

Clark County Quilters

Policies and Procedures

Last revised and approved June 17, 2018

These policies and procedures are to be reviewed annually by the Executive Board. Recommendations for revisions should be submitted in writing to the President no later than the June board meeting. Adoption should be at the June board meeting for the ensuing year. Current policies and procedures should be included in the membership directory.

MEETINGS: General meetings are to be held at 7 p.m. on the second Thursday of the month from September through June whenever possible. To ensure the safety of all the members, emergency cancellation of general meetings will be at the discretion of the President and Executive Board. Cancellation or postponement of a general meeting will be communicated via email and social media by 3 p.m. on the day of a meeting. In addition, every effort will be made to notify each board member, new member and contact person of each small group to help pass the information to as many members as possible. Cancellation policy should be included in each newsletter. Board meetings are scheduled by the President and posted in the newsletter and are open to the membership.

MEMBERSHIP: Dues are \$40.00, payable to CCQ, and are collected by the Membership Committee. New members joining at or after the Quilt Show receive membership benefits for the current year as well as the next. Members are encouraged to renew their membership during the Quilt Show. Membership Registration will collect attendance at the beginning of each meeting and will collect a \$10.00 fee from all nonmember attendees at Guild General Meetings except for advertised exceptions.

- a. *Responsibilities of Membership:* As an all-volunteer organization, members are encouraged to support the Guild by: selling tickets and purchasing a minimum of ten tickets to support the Opportunity Quilt; working a minimum of one shift in support of the Quilt show; attending Guild meetings, activities; supporting charity efforts and participating in Guild business, committees and small groups. The guild membership list is not to be shared with nonmembers or used for commercial purposes.
- b. *Benefits of Membership:* Guild membership includes a CCQ membership card for the current year, access to the Members Only section of the website and receipt of guild-wide email communications. Members will have the opportunity to participate in the annual Quilt Show Block Contest, enter quilts in the Quilt Show, take classes sponsored by the guild, attend retreats, purchase a table at the Stash Bazaar, and participate in the Saturday Workshops. A member receives a daily Quilt show admission for themselves for a shift worked in support of the Show..

In keeping with the spirit of a non-profit organization, CCQ members' efforts on behalf of CCQ will be entirely voluntary and members will not be compensated for their efforts, unless hired under contract.

LIFETIME MEMBERSHIP AWARD: May be awarded to a CCQ member with at least 20 years of membership for exceptional and outstanding service to the guild and its community. Nominations can be submitted by any CCQ member in writing by the February board meeting. Selection shall be by secret ballot at the March board meeting. A quorum (2/3) majority of those present will approve the nomination. The award shall consist of a framed certificate and full benefits for life as stated under MEMBERSHIP. Lifetime members receive membership dues at no charge, free admission to the Quilt Show and admission to the Featured Artist Show with no contribution required. Presentation should include a mention of the member's contributions and a representational show of quilted pieces.

STANDING COMMITTEES: The standing committees will be those necessary to conduct business of the guild. The Nominating Committee will appoint all chairpersons with no one serving more than two consecutive years as chairperson of the same committee. Chairpersons may select their own committee members from the general membership. When chairpersons assume their committee they should receive and maintain a notebook of the duties and activities which they will present to the following chair no later than the joint board meeting. The committee members will follow the money handling procedures and attend monthly board meetings. If unable to attend, they need to notify the President and send someone in their absence if necessary.

Standing committees may include, but are not limited to:

1. Auction: Schedule venue and auctioneer. Collect all donations for a silent and live auction. Work with Publicity to promote auction. Facilitate auction. After expenses, the total auction revenue will be distributed to a guild selected charity/charities, which could include Clark County Quilters.

2. Block of the Month: Create designs and publish the pattern for each block of the month. Samples of the block should be displayed at least one month in advance to encourage participation. For each block you turn in, your name will be added for the block drawing at each general meeting.

3. Challenge: Choose the theme, prepare and distribute guidelines, display results, and provide awards at the guild meeting chosen by the Chair and Program Chair.

4. Charms and Strips: Prior to the first newsletter deadline determine what types, prints, and colors charms and strips will be accepted each month; if possible, coordinate with Fat Quarters Chair and Block of the Month Chair. Submit this information to the Newsletter Editor for the newsletter. At the general meeting, collect from participating members a set of twelve two and one-half inch strips and/or 48 five inch charm squares. Sort the charms or strips into bundles to return to participating members at the following meeting. Maintain ideas, such as Pinterest website, so members can find ways to use their collection.

