

Policies and Procedures

Castle Rock Quilt Club

Section 1

The name of this organization will be Castle Rock Quilt Club. The Website will be named www.crqc.org.

This document will be reviewed and updated annually during the fall Board meeting.

The **purpose of this organization** is to contribute to the knowledge of, and to promote the appreciation of quilts; to sponsor and support quilting activities; to encourage quilt making and collecting; to contribute to the growth of knowledge of quilting techniques, textiles, patterns, history and quilt makers through educational meetings, philanthropic projects, and fellowship.

The **membership year** is the same as the fiscal year; August 1 to July 31. Annual dues are to be paid during August, September or October. Dues not paid by October 31 will result in removal from the roster and group emails. Persons joining at the March meeting or later will pay ½ annual dues.

Active members shall consist of anyone who is interested in quilts and shall be admitted upon payment of annual dues.

Visitors: a guest fee will be requested upon admittance to meetings when there is a paid speaker, they will be encouraged to become active members. The guest fee will be applied towards their membership dues when joining within the membership year.

Club Officers shall be elected from a slate presented by the nominating committee to the membership. **The Executive Board** shall consist of these elected officers of the club: President, Vice President Programs, Incoming Programs, Secretary, Treasurer, and Membership Coordinator(s). If an officer resigns during the membership year the board shall appoint a replacement. **The Board** shall consist of the Executive Board as described in section 2 of this document and Coordinators as described in section 3 of this document.

Officer Tenure: All club officer positions shall be for a tenure of two years. *Programs two-year tenure will consist of 1 year in the Incoming Programs role followed by one year as Vice President/Programs. The President, Vice President/Programs, Secretary, and Membership Coordinator(s) will be elected in even calendar years. The treasurer will be elected in odd calendar years to ensure off-set of board turn over to maintain smooth continuity. The only annually elected role will be the Incoming Programs role.

Volunteers for the **nominating committee** will be requested prior to the August general meeting. The nominating committee will meet to recommend a slate of elected officers prior to the August meeting.

The membership will vote as needed; a majority of the members present constitutes approval.

Philanthropic Projects: The Charity Committee will coordinate all philanthropic projects, with full-club participation requiring Executive Board approval. Every effort will be made to provide projects yearly. Any member may propose a philanthropic project to the Charity Committee.

Section 2

Elected Officer - Roles and Responsibilities

President

1. Coordinate and preside over all meetings.
2. Prepare an agenda for each meeting and provide it to the secretary at the start of the meeting.
3. Conduct Board Meetings as needed.
4. Assist all other officers as needed.
5. Review Treasurer report and meeting minutes provided by Secretary.
6. Send out meeting reminder email one week before general meeting that will include announcing the program and any other pertinent information about the meeting.
7. Advise members and potential members of membership rules regarding dues and visitors.

Vice President/Programs (*1-year tenure in this role)

1. Arrange for guest speakers and programs for general meetings.
2. Contact potential speakers and arrange for program content.
3. Arrange for entrance to the meeting place (keeping keys, knowledge of locations for AV equipment, etc.) with sufficient time to set-up.
4. Introduce the speaker at the meeting. Arrange room setup per speaker's instructions.
5. Coordinate with the Treasurer to determine the club budget for programs.
6. Provide information on upcoming speakers to the webmaster.
7. Give Guest/Program Speakers "Thank You" note, with payment when appropriate.
8. Coordinate with Charity Quilt Coordinator for any large philanthropic projects.
9. Coordinate with Membership Coordinator(s) regarding Christmas party for December meeting.
10. Run meeting if the President is absent.
11. Assist President and all Committee Chairpersons.
12. Assume any other duties deemed needed by President.

Incoming Programs (*1-year tenure in this role)

1. Support Vice President/Programs in all duties.
2. Assume Vice President/Programs role during the second membership year of tenure.

Secretary

1. Take minutes of each general membership meeting and email promptly to the membership, using the most current membership email list. These do not have to be word for word minutes, but do need to follow the agenda and expand on it.
2. Take minutes of each board meeting and send to the Executive Board for approval within seven days of a board meeting. If board members have corrections, these will be emailed to the secretary within 48 hours of receipt. Final board minutes will be sent to

the Executive Board after corrections are made. Secretary will maintain the final minutes of all board meetings.

3. Send "Thinking of You," "Get Well" and "Sympathy" cards on behalf of the CRQC when necessary. Secretary will be informed of the need of such cards at the general meeting each month. In an urgent situation, a board member may email the secretary with a request for a card from the membership. Sympathy cards will be sent to an immediate family member (please provide the secretary with the correct name and address).

