

POLICIES OF KEEPSAKE QUILTERS 2016

DUTIES OF ELECTED OFFICERS, IN ADDITION TO THOSE STATED IN THE BYLAWS

I. THE OFFICE OF PRESIDENT SHALL;

A. Be responsible for the examination of the treasurer's records at the end of the treasurer's term. This audit will be done in June after the end of the guild year and reported to the guild at the June meeting.

B. Appoint chairs of special committees such as budget, bylaws, policies, etc.

C. Be responsible for having the bylaws and policies updated when deemed necessary.

D. Have a June board meeting consisting of outgoing and incoming board members to aid in the transition of duties

E. Have an agenda for each board meeting.

F. Install new officers using the installation form in the president's file.

G. Renew incorporation with the Secretary of the State of Iowa every odd year and keep on file each year the new slate of officers with the Certificate of Incorporation

H. Keep on file the IRS nonprofit status

I. Ask for introductions of new members and guests at each meeting

J. Coordinate with the treasurer to ensure that the Post Office has an updated address of either the president or the treasurer.

K. Distribute and collect nomination forms for the Golden Needle/Golden Thimble awards and present the awards at the May

annual meeting.

II. THE OFFICE OF THE PRESIDENT-ELECT SHALL:

A. Organize and chair the auditing committee to be completed before the June meeting.

B. Organize and chair the nominating committee (Feb.)

C. Greet and announce guests and new members at general meetings.

D. Plan, facilitate, complete and present a quilt given to the outgoing president in May, made by board members. Expenses paid by guild.

E. Prepare and distribute ribbons for Show and Tell according to guild guidelines.

III. THE OFFICE OF THE SECRETARY SHALL:

A. Handle guild correspondence as directed by the President and Board, making one copy for the files.

B. Take minutes of the regular board meeting, annual meeting and any special board meetings and submit them to the newsletter editor to be included in the newsletter, making one copy for the files.

IV. THE OFFICE OF THE TREASURER SHALL:

A. Collect all dues and funds (deposit).

B. Pay bills incurred (keep invoice or receipt).

C. Maintain a balanced ledger/ reconciled with bank statement.

D. Copy bank statement, acct. 9 to Quilts to Share

E. Provide a monthly Treasurer's report to the Board.

F. Provide quarterly/ annual reports to the Membership.
(Sept- Dec- March- May)

G. After elected- go to Veridian with Janet O'Neil to change bank info.

- H. Update/change on-line banking.
- I. Go to the P.O. to update P.O. Box info. (1043)
- J. Act as Treasurer for the Quilt Show and assist with NQA membership and gambling license.
- K. File the biennial report (notification may go to Ardelle Brown- Ardelle does the e-file 990-N tax exempt for the Guild)
- L. After the end of the guild year - arrange for 2 people to audit the treasurer's books.
- M. Prior to the May meeting- chair a budget committee to draft the coming year's budget for Board approval.

V. THE OFFICE OF THE PROGRAM SHALL:

A. Consist of the elected Program Committee chair and chair-elect in addition to a minimum of four members of the committee, appointed by the chair of the committee.

- 1. Each appointed member serves two years.
- 2. Two members are appointed on the even years and two on the odd years to help maintain continuity.

B. Implement the Workshop and Program plan for the current Guild year as planned and contracted (June 1- May 31).

- 1. Provide current program and workshop information at each Board meeting.
- 2. Provide program and workshop information at least three months in advance to office of Newsletter, Web Administrator and Public Relations for advertisement to members and the general public
- 3. Exercising due diligence, set registration fees for workshops based on the facility rental and speaker fee for the workshop divided by the anticipated number of attendees.
 - a. The Corporation will pay for workshop cost overrun, travel expenses and meals for a workshop leader from the program budget.
 - b. Non-members will be charged an additional \$5

- above the set workshop fee.
- c. There is no fee for the program lecture at the guild meeting. Non-members pay according to meeting policy.
 4. Handle registration for events, such as workshops or bus trips, unless another registrar is appointed by the Board for a certain event.
 5. Transport and store tables and supplies for each meeting
 6. Open facility for the workshop/meeting and set up room as requested by speaker
 7. Greet speaker and help speaker set up supplies and room as needed
 8. Introduce speaker and facilitate the workshop/program as needed. Assist speaker to stay on time.
 9. Submit workshop and lecture vouchers to Treasurer for payment of speaker and other associated costs.
 10. Send Thank You to speaker following program.
 11. Maintain records of attendance and cost of Workshops monthly.

C. Plan programs and workshops for the ensuing Keepsake Quilters Guild year (June 1-May 31) and make the necessary arrangements, subject to board approved budget guidelines.

1. There is no Guild meeting or workshop in December and no program at the Annual meeting.
2. Research possible speakers and determine topics and date for program and workshops.
3. Recruit speakers and workshop leaders for each month of the program year.
4. **Be cognizant of the balance in program committee budget when securing speakers for programs and workshops.**
5. Secure an agreement with each person giving a program or workshop.
6. Each program or workshop presenter will set own fees and will be paid according to the negotiated contract.
 - a. KQ members will be paid \$25 for a program and will

set own fees for a workshop.

7. Provide a copy of the next year's programs to Board for review in April.
8. Provide to Public Relations the information concerning workshops for the KQ tri-fold and to the Membership Committee for the Yearbook by May 1.

D. Attend the regional networking meetings as called. (Most recently Kalona in the Spring and Fall).

VI. THE OFFICE OF HISTORIAN SHALL:

A. Take or get pictures of workshops, guest speakers, and KQ quilt shows

B. Preserve copies of all Corporation publications and related newspaper articles (newsletters, membership books, annual budgets, Treasurer's reports)

VII. THE OFFICE OF PUBLIC RELATIONS SHALL:

A. Prepare the new member KQ brochure in cooperation with the program chair, explaining the year's programs and other pertinent information to prospective members.