5. Comfort Quilts: Donations made to the CCQ Comfort Quilts Program will be used to provide quilts and other needed items to charities and community service organizations within our membership area. Under the Chair's discretion, projects may be made and sold at guild functions. Proceeds from sales will be designated to support CCQ Comfort Quilts functions. The Chair will have access to the storage area where fabric, supplies, equipment and items for donation may be stored.

6. Equipment: The Equipment Chair shall be the lead person for the inventory of the equipment in the storage facility. The inventory participants will consist of the Equipment Chair, President, and President-Elect. The inventory should be completed after the annual Quilt Show and before the joint board meeting. If there is any equipment that would normally be stored in the storage facility, but is not present, the inventory shall reflect where that equipment is located and who has the physical control of said equipment. A copy of the inventory shall be given to the Treasurer and a copy maintained in the Equipment Chair notebook.

The Equipment Chair and Equipment Assistant (if position filled) shall also maintain additional inventory lists of equipment and general supplies held and used by guild committees. A copy of each Guild Committee inventory shall be given to the Treasurer and a copy maintained in the Equipment Chair Notebook.

- a. Storage Facility Key Distribution: There are five keys and they will be held by the Equipment Chair, Equipment Assistant (if position filled), President, President-Elect, and Quilt Show Chair.
- b. Quilt stand equipment will not be loaned or rented.

7. Fair Premiums: On the day before the fair opens, the chair and/or committee choose three or four winning entries and hang rosettes. The criteria for choosing may be Best Machine Quilting, Best Hand Quilting, or Best Youth or other rewards at the discretion of the committee. The chair records the names, addresses, and phone numbers and invites them to the September meeting where they are encouraged to show and talk about their quilt. It is the chair's responsibility to contact the quilt show ribbon coordinator early to order the rosettes. Winners names will be submitted to the newsletter editor for the September newsletter.

8. Fat Quarters: Prior to the first newsletter deadline, determine what types, prints, and colors of fat quarters will be accepted each month. If possible, coordinate with Charms and Strips Chair, and Block of the Month Chair. Submit this information to the Newsletter Editor for the newsletter. At the general meeting, collect and bundle fat quarters. From the participants draw winners. During committee reports announce winners and distribute fat quarter bundles to winners.

9. Featured Artist(s) Show: Be responsible for the show and enlist members to assist in the duties as needed. The Chair will select the location and set the dates of the show.

10. Historian: Take digital photos which reflect the current guild year and create multiple digital copy that becomes the property of the library.

11. Hospitality: Responsible for coordinating the request of needed tables made by Committee Chairs and guests, and setting up and organizing tables for general meetings. Submit information to the Newsletter Editor for the

newsletter to encourage members to bring snacks on a rotating basis to general meetings. Oversee the kitchen and purchasing of needed supplies for the hospitality table.

12. Librarian: Shall have custody of all books, periodicals, digital media, and video materials donated or purchased for the use of the guild members. He/she shall have the library open at all general meetings and maintain a catalog and records of all items checked in and out. He/she may purchase an appropriate book in the memory of a deceased member and also impose replacement costs of books not returned.

13. Membership Services: Includes several functions which work in a cohesive manner to welcome members, answer membership questions and maintain membership records. These positions will have three votes at board meetings.

Member Registration: Greets members at general meetings and ensures that members and guests sign in. They enroll new members and process renewals, collect guest fees and forward all applications and data update requests to Information Management. Other duties include reconciling monies received and submitting financial information to the Treasurer. For the annual Quilt Show they oversee a membership table to process new and renewing membership applications.

New Member Services: Assists with registration of new members at general meetings and orients members about guild activities to encourage participation. They help members locate or start a small quilt group and conduct "New Member Teas" or social events several times a year. This team also purchases or solicits items for door prizes and gifts and draws names from the sign-in sheets to award door prizes at general meetings.

Information Management: Enters and maintains membership data in electronic format and provides appropriate and timely membership information to executive officers, committee chairs and members as needed. This team produces the membership directory and membership cards by managing printer company selection, costs and scheduling of printed membership materials. They maintain hard copy membership application forms and electronic format membership and attendance data for seven years.

14. Mystery Quilt: Chair has options to deliver the installment directions for the program. For example, if the pattern is free or one the Chair creates, the Chair could post the directions each month in the newsletter; however, if the pattern has a fee, the Chair could mail or email the directions to participants. The program should finish in May so participants would have time to finish piecing their tops to show at the June general meeting.

