

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 suggested months of May, August, November, and February. The Board of Directors consists of officers elected at the annual meeting of the membership (Article 3.1). The officers of the guild are the President, Vice President, Secretary, Treasurer, and Newsletter Editor (Article 4.1). The past president is encouraged to attend Board meetings in an advisory capacity. The Membership Chair is an ex officio member of the BOD.

Presidential Duties: Changes to Articles of Incorporation and Bylaws will require submitting such changes 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 and any Special Committees. The President will inform the Editor of the formation of any Special Committees during the year.

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 should be familiar with online banking and PayPal.

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, and other items of interest. The President will inform the Editor of special committees and when their work is done to add or remove contact information as necessary, keeping the list current.

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 non-editable electronic versions of the newsletter (such as ".pdf" format) using online electronic storage. Photographs from Show & Share will be omitted from the printed and mailed versions of the newsletter. Details of online document storage are found within this Policies and Procedures.

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

Social Media: the Guild uses social media to help members communicate and to give members notice of meetings and planned activities. It is also used to communicate to visitors to our social media sites who we are and when and where our activities occur. Social media include, but are not limited to, the Guild's **closed group** on Facebook and the Guild's website. This policy covers existing social media as well as emerging social media.

- Guild members must be respectful and polite when posting comments.
- Each member will be asked on their membership form to designate their approval to have their picture taken and/or pictures of their projects for potential use on a social media. If the member prefers to NOT be photographed, the member is responsible for removing themselves from the photograph opportunity. This includes group photos.
- A form will be used for Show & Share that will indicate approval, or NOT, of potentially publishing a picture of the member and/or their project.
- Only first names will be used on our social media sites unless express permission is received from the individual.

Business of the guild is to be handled through guild accounts rather than through personal email accounts. Gmail accounts are established for guild business.

On-line guild accounts of any type must be preapproved by the Board of Directors. Current guild accounts are assigned as follows:

1. ADMINISTRATION. (***capitalquiltersND@gmail.com***) To be used by Secretary and Treasurer. This is the email contact used by Constant Contact and Go Daddy. This account would be used for administrative business, not for general public. Approved meeting minutes, in a non-editable format, will be stored with this account.

2. MEMBERSHIP. (***ndcapitalquilters7092@gmail.com***) To be used by Membership Chmn and Past President. This email contact is used on the guild's website and is for general public messages. Most of the messages sent to this account are membership enquiries. Membership documents will be saved on this associated document storage account. Membership lists will be archived here.
3. PRESIDENT. (***NDCQpresident@gmail.com***) To be used by guild President. Board of Directors meeting minutes will be stored with this account.
4. EDUCATION. (***NDCQeducation@gmail.com***) To be used by guild Vice President, UFO Challenge Chmn, and Education Committee as directed by VP.
5. SOCIAL MEDIA. (***NDCQsocialmedia@gmail.com***) To be used by guild's Newsletter editor, Website manager, FaceBook manager. Guild newsletters will be archived on this associated document storage account.
6. EVENTS. (***NDCQevents@gmail.com***) To be used by guild Service Project Committee, Quiltfest Chmn & Quilt Show, National Quilting Day Chmn, Sewcation Chmn.

DOCUMENT STORAGE. Each of these accounts has documents storage through the associated Google Drive. The guild files will be stored on the Google Drive and shared among the guild accounts. Such an arrangement will make it convenient for guild officers and committee members to share files. It will provide continuity of file management when new officers and committee members take positions.

PASSWORDS. Account passwords are changed every year during the month of June after the new officers take their positions. President and Vice President must be provided current passwords to all accounts including: all email accounts, on-line banking account, Go Daddy, Constant Contact, Facebook, PayPal. The President and Vice President will serve as the keepers of the "Master List" of passwords for the guild. Any password that changes during the course of the year **must** be provided **immediately** to the President and Vice President.

INTERNET SECURITY. Designated users of guild accounts should employ safety measures on their personal computers such as current anti-viral software to insure maintaining high security for guild membership and all involved. When accessing guild online accounts including but not limited to: membership packages, webpage hosting services, and email, only a secure browser connection must be used. This will normally be indicated by a small padlock visible in the lower right corner or upper left of the web browser window. Under no circumstances should business accounts be accessed using open wi-fi systems (i.e., public spaces/places, libraries, schools, etc.) or at hotel/conference locations. Doing so jeopardizes the security of our memberships' personal information.

Erase the web browser cache, temporary internet files, cookies and history regularly. Make sure to erase this data after using any public computer and after any online commerce or banking session. This prevents important information from being stolen if the system is compromised. This will also help the system run faster. Typically, this is done in the web browser's "privacy" or "security" menu.

STANDING COMMITTEES

Social Media Committee:

Webmaster and Facebook Administrator: constructs, administers, and maintains the guild website and Facebook account 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.

Capital Quilters guild and members supports all copyrights, and will adhere to limits and restrictions of copyrighted materials.

Membership Committee: Dues are \$25.00 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 current membership list will be provided to active members as soon as possible in the fall in a non-editable format. At the close of each fiscal year, a complete annual membership list will be stored as a non-editable electronic document (such as “.pdf” version) using online electronic storage. Details of online document storage are found within this Policies and Procedures.

Constant Contact is used as the official data base for active guild membership list. The Membership Committee Chmn will be responsible for keeping the contact data base in Constant Contact edited and up to date, including the lists: General Interest, Membership, and Quiltfest.

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 financial report to 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 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 the opposite year of Quiltfest.
Present a financial report to the BOD by January 31 of the year following the event.

Adopted October 1999

Revised August 2003

Revised May 2010

Revised September 2012

Revised September 2014

Revised September 2017

Revised March 2018

Revised September 2019