B. Distribute KQ brochures to quilt shops and other places for distribution to prospective members.

C. Submit articles and information to local TV channels, newspapers, Facebook and other venues advertising upcoming events.

VIII. THE OFFICE OF MEMBERSHIP SHALL:

A. Be present at the membership table at each meeting to:

1. Check off members who come to monthly meetings
2. Give receipts for pins, membership dues, guest fees,

etc.

B. Publish the membership book by the Sept. meeting
The membership book shall consist of:

1. The Corporation purpose, meeting and membership information
2. Show and tell, special interest groups, meeting cancellation policy
3. Newsletter/web site information, list of members, meeting programs
4. Workshops, Board of Directors, list of past award recipients.

C. From October on send membership updates via e-mail & provide print copies for on-e-mail members.

D. Give the Web Administrator a list of new members with their e-mail addresses

E. Consists of the chair and chair-elect, one elected on the even year and one on the odd year

F. Arrange for a volunteer to be at the greeting table at meetings & handle the name tags & drawings associated with them. Collect and store door prizes. Door prizes are usually donated by board members each year.

IX. THE NEWSLETTER EDITOR SHALL:

A. Be responsible for writing and printing the monthly newsletter

1. Collect information based on needs and wants of membership
2. At a minimum the newsletter must contain board meeting minutes and paid advertisements.

B. Be responsible for getting an electronic copy of the newsletter to webmaster for distribution on the web

X. THE NEWSLETTER EDITOR-ELECT SHALL:

A. Assist the editor with writing and printing the monthly newsletter

B. Be responsible for notifying advertisers when fees are due and collection of said fees.

XI. THE WEB ADMINISTRATOR SHALL:

- A. Be responsible for the development and maintenance of the guild web page
- B. Work with the Newsletter Editor to post the newsletter each month
- C. Keep the mail link to the board and membership current

XII. THE HOSTESS SHALL:

- A. Solicit volunteers from membership to bring and serve treats at guild meetings
- B. Solicit volunteers from the membership to hold quilts during Show and Tell
- C. Make sure that there are plenty of paper plates, napkins, and other supplies on hand for the guild's monthly meetings.

FEES AND DUES

1. \$30 annually payable beginning in March
2. \$15 for half-year membership payable after December 1 for new members only (see article VI, section 3, of bylaws)
3. Guests may visit one time free. A \$5 guest charge will be collected for subsequent visits.
4. A charge may be made to all visitors for special lectures and events.

BUDGET COMMITTEE

Budget Committee shall:

1. Be chaired by office of Treasurer
2. Prepare a yearly budget and submit it for approval of the board
 - a. Volunteers selected for committee in February
 - b. Committee works on budget in March

- c. Present budget to board in April
- d. Present budget to guild in May at the annual meeting

NEWSLETTER/WEB SITE ADVERTISERS COSTS

REGULAR MONTHLY ADVERTISEMENT FEE

Quarter Page Ad \$5.00 per issue

Half Page Ad \$10.00 per issue

Full Page Ad \$20.00 per issue

ONE TIME ADVERTISEMENT FEE

Quarter Page Ad \$10.00 per issue

Half Page Ad \$15.00 per issue

Full Page Ad \$30.00 per issue

Business Card Ad per Year (10 issues \$25.00)

MEETINGS AND MEMBERSHIP

1. There will be eleven meetings a year held on the third Monday of each month except for the month of December.
2. Every member shall wear a name tag or pay 25 cents to the treasurer for a paper name tag. Money collected shall go to Quilts to Share.
3. The program year is from June 1 to May 31.
4. Every member shall do something to contribute to the guild each year.
5. The new member application shall require contribution information from each new member.

QUILTS TO SHARE

Quilts to Share are the community service portion of the Corporation. It is to be supported by all members.

1. The purpose is to make and give quilts for the following:
 - a. Nap quilts for Cedar Valley Hospice volunteers to give their patients.
 - b. A quilt raffle or auction for a qualified nonprofit group

with said group paying fees.

- c. Quilts for families in stressful situations
- d. Quilts for wounded service people through the Quilts of Valor program.

2. Workshops for Quilts to Share are held on the first and fourth Mondays at 4803 Cedar Heights Dr., Cedar Falls from 9 a.m. to 2:30 p.m. Bring a lunch.

3. Quilt kits are available at guild meetings and may be taken by members to complete on their own time instead of attending the workshops

4. Quilts to Share has its own checkbook and keeps record of money received (donations, name tag money, magazine sales) and money spent

5. A record is kept of volunteer's names, hours, and quilts completed and given

WORKSHOPS

1. Workshops will be arranged by the Program Committee and presented by the Board

2. All teachers (members or others) must sign a contract for a program or workshop.

3. A member will be paid \$25 for a lecture

4. A member teaching a workshop will set his or her own fee

5. The fee paid by members attending a workshop will be the cost of the workshop, plus the location fee (if applicable) divided by the anticipated number of participants. Teachers are encouraged to charge a "per student" fee rather than a flat fee for workshops.

6. The Corporation will pay for transportation, room and board for a workshop teacher from the program budget.

7. Non- members attending workshops will pay a fee of \$5.00 more than members pay.

PROPERTY OF KEPSAKE QUILTERS CORPORATION

1. Quilt rack for KQ logo quilt
2. Quilted banner with KQ logo
3. Quilt show supplies
4. Hospitality supplies
5. Program supplies