

Standing Rules

Guild of Museum of Arts and Sciences

1. These rules are supplementary to the Bylaws and shall be used in conjunction with them. The bylaws committee shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes in the bylaws and policies as may be necessary to reflect the intent of MOAS Guild. (Approved by the membership Nov. 10, 2015)
2. Guild Dues: Active- \$35, Angel - \$60, Honorary – no dues. Members who wish to have their directories mailed will pay a \$5 fee.
3. Guild Meetings
 - A. It is the responsibility of the Hospitality Chair to see that the kitchen is clean, before and after meetings.
 - B. \$500 will be budgeted annually for program expenses to be disbursed at the discretion of the Program Chair.
 - C. Members will be charged for luncheons for which reservations were made and not honored. Payment will not be charged if a cancellation is received three or more days prior to the event.
 - D. No gratuity is paid to Museum staff for cleanup; cleanup is included in the staffs' duties.
4. Annual Meeting
 - A. The 2nd Vice President shall appoint a Chair to take charge of the annual luncheon/meeting as soon as possible after election or second year term.
 - B. Luncheon for the President of the Museum's Board of Trustees and Museum personnel shall be paid for by the Guild.
5. A committee of three Guild members shall be appointed by the President, after conferring with the HAF Chair, to purchase the work of a Florida artist or artists as a Purchase Award
 - A. No more than \$2000 in total is to be spent on the work(s).
 - B. Payment is to be made from the regular Guild account and not from HAF receipts.
6. A bi-annual inventory of the Guild (kitchen) closet items is to be taken in April and November.
7. Museum of Arts and Sciences Magazine
The President shall be responsible for supplying Guild news and meeting dates for publication in the Magazine.
8. Miscellaneous Expenses -
Request for reimbursement of miscellaneous expenses shall be presented to the President or the Treasurer for approval. Bills and receipts must accompany requests.
9. All members of Guild Committees must be Guild members. Exceptions must be approved by the Board.
10. Gift and Memorials -
As a memorial for a deceased Guild member, or deceased immediate member of the Guild member's family, a \$50 donation shall be made to the Guild's Endowment Fund. The Corresponding Secretary shall notify the President to make the donation.

11. Recording Volunteer Hours -

Guild members are requested to keep a monthly tally of their volunteer hours. This includes time spent attending board meetings, committee meetings, and other Guild activities, excluding travel time. Report volunteer hours to the Guild's Volunteer Coordinator who furnishes the information to the Museum. The Museum uses the information when applying for grants.

12. The Guild Directory shall include the organization's Standing Rules and Bylaws.