

POLICIES OF KEEPSAKE QUILTERS 2019

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

a. OFFICE OF PRESIDENT SHALL:

- i. Verify that the audit of the treasure's records will be completed by June.
- ii. Appoint chairs of special committees such as budget, bylaws, policies, etc.
- iii. Be responsible for having the bylaws and policies updated when deemed necessary.
- iv. Have a June board meeting consisting of outgoing and incoming board members to aid in the transition of duties.
- v. Have an agenda for each board meeting.
- vi. Install new officers using the installation form in the president's file.
- vii. Verify incorporation renewal has been filed 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.
- viii. Keep on file the IRS nonprofit status.
- ix. Ask for introductions of new members and guests at each meeting.
- x. Coordinate with the treasurer to ensure that the Post Office has an updated address of either the president or the treasurer.
- xi. Distribute and collect nomination forms for the Golden Needle/Golden Thimble awards and present the awards at the May annual meeting.
- xii. Encourage membership participation.
- xiii. Enact the following Weather Policy: KQ will follow the Cedar Falls/Waterloo schools which means if they are cancelling then our evening meeting will be cancelled. Workshop participants may be notified individually. We wish to err on the side of caution since some of our members do live outside of Cedar Falls and Waterloo. If school is not in session due to a holiday, spring break or even summertime, etc, the president will consult with the board on the decision to cancel. During those times, please check your email for a possible notice. For those of you who do not have email, please let the president know if you need a personal call.

b. OFFICE OF THE PRESIDENT-ELECT SHALL:

- i. Organize and chair the auditing committee to be completed before the June meeting.
- ii. Organize and chair the nominating committee (Feb.).
- iii. Plan, facilitate, complete and present a quilt given to the outgoing president in May, made by board members, expenses

- paid by guild.
  - iv. Prepare and distribute ribbons for Show and Tell according to guild guidelines.
- c. OFFICE OF THE SECRETARY SHALL:
- i. Handle guild correspondence as directed by the President and Board, making one copy for the files.
  - ii. 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.
  - iii. Maintain minutes for 3 years.
- d. OFFICE OF THE TREASURER SHALL:
- i. Collect all dues and funds (deposit).
  - ii. Pay and keep a record of expenses.
  - iii. Maintain a balanced ledger reconciled with the bank statement.
  - iv. Provide a copy of the Quilts to Share bank statement to the chair or ensure access to on-line banking.
  - v. Provide a monthly treasurer's report to the board.
  - vi. Provide quarterly/ annual Treasurer's reports to the Board and the Membership. (Sept./Dec./March/May).
  - vii. After being elected, go to Veridian with Janet O'Neil (she is authorized on the accounts) to be added to the accounts. Take a copy of the minutes from the May meeting that lists the new Board members.
  - viii. Keep on-line banking updated.
  - ix. Keep the P.O. box (1043) up-to-date and check the mail regularly.
  - x. Act as Treasurer for the Quilt Show.
  - xi. Chair a budget committee prior to the May meeting to draft the next year's budget (starts in 12 months) for Board and membership approval.
  - xii. Provide the Treasurer's books to two members tasked with auditing the books just after the annual meeting in May.
  - xiii. If needed, assist with filing with Federal IRS, the biennial report and form 990-N.
  - xiv. Maintain 7 years of treasurer's reports.
- e. OFFICE OF THE PROGRAM SHALL:
- i. Consist of the elected Program Committee chair and chair- elect in addition to a minimum of four members of the committee.
  - ii. Each appointed member serves two years.
  - iii. Two members are appointed on the even years and two on the odd years to help maintain continuity.
  - iv. Implement the Workshop and Program plan for the current Guild

- year as planned and contracted (June 1- May 31).
- v. Provide current program and workshop information at each Board meeting.
  - vi. 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.
  - vii. 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.
  - viii. The Corporation will pay for workshop cost overrun, travel expenses and meals for a workshop leader from the program budget.
  - ix. Non-members will be charged an additional \$5 above set workshop fee.
  - x. There is no fee for the program lecture at the guild meeting. Non-members pay according to meeting policy.
  - xi. Handle registration for events, such as workshops or bus trips, unless another registrar is appointed by the Board for a certain event.
  - xii. Transport and store tables and supplies for each meeting.
  - xiii. Open facility at 8:00 am for the workshop/meeting and set up room as requested by speaker.
  - xiv. Greet speaker and help speaker set up supplies and room as needed.
  - xv. Introduce speaker and facilitate the workshop/program as needed. Assist speaker to stay on time.
  - xvi. Submit workshop and lecture vouchers to Treasurer for payment of speaker and other associated costs.
  - xvii. Send Thank You note to speaker following program.
  - xviii. Maintain records of attendance and cost of Workshops monthly.
  - xix. Provide a small gift bag of snacks and water for the speaker.
  - xx. Secure a hotel room for the speaker if requested by the speaker per agreement.
  - xxi. Take the speaker out for a meal between the workshop and the program.
  - xxii. Program committee members also assist the program guest speaker getting their materials back into their vehicle. Committee members are to assist in returning the room back to order (put away chairs, tables, etc.) at the end of the evening.
  - xxiii. 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.
  - xxiv. There is no Guild meeting or workshop in December and no program at the Annual meeting.
  - xxv. Research possible speakers and determine topics and dates for

