

Procedural Notes

MEETINGS:

Board meetings are held four (4) times a year. At the Spring and Fall meetings, as well as in January and once in July or August. The Board meetings held at KQO meetings are usually held on Friday around 5 PM, thus allowing everyone a chance to get there on time.

The other two board meetings are usually held on a Saturday at a time designated by the president. For the past few years, the board has met in Salina and Hutchinson. The meeting place is up to a vote of the board. Summer meetings may be held during the Golden Oldies retreat, which is held the 3rd weekend of the month if a quorum is expected. Since a large number of board members attend the retreat it may be a good time to hold the summer meeting.

DUTIES:

The president prior to the KQO Meeting usually sends your duties to you. Board members are usually in charge of registration, collecting door prizes, quilt blocks and passing out goody bags.

COMMITTEE ASSIGNMENTS:

Each board member serves on at least one Standing committee and one Special Committee. The President makes the assignments at the beginning of each year.

Classes:

Board members can sign-up for classes the same as any other KQO member. You follow the registration process as outlined in the newsletter. At retreat meetings (every other year) board members pay ½ the registration fee.

Expenses:

Any expenses incurred while attending to KQO business need to be turned in on a voucher form, along with the receipts for your expenses. A copy of your phone bill needs to be turned in also. These bills need to be given to the Treasurer.

Travel expenses for attending Board meetings, motel expenses and meals are board members' responsibility except for the vice-president in charge of the meeting and the treasurer. Board members pay the same registration for regular KQO meetings as the general membership. For retreats board members pay half of the registration fees. During a retreat, you will be assigned other duties. Usually, there is no sponsoring guild, as the Board "puts the meeting on".

KQO COMMITTEE DESCRIPTIONS

Below is a list of the Standing Committees and Special committees, along with a brief description of tasks each committee is delegated to perform, as well as the officer each may work with.

STANDING COMMITTEES:

Finance: Works with treasurer to develop a budget for coming year.

Public Relations: Writes news releases for upcoming KQO events and makes sure they are sent to appropriate newspapers and magazines.

Membership: Helps membership chairman deliver membership materials to KQO members. Also assists with membership directories.

Newsletter: Gathers news and needed information to publish quarterly newsletter.

By-Laws: Proposes necessary changes to our by-laws.

Auditing: Audits the Treasurer's books at the end of the year for report at Spring Meeting.

State Meeting: Works with VP on State Meetings

Fellowship: Works on organizing fellowships for the coming year.

Program: Works on securing future speakers for meetings.

SPECIAL COMMITTEES

Letters to State Fair Winners: Writes to State Fair winners in the quilting division.

Door Prizes: Collects and distributes door prizes at State Meetings.

Block Drawing: Collects, organizes and holds drawing for the blocks at the State Meetings.

KANSAS QUILTERS ORGANIZATION POLICIES

I Board Meetings

- A. This is a “working” board. Members of the board of directors are expected to attend all board meetings. If they cannot attend at least half of the meetings during the year, they should consider resigning to allow the appointment of a replacement.
- B. Reports of officers, Standing and special committees shall be submitted to the President no later than the day prior to the meeting. Reports should be duplicated in sufficient number for each member of the board (21).
- C. If requested by the secretary, written copies of motions shall be provided to the president and the secretary.

II Fiscal

- A. Each officer and committee must operate within the allocation approved by the adopted budget, unless authorized by the Board of Directors.
- B. Vouchers for reimbursement shall be submitted to the treasurer, with items identified with budgeted categories.
- C. The treasurer shall receive and disburse money from all workshops and state meetings.
- D. The treasurer’s books shall be submitted to the Auditing committee no later than December 1st for the annual audit. The Auditing Committee shall prepare a written report for the next Board meeting.