15. Newsletter Editor: Compile and edit a monthly electronic newsletter and establish deadlines for newsletter submissions. In order to ensure timely preparation of the newsletter the following deadlines are established:

- a. articles for the newsletter are due no later than Friday after the guild general meeting; and
- b. President and Vice President submissions and member/new member changes or corrections are due no later than the Monday after the general meeting.

Any changes submitted after these deadlines may be included in the following newsletter if space and time allow. Update member email contact information to ensure timely delivery of the newsletter. Prepare and send special notices upon request, time permitting. Coordinate with advertisers to obtain ads and ensure timely payment for said ads is made prior to printing in the newsletter.

16. Opportunity Quilt Ticket Sales: Order, distribute and account for all tickets. Arrange and facilitate displaying the opportunity quilt as often as appropriate. Comply with Washington State laws for raffle ticket sales, including the timely filing of all necessary information and be willing to submit to background checks for gambling license. Total ticket sales revenue will go to the selected charity.

17. Outreach: Reach out to the non-quilting community to demonstrate the joy of quilting and the values of the quilting community, as well as teach essential quilting skills in a supportive atmosphere. Use of Outreach equipment to meet the mission of the guild is free to any CCQ member and may be checked out from the Outreach Chair so long as such use does not conflict with outreach activities.

18. Pins and Promotions: Obtain a digital photo of 1st place winning block from the Quilt Show Block Contest; work with a pin company that will reproduce the image; order the pins based on previous sales and have them available for purchase at each general meeting and daily at the Quilt Show, if inventory is available. Keep CCQ logo pins in stock along with the President's Gavel pins. Other merchandise may be suggested for fundraising or member use and ordered with board approval. Inventory, sales and record keeping are necessary.

19. Publicity: Establish a flexible plan for promoting guild events and programs in the coming year. Compose, edit and disseminate news releases with or without photos, with respect to individual print dates for each publication. Coordinate with Friends of Milwaukie in updating the information to be printed in the three-guild, tri-fold quilt show brochure. Design flyers and postcards for the Featured Artist Show and the annual Quilt Show. Design flyers and postcards for the Stash Bazaars. Arrange to have these materials printed and distributed to the committee chairs. Be prepared to assist committee chairs with other advertising materials as needed. Choose appropriate paid advertising with print and online publications, other guilds, interest groups, and social media. Update the pre-meeting PowerPoint for each general meeting and coordinate with the audio-visual staff.

20. Quilt Show: Be responsible for the Quilt Show and enlist members to assist in the duties as needed. Maintain all records prior, during and after the show and be able to make an accurate report to the Executive Board within 30 days. Be responsible for the Quilt Show and sign the applicable contracts. Appoint and train the Quilt Show Assistant who will be considered for the Quilt Show Chair when the position becomes vacant. Be responsible for Award Ceremony at the first general meeting following the Quilt Show. For the Quilt Show, trained, certified judges may be hired from the membership.

21. Quilt Show Assistant: Assist the Quilt Show Chair as needed. Learn all aspects of the Quilt Show Chair and be able to assume the Chair if needed. Be the contact for vendors – invite prospective vendors, process signed agreements, receipt fees, as well as, communicate with past, present, and future vendors. Assist in coordinating demonstrations and classes at the Quilt Show and coordinate advertising for the quilt show program guide.

22. Quilt Show Block Contest: The Quilt Show Block Contest will be overseen by a committee who will select the theme, rules, method of conducting the contest and construction of the quilt. Blocks become the property of CCQ and may be used for a future Opportunity Quilt. Submitted blocks must be original or accompanied by written permission from any copyright holder. Blocks will be displayed at the CCQ Quilt Show and voted on by all viewers at the show. Awards will be given for 1st, 2nd, and 3rd place with prizes. The committee will be responsible for reviewing submitted blocks and selecting those which best meet the Quilt Show Block Contest criteria and using them to construct an Opportunity Quilt. Excess blocks usage will be determined by the Quilt Show Block Contest Chair.

23. Retreat - Fall: The Retreat Chair makes all arrangements with a retreat center and is the liaison between guild members and the retreat center regarding time; place; cost; money collection and distribution; theme and activities; etc. If possible, the place and date for the retreat is set one or two years in advance by the Chair when leaving the center at the end of the retreat. Non-members may attend for an additional fee if space allows.

24. Retreat - Spring: The Retreat Chair makes all arrangements with a retreat center and is the liaison between guild members and the retreat center regarding time; place; cost; money collection and distribution; theme and activities; etc. The spring retreat has been held at the Tilikum Retreat Center. If possible, the place and date for the retreat is set one or two years in advance by the Chair when leaving the center at the end of the retreat. Non-members may attend for an additional fee if space allows.

