

## **Dakota County Star Quilters Policies and Procedures**

### **Policies**

1. Regular meetings of the Dakota County Star Quilters are held on the second Tuesday of each month, at the Eagan Community Center, from 7:00 to 9:00 pm. Regular meetings consist of announcements, welcome of guests and new members, a program, such as a speaker or demonstration, and show and tell, where members can show their quilts and other items to the membership. During the quilt show, there is an afternoon as well as an evening meeting, with a special guest speaker.
2. All members and guests shall wear a nametag at all meetings. Members are requested to make a nametag for themselves using the name tag design in the membership packet.
3. As DCSQ is a non-profit organization, DCSQ members are not paid for teaching classes, giving lectures or trunk shows, or otherwise sharing their expertise with members at DCSQ meetings and other activities. Expenses incurred, exclusive of travel, will be reimbursed, with prior approval of the Board, upon submitting a receipt to the Treasurer.
4. A student evaluation form will be distributed to all class participants of any class organized by DCSQ. Completed evaluation forms are to be submitted to the Chair of the Education and Special Activities Committee, or their designate, if the Education and Special Activities chair is not present at the class. The Education and Special Activities Chair shall share evaluations with the class instructor. This allows instructors to get feedback to improve the class and provides feedback to the Board for future classes.
5. The Board will determine fees for classes. The expense to conduct the class, such as rent for a room, and reimbursable expenses for the class determine the class fee.
6. Communication:
  - a. All members are encouraged to direct any comments, suggestions or questions to the Chair and Vice Chair.
  - b. DCSQ members are a diverse group with different values, opinions, expectations, goals and interests. The Board shall strive to use these differences as an opportunity to improve the guild for the benefit of all members.
7. Members can sponsor items to be displayed in the quilt show that are made or owned by non-members. For example a member may want to display a quilt made by her grandmother, or a quilt owned by her mother, sister, or close friend.
8. The chair shall prepare an agenda for each board meeting and the budget shall be a standing item for all board-meeting agendas.
9. The DCSQ Newsletter is distributed to the membership each month, at least 5 days before the next regular meeting

## **Procedures and Common Practices**

1. Thank-you notes:  
The Chair shall send a written thank-you note to all speakers at monthly meetings.
2. Gifts and Memorials:
  - a. DCSQ has a tradition of members making blocks for members with a serious illness. In the past, these blocks have been 6-inch blocks (6 ½ with seam allowances).
  - b. The Sunshine Chair will notify the DCSQ chair when sending a card, flowers or gift to a member on behalf of DCSQ. On behalf of DCSQ a card is sent to a member who has a family member with a serious illness or life-changing event.
  - c. Members are asked to contact the chair if they hear of a death, serious illness in a member's family, so the Sunshine chair can send a card. Privacy wishes of members will be respected.
  - d. At the end of the chair's term of office, the vice-chair arranges for the members to make quilt blocks to be given as a thank-you gift for the outgoing chair.
3. Name Tags:
  - a. Blank paper nametags will be available at regular monthly meetings. Guests are requested to wear nametags.
  - b. Members are requested to make a name tag for themselves, and wear it at all DCQS meetings and events. A pattern and instructions are provided in the packet for new members
4. Sign-in and Door Prizes:
  - a. Members and guests are requested to sign in at all regular monthly meetings.
  - b. A numbered sign-in sheet will be provided
  - c. The number by each person's name is used for a door prize drawing at the end of each meeting, if door prizes have been provided.
  - d. The chair arranges for at least 2 door prizes per month to be purchased. Donations of items for door prizes from members are always welcome.
5. Quilt Show Setup  
There will be a training session at the beginning of the quilt show setup. Volunteers are expected to show up on time to attend this training, so the instructions need to only be given once.
6. The Chair and Board members set a calendar of activities and programs for the year early, soon after the annual elections.

## **Changes to Policies and Procedures**

This is a living document and is maintained by the Secretary. Any member can submit requests for changes or additions to this document to any Board member. Policies and procedures may be changed at any time with Board approval. Approved changes will be distributed to the membership.

Revised and approved by Board -