III General

- A. Any policy change is to be brought to the Board of Directors for approval.
- B. Copies of all correspondence relative to Kansas Quilters Organization shall be sent to the president.
- C. Contracts shall be drawn for all speakers, workshop leaders, and facilities as appropriate. Copies of all contracts shall be sent to the president and the treasurer. Original contracts shall be maintained in the file of the chairman until the event has been completed and vouchers for payment have been sent to the treasurer.
- D. Each board member shall maintain the POLICY and PROCEDURE HANDBOOK in her supplies while she is serving on the board. At the completion of her term or resignation all supplies, including the POLICY and PROCEDURE HANDBOOK, shall be turned over to her successor (or the president) no later than two weeks following the change of personnel.
- E. All officers and committee chairmen are to review and revise appropriate POLICY and PROCEDURE papers annually.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

PRESIDENT

Reference: KQO Bylaws, Article V, Section 3 A

Presiding

1. Conduct business meeting at the general membership meetings in the spring and fall.
2. Presides at all meetings of the board of directors.

Appointments

1. In case of a vacancy on the board of directors, appoints a replacement with approval of the board.
2. Appoint members of all Standing Committees, with approval of the board.
3. Appoint members of all Special Committees, with approval of the board.

Nominating Committee

1. Ask for nomination from floor at Spring Meeting for members to serve on the Nominating Committee. Elect three members.
2. Appoint two members from the board of directors to serve on the Nominating Committee.

Other Duties

1. Serve ex officio of all committees except the Nominating Committee.
2. Set date, time, and place for all board meetings. Make arrangements for meeting room and motel reservations for all board members if required.
3. Compose Agenda for board meetings. Compile agenda packets with information or report from each committee as stated on agenda. Write each board member with outlined information they need to consider before board meeting.
4. Appoint Nominating Committee from current board members to select Executive Committee for next year. This committee should function so the new executive committee can be elected following the general membership meeting in the fall.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

FIRST VICE PRESIDENT:

Reference: KQO Bylaws, Article V, Section 3 B

GENERAL DUTIES:

1. Serve as chairman of the Spring Meeting.
 - Select pattern for block exchange (consult speaker(s) for their ideas)
 - Prepare posters to be distributed by board members
 - Prepare for the newsletter editor: registration form, workshop descriptions, resume of speaker(s), pattern for block exchange, schedule for the week-end, map, and motel list
 - send letters to quilt shops and various merchants and companies requesting door prizes and bag stuffers (scaled down to state wide only during fall and spring meetings – enlarged for retreat years to outside of state)
 - Arrange for transportation of speaker from airport to meeting if necessary.
 - Select an appropriate item (pin, bag, sewing item or fabric squares) to used as a gift from KQO for the goody bag.
 - Make arrangements for guest speaker(s) housing, welcome gift, corsage, etc.
2. Make recommendation to the board on possible sites and facilities
3. Prepare a budget for the meeting/workshops for approval by the board.
4. Work with local coordinator. Visit the community and local group as often as needed.
5. Work with the KQO Public Relations Chairman.
6. Negotiate final contracts (speaker, meeting facilities, etc.).
7. Keep receipts for all expenses; submit to treasurer on voucher form.
8. See that all details are completed following meeting—for example, thank you notes, making sure the box of supplies is passed on to the 2nd Vice-President, etc.)

NOTE: Expenses paid for the vice-president in charge of the meeting include: mileage, postage, telephone calls, copies, registration and motel fee.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

SECOND VICE PRESIDENT:

Reference: KQO Bylaws, Article V, Section 3 C

GENERAL DUTIES:

1. Serve as chairman of the Fall Meeting.
 - Select pattern for block exchange (consult speaker(s) for their ideas)
 - Prepare posters to be distributed by board members
 - Prepare for the newsletter editor: registration form, workshop descriptions, resume of speaker(s), pattern for block exchange, schedule for the week-end, map, and motel list
 - send letters to quilt shops and various merchants and companies requesting door prizes and bag stuffers (scaled down to state wide only during fall and spring meetings – enlarged for retreat years to outside of state)
 - Arrange for transportation of speaker from airport to meeting if necessary.
 - Select an appropriate item (pin, bag, sewing item or fabric squares) to used as a gift from KQO for the goody bag.
 - Make arrangements for guest speaker(s) housing, welcome gift, corsage, etc.
2. Make recommendation to the board on possible sites and facilities.
3. Prepare a budget for the meeting/workshops for approval by the board.
4. Work with local coordinator. Visit the community and local group as often as needed.
5. Work with the KQO Public Relations Chairman.
6. Negotiate final contracts (speaker, meeting facilities, etc.).
7. Keep receipts for all expenses; submit to treasurer on voucher form.
8. See that all details are completed following meeting—for example, thank you notes, making sure the box of supplies is passed on to the 1st Vice-President, etc.)

