the publication of the newsletter:
1. Expenditures under \$50 may be authorized by the President or Treasurer.
 2. Expenditures between \$50 and \$299 must be authorized in advance by both the President and the Treasurer.
 3. Expenditures over \$300 must be authorized in advance by a majority vote of the Board of Directors. Members of the Board may vote in person, via mail, fax, e-mail, 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 the newsletter 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-newsletter 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 30 days of the end of Conference. The Treasurer shall issue reimbursement checks within 30 days of receiving proper requests.
- E. Authorization and reimbursement of newsletter-related expenses – The newsletter 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 installed. This budget, once approved by the Board of Directors, authorizes monthly payment for printing, postage and other associated 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.

SR7: Standards of Conduct for CGW Members

Objectives/Purpose: To establish standards of conduct for CGW members at all functions sponsored by Costumer's Guild West, Inc. The purpose of these standards is 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 CGW that:

- A. As a condition of membership, common courtesy is to be extended towards one another as the minimum standard of conduct at all times. Members will behave towards one another with civility, politeness, and respect, even if that is contrary to their personal feelings. Members will conduct themselves in a manner that enables them as well as their fellow members to participate in and 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 personalities conflicts are 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 resolved 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 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 CGW will ensure that a timely investigation is conducted and appropriate disciplinary action is taken. Investigation will consist, at a minimum, of a review of statements of all parties involved; a 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 prorated 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.

SR8: Member Communication

Members in good standing of 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, such members must send a letter detailing their concerns 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.

SR9: Sister Organization

CGW may establish the relationship of “sister guild” with other organizations which share its goals and objectives as stated in the CGW Bylaws Article II.

- A. An organization may petition to be recognized as a Sister Guild of CGW by writing to the Corresponding Secretary requesting such status, and indicating a willingness to accept the terms stated below.

1. Requirements for a costume guild to be granted Sister Guild status:

- a. must be organized a minimum of one year prior to seeking Sister Guild status;
 - b. must be a registered 501© organization (which requires a Board of Directors and established bylaws);
 - c. members must pay dues commensurate to those of CGW;
 - d. must maintain a membership roster and provide a copy of such semi-annually, with one being due thirty (30) days before open registration for Costume College
 - i. said roster shall be provided electronically to the Corresponding Secretary of CGW;
 - ii. and shall include the following:
 - a. names of Sister Guild members who are in good standing,
 - b. proof that dues were paid (ex. Paid dues date), and
 - c. a method to contact Sister Guild Board.
- B. A member in good standing of CGW may also propose Sister Guild 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 whether that organization would be interested in a Sister Guild relationship with CGW under the terms stated above.
- C. Sister Guild status may be granted only by a majority vote of the Board of Directors of CGW.
- D. A Sister Guild will be asked to provide copies of its newsletter, if any, to CGW; reciprocally, one copy of each CGW Squeals issue will be made available to the Sister Guild electronic format only, via email.
- E. Members of Sister Guild shall be eligible for the same discounts offered to CGW members for its events and activities and, in turn, CGW members will receive discounts offered to members of the Sister Guild.
- F. Sister Guild status creates no relationship between CGW, Inc. and the Sister Guild beyond the courtesy of the two entitles providing open communications and member discounts to one another's events and information.
1. Sister Guild designation must be mutually agreed upon by the CGW Board of Directors and the requesting organization's controlling body. a. Sister Guild status may be revoked by the CGW's Board of Directors at any time if the Sister Guild 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 Guild status.
 2. The CGW Board of Directors shall review annually, at a minimum, any and all organizations previously granted Sister Guild status to ensure they currently meet

the requirements shown in SR9:A.1., and if an organization fails to meet such requirements, the CGW Board may revoke its Sister Guild status.

3. If an organization's status is revoked, the CGW Board of Directors will notify the organization within ten (10) days of the CGW Board's determination. Should a Sister Guild have their status revoked, they may re-apply for Sister Guild status once all the requirements have been met. CGW reserves the right to deny granting Sister Guild status to any organization without cause

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