25. Round Robin: Chair will determine current year's guidelines. Submit guidelines to Newsletter Editor for newsletter. At general meetings distribute and track bags among all participants. When needed coordinate distributions outside of general meeting. At the end of year, reveal tops at the general meeting and collect bags to pass to the next chair.

26. Saturday Workshops: Workshops are a benefit of CCQ membership and, therefore, membership status must be current at the time of enrollment. Instructors will be recruited from the guild membership on a volunteer basis. The general membership will be advised of the workshops at the monthly meetings and through the newsletter. A fee will be charged to all participants. Class size minimum should be dependent on classroom space available. Reservations will be accepted on a first-come basis and must include payment. A waiting list will be kept in case of cancellations. No refunds will be issued. If you are unable to attend you may sell your spot to someone on the waiting list.

27. Secret Pal: Distribute information sheets through the newsletter to those interested, assign the secret pals, encourage participation, handle any problems that may arise, and plan the revealing. Keep lists of secret pals in the notebook so that secret pals will not have the same person again.

28. Speaker Programs and Workshops: Arrange, promote and facilitate any speaker workshops. At the May general meeting CCQ members may start enrolling for the following year's workshops. Guild membership must be paid for the following year to enroll in workshops. On June 1st the workshops will be opened to members of the Ladies of the Lake Quilt Guild and Northwest Quilters Quilt Guild at CCQ Guild prices. This is an oral agreement of the three quilt guilds to all members to advance quilting skills and socialization between the local guilds. CCQ will

take mail-in registrations prior to June 1st with the understanding that members from other guilds applying to register will be placed on a waiting list. On June 1st, names from the waiting list will then move to the class list to fill available slots.

29. Speaker Programs and Workshops Assistant: Assist Speaker Programs and Workshops Chair as needed. Learn all aspects of the Speaker Programs and Workshops Chair and be able to assume the position if needed. Contract speakers and workshop teachers to ensure programming for future guild functions. Create and distribute program flyers for the next fiscal year by the May general meeting. Manage workshop sign-ups at the June general meeting.

30. Stash Bazaar: Responsible for setting dates, places and organizing the bazaar. Work with Publicity Chair to notify members and public of the event. Reservations will be accepted on a first-come basis and must include payment. A waiting list will be kept in case of cancellations. No refunds will be issued. If you are unable to attend you may sell your spot to someone on the waiting list.

31. Three for One: Select one area quilt shop to be featured in an article in the CCQ Newsletter. Purchase items (including at least two \$20 gift certificates) from that shop. Sell tickets at 3 for \$1 prior to the monthly general meetings and award prizes at the meetings.

OTHER COMMITTEES: The following committees may be active depending on the interest of the guild members.

None at this time

AD HOC COMMITTEES: The following committees will serve as long as it takes to complete the task given them.

1. Audit/Budget: Audit records of the Treasurer. Review dues to determine if a change is needed. Prepare a budget to be presented to the Board at the August board meeting for review and approval. Requests from officers and chairpersons should be submitted to the President-elect by the June board meeting to allow time to prepare the budget. This committee will consist of outgoing Treasurer, incoming Treasurer, outgoing President, incoming President, President-Elect and two or three members-at-large appointed at the June general meeting. The board approved budget is to be published in the September newsletter for all members to study before being voted on for approval at the September general meeting.

2. Constitution/By-laws: This committee will review these documents on odd numbered years (in the fall) and recommend any changes. Amendments may be proposed at any time by any member in writing to the Executive Board. It will be the judgment of the board whether to place an amendment before the guild.

3. Nominating Committee: See CCQ Constitution and Bylaws Article IX - Elections.

4. Scholarships: The treasurer, president elect, and a third member will review applications for assistance in paying dues and award donated scholarship monies based on financial need and extenuating circumstances. They meet after the April guild meeting and review the application of any currently registered member requesting aid to pay their dues for the upcoming year. Applications submitted by the April guild meeting will be considered. The monies will be transferred to membership income upon the applicant paying their portion of the dues. Applications submitted after the deadline will only be considered if money remains.

OTHER OFFICER RESPONSIBILITIES:

President:

At a general meeting (April or May) following the Quilt Show and after the Opportunity Quilt ticket/(tickets) has been drawn, ensure that a check for all ticket sales be presented to a representative of the beneficiary organization.

