

GUIDELINES FOR SAPPHIRE QUILT CLUB

ARTICLE I -- NAME

The name of this organization, herein after referred to as the Club, shall be Sapphire Quilt Club.

ARTICLE II -- PURPOSE

The purpose of the Club shall be two-fold:

1. Enhance community knowledge of all forms of quilt making, designing, patterns, and history by providing regular meetings and educational workshops.
2. Perform acts of caring for the benefit of the residents of the Bitterroot Valley through the making and delivery of Sunshine Quilts. These charitable acts shall include the making of quilts for the community at large facing life changing events such as a foster parent adoption, a child's loss of a parent, diagnosis of a traumatic disease, or personal tragedies such as house fires, extreme bodily injuries from auto or work-related accidents, or the lawful removal of a child from a harmful situation.

ARTICLE III -- MEMBERSHIP

Membership in the Club shall be open to any person regardless of race, color, creed, sex, or national origin who subscribes to the PURPOSE of the Club. See Standing Rules #3, #4, and #11.

ARTICLE IV -- OFFICERS

The officers of the Club shall be: President, Vice-President, Secretary, and Treasurer. This is the order of succession. Officers shall be elected to serve a term of one year. No person may serve in one office for more than two consecutive terms. Any officer filling a vacancy of six (6) months or less shall not be considered to have served a term. If any officer quits for whatever reason, a new officer shall be appointed by the Board at the next regular Club meeting. After three unexcused absences of any Board member, that member shall be replaced by Presidential appointment.

ARTICLE V -- COMMITTEES

The committees of the Club may include but shall not be limited to: Birthday Fabric Exchange, Biennial Quilt Show, Block of the Month, Fat Quarter Exchange, Historian, Hospitality and Friendship, Newsletter Editor, Notifications, Program/Special Events, Secret Sister, Sunshine Quilt Project, and Website. See Standing Rules #9 and #10.

ARTICLE VI -- BOARD

The Board will be comprised of the Officers of the Club who will conduct the business of the Club. Board meetings shall be open to all Club members. See Standing Rules #3, #6, #9, and #10.

ARTICLE VII -- DUES

Club dues will be due and payable annually by September 1. Dues collected for the new fiscal year shall not be used to cover current fiscal year expenses. Dues will not be prorated. See Standing Rules #2, #4, #6, #7, and 11.

ARTICLE VIII -- MEETINGS

Club regular meeting date, time, and location will be set and announced by the Board. See Standing Rules #1 and #3.

ARTICLE IX -- NOMINATING COMMITTEE

A Nominating Committee will be formed at least one month prior to the election and will bring to the Board a slate of nominee names for the offices to be filled for the coming term. Consent of potential nominees must be obtained prior to nomination.

ARTICLE X -- ELECTIONS

The Board will present the Club with a slate of officers for election. If no other nominee names are consented to and presented from the floor for any of the offices, the slate shall be voted upon by a voice vote.

If more than one nominee is presented for any office, a vote for that office shall be by written ballot, with the name of the elected person announced prior to close of the election process. The counting of ballots will be done by two people. In the event of a tie vote, a re-vote will be completed.

Election of new officers shall be held at the June meeting. Officers shall serve until the election of their successors. See Standing Rules #6, #8, #9, and #10.

ARTICLE XI -- AMENDMENTS

Amendments to these Guidelines shall be made by a two-thirds vote of members present at any regular meeting. These Guidelines shall be reviewed at least every three (3) years and revised as necessary. Amendment to or revision of these Guidelines shall become effective immediately unless otherwise stated at time of amendment.

ARTICLE XII -- DISSOLUTION OF THE CLUB

In the event the Sapphire Quilt Club is dissolved, the monetary assets and equipment will be divided as follows:

- Fifty percent (50%) of the monetary assets will go the Ravalli County 4-H Council to be used for quilting and sewing events or awards.
- Twenty five percent (25%) of the monetary assets will go to the Ravalli County Fair for use until depletion as special awards in the amount of Ten Dollars (\$10.00) to

each blue ribbon winner in Open Classes for youth under the age of 18 years in hand quilted, machine quilted, other quilted, or promise stitching classes.

