

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. Guests are charged a modest admission to attend a regular meeting. The admission fee is equal to a monthly proration of the annual membership dues. For example, if the annual dues are \$24 per year, the admission fee for a single meeting is \$2. An exception to this policy is made for the meeting during the quilt show.
3. The price for admission to the meeting during the quilt show is the same for DCSQ members and non-members.
4. All members and guests shall wear a name tag at all meetings. Members are requested to make a name tag for themselves using the name tag design in the membership packet.
5. 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.
6. 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.
7. Fees for classes will be determined by the Board. The class fee is determined by the expense to conduct the class, such as rent for a room, and reimbursable expenses for the class.
8. 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.
9. 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.
10. The chair shall prepare an agenda for each board meeting and the budget shall be a standing item for all board meeting agendas.
11. The DCSQ Newsletter is distributed to the membership each month, at least 5 days before the next regular meeting.
12. Gifts of modest value may be purchased with DCSQ funds to thank members for their service, such as, but not limited to serving as chair, helping with the DCSQ quilt show, and serving on the board. Thank you gifts are given to show appreciation for significant contributions to the guild, and are not in any way considered as compensation for services or for the personal gain of the recipient. "Modest value" is determined by the finance committee, and is an amount that does not impair the ability of the DCSQ to meet its budgeted objectives. In practice, many members have said that a written thank-you note is most appreciated, and that gifts are not necessary.

Procedures and Common Practices

1. Thank-you notes:

The Chair shall send a written thank-you note to all speakers at monthly meetings.

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2. Block and tea towel exchanges:

Traditionally block exchanges and/or tea towel exchanges are held in July and December. The theme for July is “patriotic,” and for December is “holiday.” Separate block exchanges are held for blocks with a white background, and blocks with a cream / off-white background, so members can collect blocks with similar background colors. A tea towel exchange is held during the May meeting.
3. 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 an appliqué or pieced heart, in a 6-inch block (6½ inches with seam allowance). Each member decides the specific design of the heart block she wishes to make.
 - b. A quilting book will be donated to the DCSQ library in memory of any deceased member. The book will be purchased with funds from the DCSQ treasury. The choice of book should reflect the style of quilt design or other topic favored by the deceased member. The Librarian shall write in the book that it was donated in memory of the deceased.
 - c. 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, or death in the family. Flowers are sent to members who have a serious illness or life changing event.
 - d. 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.
 - e. 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.
4. Name Tags:
 - a. Blank paper name tags will be available at regular monthly meetings. Guests are requested to wear name tags.
 - b. Members are requested to make a name tag for themselves, and wear it at all DCSQ meetings and events. A pattern and instructions are provided in the packet for new members.
5. 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. The total costs should not exceed \$20 per month. Donations of items for door prizes from members are always welcome.
6. Quilt Show Setup
 - a. 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.
7. The Chair and Board members set a calendar of activities and programs for the year early, soon after the annual elections.
8. A “calling tree” is maintained by the Membership chair in order to contact members who are not on email regarding urgent information that needs to be given to members. Examples are last minute changes of time or place for an event. Members who are not on email are requested to designate “buddy” who can contact them if they are not available by phone. A calling tree is a list of members each of whom has agreed to contact a group of other members.

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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. The policies and procedures document is to be reviewed annually by the DCSQ Board at the first Board meeting following elections.