President-Elect:

- a. Welcome and greet members and visitors in a designated area at the social hour prior to general meetings.
- b. Keep the bulletin board updated and display at general meetings, including a copy of the most recent board minutes and Treasurer's reports.
- c. Be the "Sunshine and Shadow" reporter. Put appropriate articles in the newsletter as members make you aware. Flowers should be sent to the funeral or memorial service of any Past President or current board member.
- d. List appropriate happenings in our area for the monthly newsletter.

- e. President-Elect will be responsible for gathering nominations for the Featured Artist Show. Nominations will be accepted in September and early October and voted on by the board in November.
- f. Announcement will be made in the January and February newsletter and general meetings encouraging non-profit organizations to apply for the proceeds from the sale of tickets for the Opportunity Quilt. All letters of request must be received by the March board meeting. The request should briefly state (one page) the purpose of the non-profit organization and how it would use the funds. Additionally, proof of non-profit status is required with the submission. Any recipient is welcome to reapply in the sixth year following their receipt of the Opportunity Quilt ticket sales. Those in consideration will be listed in the April newsletter along with a summary. The letters or a summary of them will be read to the guild at the April general meeting prior to a paper ballot.
- g. The incoming President will use the minutes to update the banking information. In July the new President, President-Elect and Treasurer will go to the banking institution, taking a copy of the June general meeting minutes to make the change of personnel for the new fiscal year. In August the outgoing Treasurer needs to be removed from access to the account.

Secretary:

- a. Take minutes at all board and general meetings and submit them in a timely manner. If Secretary cannot be present, ensure that a substitute attends to take minutes.
- b. Send letters to all who submitted requests to the Opportunity Quilt charity after the April ballot.
- c. At the June general meeting, the incumbent President will state the names of the incoming and incumbent officers for inclusion in the minutes.
- d. Work with the President to compile the changes that have been approved during the year by the board for the new directory, and forward them to the Information Management Chair shortly after the June board meeting.

USE OF GUILD FUNDS:

The Treasurer will accept or pay out money with the appropriate form from the committee chair. Budgeted amounts will be paid. Unbudgeted amounts over \$50.00 must first be submitted by the committee chair to the board for approval. Funds donated/designated for specific programs or purposes shall be maintained separately from any annually-budgeted funds for the same program or purpose. Program expenditures shall be charged first to the annually-budgeted amount and then to the designated amount. Designated funds will be carried over from fiscal year to fiscal year. In the event that a regularly established program is discontinued while designated funds remain unspent, those funds will be transferred to the guild's general fund. In the event that funds designated for a specific purpose remain unspent for a period of three years, the board shall proceed as follows:

- 1. Contact any donors/interested parties who can be identified and ask whether they prefer funds to be returned or redirected.
- 2. If no donors can be identified, notify the guild membership via the newsletter of the circumstances surrounding the unspent funds and ask for input by the next regularly scheduled board meeting. If some member wishes to undertake the completion of the project by soliciting additional contributions, give them a reasonable deadline to do so.
- 3. If no one comes forward, or, if after the established deadline for completion of the proposal, there are still insufficient funds to accomplish the purpose of the original donors, the remaining funds shall be transferred to the guild's general fund. Before creating any new designated fund the board shall require that a responsible person be appointed to keep records and see the project through to completion within three years from the fund's establishment with the clear understanding that the policy above shall apply if the purpose of the fund cannot be accomplished by that date.

Change History

Date	Description	Entered by
Feb 19, 2018	Add Auction committee. Approved May 4, 2017	Peggy Carstens
Feb 27, 2018	Revised Outreach on use of equipment. Approved Dec 7, 2017	Peggy Carstens
Feb 27, 2018	Revised Equipment so quilt stand equipment will not be loaned or rented. Approved Dec 7, 2017	Peggy Carstens
Feb 27, 2018	Revised President Elect section f) to Opportunity quilt submission finalists will appear in the April newsletter instead of March newsletter. Approved Jan 25, 2018	Peggy Carstens
Mar 4, 2018	Budget/Audit – add review dues amount to section. Approved Mar 1, 2018	Peggy Carstens
Jun 17, 2018	Membership changes - \$40 dues, \$10 visitor fee; Responsibilities and Benefits sections changed slightly. Approved Jun 14, 2018	Peggy Carstens
Jun 17, 2018	Budget/Audit changes; add Scholarship section. Approved Jun 14, 2018	Peggy Carstens
Jun 17, 2018	President-Elect changes – “voted in November”. Approved Jun 14, 2018	Peggy Carstens