

POLICIES OF
KEEPSAKE QUILTERS
2010

RESPONSIBILITIES OF AN NQA CHAPTER

Karen Flanscha is the NQA Chapter coordinator of record and will be the name that appears on all communication. Mail will be received at the KQ post office box and will be handled by the KQ officer who is designated to retrieve and handle communications for the guild. All NQA communications will be reported to the board at the meeting immediately following receipt.

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

I. The office of the President shall:

- A. Be responsible for the examination by the audit committee of the treasurer's records at the end of the treasurer's term. This audit is to be completed by June 1.
- B. Appoint chairs of special committees such as budget, bylaws, policies, etc.
- C. Be responsible for having the bylaws updated when deemed necessary
- D. Have a June board meeting consisting of out-going and in-coming 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

II. The office of the President-elect shall:

- A. Pass around volunteer 'Get Involved' tickets
- B. Organize and chair the auditing committee. (Feb.)
- C. Organize and chair the nominating committee. (Feb.)
- D. Greet and announce guests at general meetings

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. Be present at the membership table at each meeting to give a receipt for pins, guest fees, membership dues, etc.
- B. Demand payment voucher for each payment made
- C. Chair the budget committee
- D. Act as Treasurer of the Quilt Show Committee

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V. The office of the Program shall:

- A. Be responsible for a program year is from June 1 to May 31
- B. Make a contract with each person giving a program or workshop provide program information to the officer of Newsletter at board meetings
- C. Have the next year's programs in place by April – ready for publication in May
- D. Provide a copy of the next year programs to Board for review in May
- E. Provide program information at the Board meetings
- F. Provide program information at least three months in advance to office of Newsletter, Web Administrator & Public Relations for advertisement to members and the general public
- G. Handle registration for events, such as workshops or bus trips, unless another registrar is appointed by the Board for a certain event
- H. Have a minimum of four members - two elected on the odd year and two elected on the even year in addition to the chair and chair elect
- I. Provide to Public Relations the information concerning workshops for the KQ tri-fold and to the Membership Committee for the Yearbook
- J. Attend the networking meetings in Kalona (first Saturday in April and October)
- K. Arrange for a volunteer to handle the name tags at the greeting table at meetings, & drawings associated with them. Collect and store door prizes. Door prizes are usually donated by board members each year
- L. Transport and store welcome table supplies for each meeting
- M. Purchase and distribute ribbons for Show & Tell according to guild guidelines
- N. Prepare and distribute ballots for the Golden Thimble/Golden Needle Awards. Collect nominations by the May board meeting, & present to board for decision
- O. Be aware of the Program Committee budget when securing speakers for programs and workshops

VI. The office of the 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, annual Treasurer's reports)

VII. The office of the 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 for prospective members
- B. Distribute KQ brochures to quilt shops and other places for distribution to prospective members
- C. Submit articles to local newspapers to notify the public of upcoming events
- D. Submit articles and information to local newspapers, local TV channels, and other venues advertising upcoming events

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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 July 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 publish a list of new members who were not included in the book
 - 5. Publish a mid-year list of new members who were not included in the book
- C. Give the Web Administrator list of new members with their email addresses

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

- A. Assist the editor with writing and printing the monthly newsletter
- B. Be responsible for notifying advertisers when fees are due and collection 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 "Shoe and Tell"
- C. Make sure that there are plenty of paper plates, napkins and other supplies on hand for the guild's monthly meetings

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FEES AND DUES

1. \$30 annually payable beginning in April
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 on 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 Each Issue
Half Page Ad \$10.00 Each Issue
Full Page Ad \$20.00 Each Issue

One Time Advertisement Fee

Quarter Page Ad \$10.00 Each Issue
Half Page Ad \$15.00 Each Issue
Full Page Ad \$30.00 Each Issue

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

MEETINGS AND MEMBERSHIP

1. There will be eleven meeting a year held on the third Monday of each month except for the month of December.
2. Every member shall wear a nametag or pay 25cents to the treasurer for a paper nametag. 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.

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QUILTS TO SHARE

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

1. The purpose of Quilts to Share is to make and give quilts to the following:
 - a. Nap quilts for Cedar Valley Hospice volunteers to give to their patients
 - b. A quilt raffle or auction for a qualified non-profit group with said group paying quilting 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 have its own checkbook and keeps record of money received (donations, name tag money, magazine sales) and money spent. The books shall be audited on the even year.
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 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 there is one), 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 more than members pay.

PROPERTY OF KEEPSAKE QUILTERS CORPORATION

1. Quilt rack for KQ logo quilt
2. Quilted banner with KQ logo