- program and workshops.
- xxvi. Recruit speakers and workshop leaders for each month of the program year.
- xxvii. Be cognizant of the balance in program committee budget when securing speakers for programs and workshops.
- xxviii. Secure an agreement with each person giving a program or workshop.
- xxix. Each program or workshop presenter will set own fees and will be paid according to the negotiated contract.
- xxx. KQ members will be paid \$25 for a program and will set own fees for a workshop.
- xxxi. Provide a copy of the next year's programs to Board for review in April.
- xxxii. Provide to Public Relations the information concerning workshops for the KQ trifold and to the Membership Committee for the Yearbook by May 1.
- xxxiii. Attend the regional networking meetings as scheduled. (Most recently Kalona in the Spring).

f. OFFICE OF HISTORIAN/PUBLIC RELATIONS SHALL:

- i. Take or get pictures of workshops, guest speakers, and KQ quilt shows.
- ii. Preserve copies of membership books.
- iii. Prepare the new member KQ brochure in cooperation with the program chair, explaining the year's programs and other pertinent information to prospective members.
- iv. Distribute KQ brochures to quilt shops and other places for distribution to prospective members.
- v. Submit articles and information to local TV channels, newspapers, Facebook and other venues advertising upcoming events.

g. OFFICE OF MEMBERSHIP SHALL:

- i. Be present at the membership table at each meeting to:
  - 1. Check off members who come to monthly meetings.
  - 2. Handle receipts for membership dues, guest fees, pins, etc.
  - 3. Greet and announce guests and new members at general meetings as well as arrange for a volunteer to greet new members and show them around.
  - 4. Coordinate with the Name Tag person to handle the name tags and drawings associated with them. Door prizes will be collected and stored with the Name Tag person. Door prizes are usually donated.
- ii. Update and Publish the membership book by the Sept. meeting. The membership book shall consist of:

1. List of officers for the current year.
  2. The Corporation's Purpose.
  3. Membership Requirements.
  4. Meeting Information.
  5. Newsletter/Website Information.
  6. Information on where to access the Bylaws and Policies of the Corporation.
  7. Show and Tell Information.
  8. Meeting Cancellation Policy.
  9. Special Interest Groups.
  10. List of past award recipients.
  11. List of Meeting Programs and Workshops.
  12. List of Active Members (Active Members are those who have renewed their dues by June 1<sup>st</sup> of the current year).
- iii. From October on, send membership updates via email and provide printed copies for non-email-members. Provide historian with complete membership book for prior year.
  - iv. Give the Web Administrator a list of new members with their email addresses.
  - v. Consist of a Membership chair and a Membership Elect chair. The membership person will be the primary person for membership during the current year and the Membership Elect will move into the office of Membership in the second year of the term.
- h. NEWSLETTER EDITOR SHALL:
- i. Be responsible for writing and printing the monthly newsletter.
  - ii. Collect information based on needs and wants of membership.
  - iii. At a minimum the newsletter must contain board meeting minutes and paid advertisements.
  - iv. Be responsible for getting an electronic copy of the newsletter to webmaster for distribution on the web.
  - v. Be responsible for sending PDF copies of the newsletter to printer for 25 copies at Guild meeting. Pick up copies from the printer and delivery to monthly guild meeting for distribution.
- i. NEWSLETTER EDITOR-ELECT SHALL:
- i. Assist the editor with writing, proofing and printing the monthly newsletter.
  - ii. Be responsible for notifying advertisers when fees are due and collection of said fees.
- j. WEB ADMINISTRATOR SHALL:
- i. Be responsible for the development and maintenance of the guild web page.
  - ii. Work with the Newsletter Editor to post the newsletter each

month.

- iii. Keep the mail link to the board and membership current.
- iv. Send out messages to the membership as requested by board members or as requested by any member if deemed appropriate.

k. HOSPITALITY SHALL:

- i. Solicit volunteers from membership to bring and serve treats at guild meetings.
- ii. Solicit volunteers from the membership to hold quilts during Show and Tell.
- iii. Make sure that there are plenty of paper plates, napkins, and other supplies on hand for the guild's monthly meetings.
- iv. Oversee cleanup after each meeting.

II. FEES AND DUES

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

III. BUDGET COMMITTEE

- a. Be chaired by office of Treasurer.
- b. Prepare a yearly budget and submit it for approval of the board.
- c. Volunteers selected for committee in February.
- d. Committee works on budget in March.
- e. Present budget to board in April.
- f. Present budget to guild in May at annual meeting.

IV. NEWSLETTER/WEB SITE ADVERTISERS COST

- a. 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.
- b. 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.
- c. Business Card Ad per Year (10 issues \$25.00)

V. MEETINGS AND MEMBERSHIP

- a. There will be eleven meetings a year held on the third Monday of each month except for the month of December.
- b. 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.
- c. The program year is from June 1 to May 31.
- d. Every member is urged to contribute to the guild each year.
- e. The new member application shall require contribution information from each new member.

VI. QUILTS TO SHARE

- a. Quilts to Share is the community service portion of the Corporation. It is to be supported by all members.
- b. The purpose is to make and give quilts for the following:
  - i. Nap quilts for Cedar Valley Hospice volunteers to give their patients.
  - ii. Quilts for families in stressful situations.
  - iii. Quilts for Black Hawk County Vets.
- c. 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.
- d. Quilt kits are available at guild meetings and may be taken by members to complete on their own time instead of attending the workshops.
- e. Quilts to Share has its own checkbook and keeps record of money received (donations, name tag money, magazine sales) and money spent.
- f. A record is kept of volunteer's names, hours, and quilts completed and given.

VII. PROPERTY OF KEEPSAKE QUILTERS CORPORATION

- a. Quilt rack for KQ logo quilt.
- b. Quilted banner with KQ logo.
- c. Quilt show supplies.
- d. Hospitality supplies.
- e. Program supplies.