

# CAPITAL QUILTERS

## POLICIES & PROCEDURES

The **Policies & Procedures** detail the monthly routines and may be changed with a vote of the membership.

Capital Quilters will follow Robert's Rules in Plain English by Doris P. Zimmerman for meeting procedures.

The **Board of Directors (BOD)** will meet at least quarterly in the months of May, August, November, and February. The past president is encouraged to attend Board meetings in an advisory capacity.

**Presidential Duties:** Changes to Articles of Incorporation and Bylaws will require submitting to State and Federal offices and may incur fees. The president should review the Articles of Incorporation and Bylaws and the Policies & Procedures with the Board at the start of her term of office and propose changes as necessary. The President is responsible for providing the Newsletter Editor with names of the members of the Standing Committees.

The President is responsible for Publicity. Information on our organization is currently found in:

Bismarck Tribune Calendar - meeting dates w/contact name and phone # (need to contact if we make any changes to our schedule.)

Dakota West Arts Council - send press release and it will be distributed to DWAC members and the press as we designate.

City Guide - publication of the Bismarck Tribune

The President is also responsible for reserving our meeting dates at the meeting facility. This is done in May for the upcoming year, following the guild's fiscal year June 1 to May 31.

Upon election, with the Treasurer – contact is made with Starion Financial to submit a form for authorized signature. Only the President and Treasurer are authorized signatures on Capital Quilters, Inc. & DBA Quiltfest account.

**Vice Presidential Duties:** will move to the office of President following the vice presidential term. The Vice President will also chair the Education Committee and organize teams of members to help set up the room prior to classes.

**Secretarial Duties:** will take minutes at regular meetings and submit them to the newsletter editor by the deadline. The Secretary will also take minutes at Board of Director meetings and send copies to the Board members

**Treasurer Duties:** Upon election, the new Treasurer contacts Starion Financial to submit forms for authorized signatures. Authorized signatures are limited to the President and Treasurer.

Treasurer will pay meeting facility fees, annual post office box rent, DWAC dues, annual corporation fees and other expenditures budgeted or voted on by the membership. Treasurer is responsible for preparing the budget for the upcoming year. She will request communication from committee chairs in June for their input and present a proposal to the BOD at their August meeting. The budget will be voted on at the September meeting. The Treasurer's books will be audited at the end of each fiscal year.

Anyone making a donation to Capital Quilters will receive a receipt from our Treasurer. Donations to our organization are tax deductible.

**Newsletter** will contain minutes of the previous meeting received from the Secretary, information on next workshop, list of current officers and standing committees received from the President. will communicate with members who are serving on special committees and include updated information such as when their work is concluded to add or remove contact information as necessary, keeping the list current), and other items of interest.

Quilt related business advertising will be allowed in the newsletter per the following:

Full page (7"W x 9.5"H) \$20.

1/2 page (7"W x 4.5"H) \$15.

1/4 page (3.375"W x 4/5"H) \$10.

Guild member personal advertising is free.

When submitting workshop information, the following should be included:

Supply list including special supplies

Fabric list including yardage, color requirements/suggestions

Any special information students may need.

Distribute the newsletter not later than 3 weeks after each business meeting. Because the Newsletter contains the minutes of the meetings and photos of events, it is a record of the history of the organization. This history will be preserved by saving ".pdf" versions of the newsletter using on line electronic storage. At the close of each fiscal year, complete annual membership lists will be stored in ".pdf" format with the guild's newsletters using on line electronic storage.

Present a financial report to the BOD by May 31st.

## **STANDING COMMITTEES**

**Webmaster:** constructs, administers, and maintains our website as needed.

1. Keeps Guild information up to date.

2. Present a financial report to the BOD by May 31st.

**Capital Quiltfest Committee:** This committee (a minimum of 12 people) organizes and executes a three day quilting conference held the first weekend of

November. It is Capital Quilters biennial show and provides guild and area quilters with vendors and classes. The committee is part of Capital Quilters, but maintains a separate checking account and keeps its own records. An audit of the financial records for Quiltfest will be conducted in June with guild books. Present a financial report to the BOD by January 31st.