- Twenty five percent (25%) of the monetary assets will go to the North Valley Public Library to be used for the purchase of new quilting or fiber arts books.
- All sewing machines, fabric, quilting supplies, and other equipment will go to the Bitterroot Quilters Guild and become the sole property of that organization.
- The quilt display frames and related quilt show equipment and accessories currently owned jointly with the Bitterroot Quilters Guild will become the sole property of that Guild.

These Guidelines will be binding and effective when they are accepted at a regular meeting and signed by the President and Secretary of the Club.

Betsy Wiley
President

Christy L. Schmitz
Secretary

Created and Adopted: 2-9-, 2010

SAPPHIRE QUILT CLUB
GUIDELINES FOR DUTIES OF OFFICER AND COMMITTEE CHAIRS

All positions, elected or volunteer, begin in September and end in August with the exception of Block of the Month, Birthday Fabric Exchange, and Fat Quarter Fabric Exchange which begin in August and end in July.

President

1. Preside over regular and board meetings.
2. Direct activities of the Club.
3. Serve as official spokesperson for the Club.
4. Set agenda for regular and board meetings.
5. Appoint committee chairs with approval of the Board.
6. Provide functional supervision over the Calling Committee and provide pertinent information to be distributed to Club members.
7. Prepare and maintain the Master Calendar of Club events and obligations.
8. Retrieve mail prior to regular meetings from Club's post office box.
9. Perform other duties as required by the office.

Vice President

1. Perform such duties as requested by the President.
2. Participate in Board meetings.
3. Conduct meetings in the absence of the President.
4. Maintain records of membership; prepare monthly attendance sheet as well as membership cards and member roster for timely distribution.
5. Assume leadership role for updating and passage of Club informational notebooks.
6. Assume all duties and responsibilities of the President for the remainder of the term in the event the President is unable to complete the term of office to which elected.
7. Coordinate maintenance and upgrading of Club's website.
8. Perform other duties as required by the office.

Secretary

1. Take and prepare minutes of all regular and Board meetings.
2. Present minutes of all regular meetings to membership for review.
3. Participate in Board meetings.
4. Provide functional supervision over activities of Historian and Newsletter Editor and provide pertinent information to be distributed to Club members.
5. Perform other duties as required by the office.

Treasurer

1. Collaborate with newly elected Treasurer to propose an annual budget for review and approval by the Board.
2. Collect and disburse all monies relating to Club activities.
3. Maintain Club checking account in good order.
4. Provide a monthly report of financial condition to the Board.
5. Prepare and submit tax forms and reports in a timely manner.
6. Pay all monthly, quarterly, or yearly bills or fees in a timely manner.
7. Participate in Board meetings.

8. Prepare and distribute an annual financial report to the Board.
9. Prepare data for annual audit.
10. Perform other duties as required by the office.

The above four (4) positions shall be voting members of the Board.

COMMITTEE CHAIR DUTY GUIDELINES

Biennial Quilt Show Chair:

1. Plan, prepare, and present a quilt show biennially on the even years.
2. Cause the construction of a quilt appropriate to raise funds for Club and community education activities and for the Sunshine Quilt Project of the club.
3. Appoint committee chairs for other quilt show related activities to support the ongoing community and charitable activities of the club.
4. Provide functional supervision over the activities relating to raffle quilt creation and raffle quilt ticket sales.
5. Participate in Board meetings.
6. Prepare and present monthly reports to the Board relating to quilt show activities.
7. Perform other duties as required by the activity.

Birthday Fabric Exchange Chair:

1. Present at September meeting a sign up sheet for 12 months of birthday information for members committed to this fabric exchange activity.
2. Prepare and maintain list of members fulfilling their commitment to the activity.
3. Prepare reminders to those non-participants of their commitment.
4. Distribute monthly fabric exchanges.
5. Perform other duties as required by the activity.