4. Secretary may submit records of card purchases and postage within allowed budget to Treasurer for reimbursement purposes.

5. Maintain a digital record of the club's activities, e.g., Policies and Procedures, Forms, etc.

Treasurer

1. Maintain accurate records with Wells Fargo Bank for check signing and mailing addresses for bank statements.
2. Maintain the approved budget for the Quilt Club with a fiscal year that runs August 1 to July 31.
3. Maintains financial records for the Quilt Club.
4. Collect dues, fees and any moneys for the Quilt Club.
5. Reimburse members for approved expenses.
6. Propose budget for Executive Board for approval at the beginning of the membership year.
7. Provide quarterly financial report to the membership.
8. Present budget and updates to the membership for approval.
9. Send up to date general membership roster to members as needed.

Membership Coordinator(s)

1. Greet guests and visitors at monthly meetings and have them sign the guest book.
2. Provide guest/visitors with temporary name tag and information on how to join the club.
3. Introduce them at the meeting and to the treasurer to pay dues if they choose to join.
4. After the meeting, within 7 days, email the guest and provide additional information about the club (Meeting dates and times, the web address, upcoming events, invitation to become a member.)
5. Prepare notebooks and make them available to new members with information about the club, meeting dates, membership list, guidelines and restrictions on the use of the member list.
6. Coordinate with Nametag creator to distribute new name tags at the meeting following new members paying their dues.
7. Coordinate and implement the Christmas Party.

8. Organize and present outgoing President with a gift at the end of the term. Get input from the group as to what kind of gift they would like to present.

Section 3

Coordinator Roles and Responsibilities

Coordinators of each committee that has been approved by the executive board are responsible for planning, scheduling and implementation of their committee's activities.

Webmaster/Publicity

1. Maintain CRQC website.
2. Ensure that the site is appealing, functioning and navigable.
3. Collect all information from monthly meetings, club happenings, photographer and coordinators to update the website at least once a month.
4. Request assistance from the membership as needed.

Charity Quilt Committee

1. Form a committee to promote quilt-making for charity. Committee should be a minimum of four members.
2. Coordinate all whole-club philanthropic projects.
3. Update the Charity Quilt Guidelines regularly and provide a copy to the webmaster.
4. Provide information about club, local and national charity quilt opportunities to the webmaster.
5. Encourage members to provide monetary donations to the charity committee, to be used only for completion of whole-club philanthropic projects.
6. At monthly CRQC meetings, have a table set up to answer questions and promote various charity quilt projects. Completed quilts will be accepted at specifically designated times (not every month).
7. Place CRQC labels on acceptable quilts (per the guidelines).
8. Provide status of quilt donations to members.
9. Maintain a list of charitable organizations who appreciate quilt donations and provide updates to the webmaster for addition to the website.

Photographer

1. Photograph club general meetings and events.
2. Provide photographic content to the webmaster.
3. Assist the webmaster in maintaining the CRQC webpage.

Retreats

1. Determine if members are interested and then schedule retreat.

2. Publicize retreat details by sending information to members and Webmaster for addition to the web site.
3. Plan any events during retreat.
4. Collect deposits and final amounts due.

Day Retreats

1. Determine if members are interested and then schedule retreat.
2. Publicize retreat details by sending information to members and Webmaster for addition to the web site.
3. Plan any events during retreat
4. Collect deposits and final amounts due.

Nominating Committee

1. Collect nominations for Executive Board positions.
2. Contact potential interested members.
3. Present slate of nominations to the members for elections at the August meeting.

County Fair

Douglas County Fair Quilt Superintendents are appointed by the Douglas County Fair Board.

The CRQC sponsors the following awards: Best of Show for Adult open class – award is \$30 plus a one-year membership to the CRQC (winner must present letter received with their monetary award at a meeting to receive membership); Best of Show for Youth open class – award is \$30.

Superintendent role with CRQC:

1. Ensure communications from the Douglas County Fair Board are presented to the Club in a timely manner. This includes communications regarding the sponsored awards as well as additions/changes to the Creative Arts Open Class Quilts Division for which the Club is responsible.
2. Provide letter and/or certificate ~~are needed~~ annually for the BOS Adult Award and Youth Award
3. Promote the Douglas County Fair to membership
4. Coordinate Club Volunteers for the Creative Arts Open Class Quilts Division of the Fair.

Nametags

Liaise with Membership Coordinator and make nametags for all new members.