NOTE: Expenses paid for the vice-president in charge of the meeting include: mileage, postage, telephone calls, copies, registration and motel fee

KANSAS QUILTERS ORGANIZATION

PROCEDURE BOOK

SECRETARY:

Reference: KQO Bylaws, Article V, Section 3 D

F. RECORDING MINUTES

9. Record and keep complete and accurate minutes of all board and state meetings.
10. Typed copies of the minutes shall be sent to all board members within one month following the meeting. Also send a copy of a brief form of the minutes to the newsletter editor.
11. Corrections may be made by a Committee to Approve the Minutes or by anyone in attendance at the meeting at some later time.
12. Committee reports may be attached to the minutes or incorporated in the body of the minutes.

G. CORRESPONDENCE

13. The Recording Secretary shall conduct and make available all correspondence at the direction of the president.
14. After correspondence is recorded in the minutes, and minutes are approved, the correspondence may be discarded, or retained if necessary for future reference.

H. REPORTING

15. Minutes of the meetings of the Board of Directors are confidential. However, excerpts shall report action taken by the Board to the General Membership. The report can be given through the KQO newsletter.

I. TRANSFER OF RECORDS

16. Copies of all minutes shall be transferred from one secretary to the next secretary. The secretary may also keep legal documents with the permanent records of KQO.

KANSAS QUILTERS ORGANIZATION
PROCEDURE BOOK

TREASURER:

Reference: KQO Bylaws, Article V, Section 3 E

GENERAL DUTIES:

17. Maintain a written record of income and expenditures.
18. Pay bills on receipt.
19. Receive and prepare receipts for membership dues.
20. Maintain a file of current members.
21. Non-budgeted items must be approved by the board.
22. Serve as ex officio member of the Finance committee.
23. Prepare a proposed budget for the coming year to be presented to the board at the summer board meeting and printed in the newsletter preceding the fall general meeting.

NOTE: Expenses for fall and spring meeting paid by KQO –includes mileage, postage, telephone calls, registration fee and motel bill.

MEMBERSHIP COMMITTEE RESPONSIBILITIES

1. Maintain a current list of members.
2. Promote membership growth.
3. Prepare and distribute material promoting KQO

KANSAS QUILTERS ORGANIZATION

PROCEDURE BOOK

PROGRAM CHAIR FOR FUTURE MEETINGS:

Reference: KQO Bylaws, Article VII, Section 1 H

The purpose of the program chair position is to organize high quality, educational, informative and fun meetings for the members in a timely fashion and within budget.

GENERAL DUTIES:

1. Maintain lists of quality national, regional and local instructors with names, addresses, course offerings, fees, photos, etc.
2. Secure national and regional speakers and instructors, arranging national speakers three years ahead of time.
3. Contact guilds sponsoring state meetings or retreats for speaker preference or possible suggestions.
4. Assist First Vice President and Second Vice President with negotiating contracts for national and regional speakers three years out with board approval.
5. Assist in setting up meeting agenda.
6. Provide information to Public Relations Chairman for meeting publicity.
7. Develop and update instructor guidelines as appropriate.
8. Assist with local arrangements as needed.
9. Assist with budgets for meeting with vice presidents.
10. Conduct evaluations of meetings and workshops to improve future programming.

KANSAS QUILTERS ORGANIZATION
PROCEDURE BOOK

AUDITING COMMITTEE:

Reference: KQO Bylaws, Article VII, Section 1. E

GENERAL DUTIES:

1. Check all checks against outstanding bills and with bank statements.
2. Make sure all bills are properly paid.
3. Check written checks against ledger accounts.
4. Bank statements should reflect the account and payments made.