Block of the Month Chair:

1. Organize a portfolio of 12 monthly project blocks to be completed by members who elect to participate in this activity.
2. Present block rendering at regular meetings; demonstrate and discuss construction methods. Sewing machines belonging to the club are available for this purpose.
3. Conduct monthly drawings for a winner among those displaying a completed block. (As many members elect to retain their blocks for the completion of a quilt, the winner of the drawing shall be presented with a sewing- or quilting-related gift to be purchased from club funds or obtained through donations. If the majority of those participating wish to present all completed blocks to the winner, no additional prize need be given.)
4. Members who use their monthly blocks to complete a quilt top for presentation at the annual August event are eligible for entry into a drawing for a grand prize.
5. Purchase gift for the annual August event drawing, in an amount not to exceed \$25.
6. Perform other duties as required by the activity.

Fat Quarter Exchange Chair:

1. Present 12 months of themes for activity at annual August event.
2. Prepare and maintain list of members fulfilling their commitment to the activity.
3. Prepare reminders to those non-participants of their commitment.

4. Distribute monthly fabric exchanges.
5. Perform other duties as required by the activity.

Historian:

1. Gather and organize items of historical interest relating the Club activities.
2. Present historical collection a minimum of once a year at a regular meeting for review and augmentation by the membership.
3. Perform other duties as required by the activity.

Hospitality/Friendship Chair:

1. Prepare sign up sheet for volunteers to agree to provide goodies and drinks at a regular meeting or event. Provide copy of sign up sheet to Calling Committee in order that volunteers receive a reminder of their agreement. A copy is to be provided to Secretary so that proper acknowledgement of the volunteers may be made in meeting minutes.
2. Maintain adequate supply of paper goods for regular meetings. Storage bins are available for this purpose.
3. Enlist assistance for parties throughout the year, such as Mother's Day Tea, Christmas party, and annual "New Year" party in August.
4. Greet all visitors and new members at regular meetings. Arrange for a current member to act as a mentor to new members for at least two meetings. Thank visitors for attending and ask them to come back again to join the club's membership. Mail appropriate cards to members who have a need, whatever it may be. Members are to advise committee chair when a card is necessary.
5. Procure food items when Club provides a portion of an event meal for the membership, in an amount not to exceed \$50.
6. Performs other duties as required by the activity.

Newsletter Editor:

1. Create and distribute a monthly newsletter of general interest to the Club's membership.
2. Seek information from Club officers and members for inclusion in newsletter.
3. Perform other duties as required by the activity.

Notifications Committee Chair:

1. Notify membership of regular meetings, special meetings, or upcoming events.
2. Assist Board in notifications to membership of volunteer commitments.
3. Perform other duties as required by the activity.

Program/Special Events:

1. Solicit and enter into contracts and agreements on behalf of the club with speakers for all programs, classes, or special events to be presented to the Club or community.
2. Initiate payment to speaker for services rendered including but not limited to free will offerings or attendance fees.
3. Provide Calling Committee with timely notice to be given to membership about upcoming programs, classes, or special events.
4. Participate in Board meetings.

5. Provide escort, transportation, meals, or housing to speakers as situation dictates.
6. Provide functional supervision over the committees of Birthday Fabric Exchange, Block of the Month, Fat Quarter Exchange, Hospitality/Friendship, Secret Sister;
7. Perform other duties as required by the office.

Secret Sister Chair:

1. Present at September meeting a sign up sheet for 12 months of personal preference and birthday information for members committed to this friendship building activity.
2. Prepare and maintain list of members fulfilling their commitment to the activity.
3. Prepare reminders to those non-participants of their commitment.
4. Distribute monthly secret sister gifts.
5. Perform other duties as required by the activity.

Sunshine Quilt Project Chair:

Will provide oversight to the activity by ensuring that:

1. Maintenance of accurate records of amounts of on-hand yardage, supply items and sewing equipment, as well as quilt block and quilt preparation progress is compiled in a timely manner.
2. Consultation with Board prior to any purchase of fabric or supplies in an amount over budget amount is completed in a timely manner.
3. Purchases made by any Club member of any fabric, batting, thread, patterns, and related equipment will be done with full knowledge and express approval of the Chair.
4. Maintenance of either written and/or pictorial records of quilts: by size; by gender suitability; by storage location; and by date and reason for giving (including name of recipient to whom all measures of confidentiality is owed).
 - a. Presentation of quilts shall be made free of charge, with no expectation of acknowledgement, regardless of race, color, creed, sex, or national origin to:
 - b. individual(s) who find themselves facing life changing events: such as foster parent adoption; a child's loss of a parent; diagnosis of a traumatic disease; or personal tragedies, such as house fires, extreme bodily injuries from auto or work-related accidents, and
 - c. local law enforcement and fire officers for distribution to victims of catastrophic or harmful situations, crimes, or accidents.
5. Records, pictures, and relating correspondence are organized and cataloged in an appropriate manner to be kept for prosperity and as documentation for tax related purposes.
6. Assistance to club members is given in the responsibility of making and delivering quilts as part of their yearly commitment to the vision and purpose of the club.
7. Participate in Board meetings.
8. Perform other duties as required by the activity.