**Education Committee:** The Vice President will chair this committee. This committee is responsible for arranging the monthly workshops for the guild and/or the community. It will be their responsibility to collect fees from non-members as outlined and to see that leaders are paid accordingly.

Workshop fees- attendees:

- a. Prospective members and guests may attend one workshop/meeting free of charge. For additional workshops, there will be a fee of \$5.00 per workshop.
- b. Workshops are free to members unless there are funds required for supplies.

Workshop fees- instructors:

- a. Capital Quilters will pay the instructor a minimum of \$40. We have resources to make copies. Additional expenses over the minimum need to be approved by the BOD. Instructors who have designated fees for their services will be paid accordingly.
- b. If an instructor declines the fee, a check will be issued and then the instructor needs to make a separate donation.

**Membership Committee:** Dues are \$20.00 and are payable to this committee in May. Membership dues collected at or after the March Guild meeting will include the membership for the following fiscal year. Members whose dues are not paid by the August meeting date will have their name removed from the membership list. This committee will be responsible for maintaining the membership list. The membership list will be printed in the newsletter as soon as possible in the fall.

To maintain the privacy of guild member contact information, the e-mail address list will be used for conducting the business of the Guild. Any other use of the list needs to have BOD approval.

The committee will forward dues to the treasurer. A Membership Committee member should sit at the attendance table to welcome guests, collect dues, etc. Membership Committee is also responsible for keeping guild promotional flyer current and placing flyers at local quilt & fabric stores.

Upon receipt of dues from a new member, this committee will provide the new member with the following information:

1. Membership card
2. Copy of Capital Quilters Article of Incorporation and Bylaws
3. Copy of Capital Quilters Policies & Procedures
4. Copy of Capital Quilters informational flyer
5. Copy of the current newsletter
6. New member questionnaire
7. Membership list – will be emailed when updated.
8. Name tag – Each member is requested to wear a name tag of their choice at any Capital Quilters event. Capital Quilters name tag kit is available for purchase from the Guild.

Present a financial report to the BOD by May 31.

**Service Project Committee:** This committee is responsible for all charity projects. The service project workshop will be held annually, or at the discretion of the membership.

The Charitable Project application form will be provided to those requesting the services of Capital Quilters. The completed application form will be returned to the members of the Service Project Comm. The Committee will review the project and make recommendations to the BOD.

The BOD will decide if the project should be presented to the membership for their vote. The project sponsors will present the project proposal to the membership. Guild will approve or deny by majority vote of members present. When approved, the project must have a member assigned to lead and coordinate the project. Present a financial report to the BOD by May 31.

**National Quilting Event Committee:** This committee will plan a community event, held in March to provide education and promote quilting. It is held in coordination with the ND Historical Society at the Heritage Center. Finances go through Capital Quilters general fund.

Present a financial report to the BOD by May 31.

### **SPECIAL COMMITTEES:**

**Christmas Party Committee:** A committee to plan this annual event will be appointed at the October meeting. Information will be placed in the newsletter. The committee presents a financial report to the BOD by January 31.

**Fund Raising Committee:** This committee will explore and propose fund raising opportunities. This committee will be activated when necessary.

**Raffle Quilt Committees:** When the Guild decides to construct and raffle a quilt, two committees will be formed:

#### **A. Quilt Committee**

1. Decide pattern
2. Purchase needed fabric
3. Schedule times and locations for construction and list in the newsletter
4. Take a photo of completed item for distribution with raffle tickets
5. Label quilt with name & date
6. Present quilt to winner
7. Present a financial report to the BOD by January 31 of the year following the completed raffle.

#### **B. Raffle Committee**

1. Set date, time and place of drawing
2. Obtain permit from Police Dept.
3. Decide number of tickets to print and have them printed
4. Account for all tickets (ND law)
5. Search, schedule and man booth opportunities in the community
6. Consider awarding prize to guild member(s) for "most tickets sold".

7. Present a financial report to the BOD by January 31 of the year following the completed raffle.

**Nominating Committee:** This committee will be formed at the February meeting to prepare a slate of officers for publication in the April newsletter. Election is held at the annual meeting in May.

**Sewcation Committee:** This committee plans a quilt retreat for the membership, at a local facility in November of the opposite year of Quiltfest. Present a financial report to the BOD by January 31 of the year following the event.

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