KANSAS QUILTERS ORGANIZATION
PROCEDURE BOOK

BYLAWS COMMITTEE

Reference: KQO Bylaws, Article VII, Section 1 D

GENERAL DUTIES:

1. When the committee is appointed, the president shall name the chairman; give a directive of the duties, and specify when a report is to be made to the board.
2. Using the specified Parliamentary Authority (New Robert's Rules of Order) the committee shall study the bylaws and determine if changes need to be considered.
3. Proposed amendments shall be written in the proper form for presentation to the board of directors.
4. At the direction of the board of directors, the proposed amendments shall be sent to the newsletter editor to be included in the newsletter to be mailed to each member at least ten (10) days prior to the meeting they are to be acted upon.
5. Following adoption of the proposed amendments, the chairman shall prepare a copy of the current bylaws as amended for distribution to the members of the board of directors.
Copies of the bylaws shall be dated when new copies are made.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

FELLOWSHIP COMMITTEE

Reference: KQO Bylaws, Article VII, Section I

GENERAL DUTIES:

1. Each year the president shall appoint a new member to serve on the revolving committee. The senior member of the committee shall serve as chairman. At least one member of the committee shall be a board member.
2. The committee shall determine the type of fellowship or grant to be offered and the frequency to be given by KQO. Fellowships offered are subject to availability of funds designated for that purpose.

The Fellowship Committee's Mission Statement should be taken in to consideration when determining future fellowships. It includes the following considerations:

- offer different kinds of fellowships
 - offer fellowships at different times of the year
 - offer fellowships for different levels of expertise
 - use qualified teachers who might be in the area for other events
 - and limit recipients to members of KQO
3. Compose application forms and arrange for the distribution of the forms, usually through the newsletter, or upon request.
 4. Process the application forms. Select and notify recipients, as well as those who are rejected.
 5. Make all arrangements for the fellowship event. Monies are to be handled by the KQO treasurer.
 6. Submit articles for the newsletter to promote and inform members about the fellowships.
 7. Submit a written report to the board members for their meetings, as well as the annual Meeting in the fall. Give an oral report when requested, for board meetings and/or general membership meetings.
 8. Keep complete records and pass along to the next chairman of the committee.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

PUBLIC RELATIONS CHAIRMAN

Reference KQO Bylaws, Article VII, Section 1 F

GENERAL DUTIES:

Publicize upcoming events and activities of the organization in order to promote more awareness of KQO, participation in activities, and increase membership.

The following lists the organizations and media to notify. There is a packet with this information (disk containing addresses, etc.) Prizes are only asked for the retreat year and not general state meetings unless they are quilt shops located in Kansas.

MAGAZINES: Most magazines require notification be received at least six months prior to the event. They need city and state, event, date, exact address, program and contact person (including address and telephone number.) Most magazines will not post unless a quilt show.

QUILT GUILDS: In Kansas and out of state. Notify at least two to three months in advance so they can put a notice in their newsletters.

NEWS MEDIA: Includes newspapers, television and radio stations. A news release containing the who, what, when and where of the meeting plus any interesting information about the speakers and classes or events should be approximately two week prior to the event.

POSTERS: In the past we have printed up approximately 100 posters to hand out at the board meeting prior to a scheduled event. These are then distributed by board members to quilt and sewing stores, etc., in their areas. If there are posters left over, they can be mailed to other shops.

FLYERS: Information about the next meeting can be placed in the goody bag at the prior meeting.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

COMMITTEE TO APPROVE MINUTES

Reference: **Robert's Rules of Order**

GENERAL DUTIES:

1. If meetings are held less often than quarterly, the president with the approval of the Board of directors shall appoint a committee to Approve the Minutes at the beginning of each Board meeting, as well as the Annual Meeting.
2. When the special committee is appointed, the president shall name the chairman; give a directive of the duties and specify when corrections to the minutes shall be sent to the secretary.
3. Following all meetings of the Board of Directors, Executive Committee, and meetings of the general membership, the Secretary shall write the minutes and send them to the president and all members of the Committee to Approve the Minutes within one month following the meeting
4. The Committee to Approve the Minutes will send corrections to the chairman, who will compile a list of corrections and send to the Secretary within two weeks following receipt of the Minutes. Members of the Committee to Approve the Minutes shall sign the last page to indicate their approval of the minutes as corrected.
5. The Committee to approve the Minutes is a special committee and serves for only the meeting when appointed.
6. The committee to approve the Minutes can be an invaluable help to the Secretary to assist in having a correct copy of the Minutes. This facilitates the business at the next meeting of the Board.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

NOMINATING COMMITTEE:

Reference: Article IV, Sections 2 and 3

1. As soon as the president names the Chairman, she should request suggestions of Nominees from the Board of Directors. She shall also place a similar request in the KQO newsletter, asking for input from the membership.
2. Before the summer board meeting, the committee should meet or confer, and submit to the board a list of candidates for comment. It is not the responsibility of the Board of Directors to approve or disapprove the nominees, but it is helpful to have input from the board relative to their personal knowledge of the nominees.
Since the membership is statewide it is reasonable to assume that no one person, or one committee, will know personally all the persons who have been suggested as candidates. The committee is responsible for obtaining as much information possible about the candidates in order to make an intelligent and informed decision on the nominees.
3. Resumes shall be requested from all candidates suggested by the board and/or membership, as well as others being considered by the committee. The resumes shall be maintained in a file by the chairman for future Nominating Committees.
4. It is possible that current board members who have completed one 3-year term should be considered for a second 3-year term, especially if they have fulfilled their duties and supported the activities of KQO.
5. Consideration shall be given to selecting Nominees which will maintain a balanced Board representative of all areas of the state. IF possible, no more than two persons should be selected from one guild. However, many persons belong to more than one guild, so more consideration should be given to the area represented than membership in a guild.
6. All nominees shall be advised of the duties of board members and officers. Attendance at all board meeting should be stressed, as this is a “working” board.
7. After the list of Nominees has been determined, the report of the Nominating Committee shall be printed in the KQO newsletter prior to the fall meeting.
8. After the report has been submitted, the duties of the committee have been fulfilled. They would not function again unless requested to do so by the president.
9. As soon as the list of nominees has been determined, those nominees shall be notified by the chairman of their nomination. Nominees shall be advised that nominations may be made from the floor at the Fall Membership Meeting, and nomination does not confirm election.

**KANSAS QUILTERS ORGANIZATION
PROCEDURE BOOK**

FINANCE COMMITTEE:

Reference: KQO Bylaws, Article VII, Section 1

GENERAL DUTIES:

1. The Finance Committee shall prepare a budget to be approved at a board meeting and included in a newsletter to the membership prior to the Fall Membership Meeting.
2. Expenditures shall not exceed allocations approved by the budget without authorization by the Board Officers.
3. The treasurer shall serve as ex officio member of the Finance Committee.

**KANSAS QUILTERS ORGANIZATION
PROCEDURE BOOK**

MEMBERSHIP COMMITTEE

Reference: KQO Bylaws, Article VII, Section 1, A

1. The Membership Committee shall maintain a current list of members.
2. The Membership Committee shall promote membership growth.
3. The Membership Committee shall prepare and distribute material promoting KQO.

KANSAS QUILTERS ORGANIZATION PROCEDURE BOOK

STATE MEETING COMMITTEE:

Reference: KQO Bylaws, Article VII, Section 1, G

1. The State Meeting committee shall arrange the meeting place for two state meetings each year for the membership.
2. The committee shall work closely with the Programs for Future Meetings Committee in planning the program for the state meeting.
3. The First and Second Vice-Presidents serve as co-chairmen of this committee to coordinate the state meetings.