Website Chair:

1. Maintain and update the Club's website with current information.
2. Perform other duties as required by the activity.

Created and adopted: 2-9-, 2010

STANDING GUIDELINES FOR SAPPHIRE QUILT CLUB

1. Regular meetings of the Club shall be held on the second Tuesday of each month. Each meeting will start promptly at 7:00 p.m., location to be announced. For all other meetings or changes to regular meetings, advance notification shall be sent to members by Email, telephone, or U. S. Mail.
2. The fiscal year is September 1 through August 30. To facilitate budgeting and planning, annual dues are \$15 for the upcoming year and should be paid before September 30.
3. Club members may attend all meetings free of charge and receive information about all regular meetings, newsletters, and a membership roster with the understanding that any Club roster will not be used for advertising or commercial purposes. Club regular meeting minutes will be available to the general public upon request.
4. Guests or visitors are allowed attendance at only two meetings before they are asked to become dues paying members. A separate Guest sign-in sheet will be provided.
5. Club members are able to advertise personal, non-business-related quilt items, classes, trips, or events in the Club newsletter and website chat room at no charge. The ad must be short, to the point, and use a minimum number of words. Editing of ads may be done due to length. A legible "copy-ready" ad must be received by the Newsletter Editor or Web Master, either via email or U. S. Mail, no later than the 1st Monday of the month in which the ad is to appear. The Web Master will monitor the content and duration of the online ads.
6. Following elections, the outgoing Treasurer and the newly elected Treasurer shall prepare a proposed annual budget for the upcoming fiscal year and present it to the Board for review no later than the first Board meeting. The Board, upon approval of the annual budget, will manage the affairs and property of the Club.
7. Biennial quilt show profits, if any, will be used to purchase supplies necessary to complete Sunshine Quilts which will be donated to community members in need. They may also be used to assist in defraying costs of educational workshops and programs to enhance community knowledge of quilt making.
8. The Board shall perform an audit in September to assess the current financial condition of the Club and report findings no later than the end of the first quarter of the new fiscal year.
9. Committee Chairs including but not limited to Birthday Fabric Exchange, Biennial Quilt Show, Block of the Month, Fat Quarter Exchange, Historian, Hospitality/Friendship, Newsletter Editor, Notifications, Sunshine Quilt Project, Secret Sister, and Website shall be affirmed by the President prior to the first regular meeting of the fiscal year. The affirmations of these volunteers shall be made as necessary for the efficient operation of the Club.
10. All Board and Committee members, elected or volunteer, will assist in maintenance of a Master Calendar relating to Club obligations, activities, and events. A notebook with

reports summarizing any Club related activity or event will be written, maintained, and passed forward to the next Club member assuming responsibility for the same activity. The Vice President will assure continuity of the passage of these informational notebooks.

11. Name tag patterns shall be provided by the Club to new members at no charge. All members are encouraged to make and wear name tags.
12. Sapphire Quilt Club and Bitterroot Quilters Guild currently share joint ownership of quilt display frames and related accessories. See Attachment A for item inventory and location as well as contact individuals. All loaning policies must be agreed upon by both organizations. A single liaison will be appointed by the President. *The Attachment A is to be maintained by the President, the Quilt Show Chair, and the Liaison.*
13. Amendments to the Standing Rules shall be made by a two-thirds vote of members present at any regular meeting of the Club. Amendment to or revision of the Standing Rules shall become effective immediately unless otherwise stated at time of amendment.

Created and Adopted: 2-9-, 2010