PROCEDURE FOR WRITING AND MAILING

THE KQO NEWSLETTER

The KQO newsletter is published at least three times per year: Winter (mail in January), Spring (mail in April), Fall (mail August), (mailing dates are estimates and may need to be altered to accommodate meeting dates and board activities). Special editions may be published as necessary. Deadlines are set in consideration with meeting dates, quarterly board meetings, and/or at the discretion of the Editor. Most printers need 2-3 weeks to print the newsletter. Each edition, unless a special one, contains a message from the President and the Board Briefs. After each board meeting, the Secretary will send the Editor the minutes and a condensed version of same, known as the Board Briefs. The Board Briefs only are printed.

Delivery via the KQO website: members who have an e-mail addresses which has been provided to the treasurer will be notified when each newsletter is posted on the KQO web site at www.ksquilters.org. Members may then read the newsletter on-line or may print a copy for their use. If the Treasurer has no e-mail address for a member, their newsletter will be mailed via US mail.

Mail the Spring and Fall editions by first class mail; these are the issues that must reach all members for fair workshop registrations. The Winter edition goes by bulk mail.

The **Winter** edition (No. 1 of the current Vol.) should contain:

- The President's Message.
- The Masthead on page 2; same as Fall newsletter, unless a change takes place before Jan. 1 of the new year.
- Board Briefs of the (2) board meetings held at the fall mtg.
- Minutes of the general meeting held at the Fall State Meeting; include the budget if any changes were made from the proposed budget printed in the Fall edition.
- Preliminary information about the coming Spring Meeting.
- Bylaws (if updated).
- List of KQO members who were State Fair winners.
- Additions or changes to the Membership Directory; from the Treasurer.
- Registration form for members to pay dues for the next year, mention that dues run from Jan. 1 through Dec. 31.
- Quilter's Calendar.
- The bulk mailing permit must be printed in the address area.
- Anything else of interest.

The **Spring** edition (No. 2 of new Vol. number) should contain:

- The President's message.
- Board Committee assignments for the current year. You will receive this at the January board meeting.
- The agenda for the business meeting of the Spring State Mtg.

- The masthead on p 2; include the board members and officers elected at the Fall meeting.
- Board Briefs of the January board meeting, from the Secretary.
- The following details for the coming Spring State Meeting:
 - V.P. in charge of the meeting will supply:
 - meeting/workshop registration form (printed on one side only); add this line at the bottom: "Please add a note if you have any special needs." Incorporate an amount line for membership dues (for renewal or to join). No one can attend the meeting if they are not paid-up members. Also run a separate membership form for those not attending the meeting; print it on the reverse of the address area; also note on this form that those who do not join will be dropped from the newsletter list.
 - quilt pattern(s) for the block drawing at the Spring Meeting--if a foundation piece pattern print on one side only. Proof this carefully after receiving the first draft from the printer; if it is a foundation piecing pattern make sure no changes were made in the printing, including any color code shadings; check size closely. Explain the block drawing procedure in the article.
 - biography of the speaker(s) and other class teacher(s).
 - descriptions and/or pictures of all workshop projects.
 - a schedule of the week-end.
 - a map, motel and restaurant listing of the host city.
 - whatever else the VP in charge of the meeting sends.
- a membership form for those not attending the meeting is to be printed on the reverse of the address area; note that those who do not join by June 1 will be dropped from the newsletter list.
- Quilter's Calendar. These dates may be sent to you, or you can use dates you find in guild newsletters.
- The mailing permit in the address area must be for First Class.
- Anything else of interest.

The **Fall** edition (No. 3 of the current Vol. number) should contain:

- The President's Message.
- The agenda for the general business meeting of the Fall State Meeting. This is the Annual Meeting of the organization.
- The masthead on page 2; probably the same as spring and summer.
- Board Briefs of the summer board meeting; ask Secretary.
- The proposed budget for the next year; ask the Treasurer.
- Proposed bylaw changes (if any).
- The names and profiles of nominees for the board of directors.
- Additions or changes to the Membership Directory.
- The following details of the coming Fall State Meeting:
 - The V.P. in charge of the meeting will supply:
 - an article giving the general information about the meeting including speaker(s) and workshops.
 - biography of the speaker(s) and workshop teachers.

- descriptions and pictures of all of the workshop projects.
- meeting/workshop registration form (printed on one side only); incorporate a line for the amount for membership dues (renewal or to join). Members only can attend. Include this line at the bottom: "Please add a note if you have any special needs."
- quilt pattern(s) for the block drawing at the meeting -- printed on one side only if it is a foundation piecing block. Proof the printer's draft carefully to make sure no changes were made including color code shadings; check size closely! Explain the block drawing procedure in the article.
- a schedule for the week-end
- a map, motel and restaurant listing of the host city.
- anything else the VP in charge of the meeting sends.
- a membership form on the back of the address area--for those who want to pay dues but are not attending the meeting. Ask members to give their copies to non-member friends.
- Quilter's Calendar.
- The mailing permit in the address area must be for first class mail. Check with your agent if you do not mail them yourself.
- Anything else of interest.

The current **Membership Directory** (from the Treasurer) will be printed and mailed to each member via US Mail following the Spring Meeting each year.

The Editor should have a copy of the Bylaws; they explain what to do when for the Newsletter. ARTICLE IV, Sec. 3. states that names of the nominees for board positions shall be published in the newsletter prior to the Fall State Meeting. ARTICLE VII, Sec. 1.,B. gives the duties of the Newsletter Editor, and C. states that a proposed budget shall be published in the newsletter prior to the Fall State Meeting. (The Fall State Meeting is the Annual Meeting.) ARTICLE IX states that proposed bylaw changes must be mailed to the membership 10 days prior to the meeting they are to acted upon.

A new Editor should obtain a supply of stationery from the President and vouchers from the Treasurer. All postage costs are reimbursable, get a receipt for them and bill the Treasurer for reimbursement. Keep a record of all your mailings, and a copy of every letter.

Save old Membership Directories for reference. The current year's directory will be printed following the Spring meeting and mailed directly to all members.

Since the newsletter is printed just three times a year it is necessary to think ahead on the "Quilter's Calendar." For example, if a show is to be held during the first two weeks of September that notice should be in the Summer edition as the Fall edition may be received too late by the membership.

If you want to print information about various members' state and/or national recognitions you can usually find this information in the newsletters sent to you from guilds. If you are not sure if a name listed in a guild newsletter is a KQO member, refer to your Directory. It isn't necessary to publish local or guild contest winners or awards unless it's something really special.

In January, write or email the following board members to remind them of what you will need for the Spring newsletter; give them a deadline to have this information to you (March 1 now that all spring meetings and retreats are held the first week-end in June): President--message and the agenda for the business meeting of the Spring State Meeting; First Vice President--all of the other information about the Spring State Meeting (see listing for the Spring edition), and the address of the State Meeting speaker (so you can send her/him a copy of the newsletter); Secretary--minutes and Board Briefs of the January board meeting. (You will receive the list of Board Committee assignments from the President at the January board meeting.)

The Treasurer can mail the disk or email the Membership Directory for the printing of the Membership Directory following the Spring Meeting; OR at the June board meeting, ask the Treasurer for the disk and deliver it to the printer yourself.

In July, write the following board members to remind them of what you will need for the Fall newsletter; give them a deadline to have this information to you (Aug. 10 or so): President--message and the agenda for the business meeting of the Fall State Meeting; Second Vice President--all the other information about the Fall State Meeting (see list for the Fall edition), and the address of the State Meeting speaker (so you can mail her/him a newsletter); Secretary--minutes and Board Briefs of the July/Aug. board meeting; Treasurer--proposed budget; Nominating Committee Chair--names and profiles of board nominees (The Chair may have the nominees write their own profiles and mail them directly to the Editor; ask the Chair to remind the nominees to do this by your deadline.)

Check with your local printers and ask for bids to print the newsletter. Sometimes the lowest price is not the best price, be familiar with their work. Order about 25 extra copies beyond your mailing list; one for the Historian's book, and the rest to be sent to the Treasurer to send to new members, and some to be available at the next State Meeting. The Spring and Fall editions are to be mailed to the speakers at each of the appropriate meetings. This is especially important if they are not KQO members. Get these addresses from the appropriate Vice Pres.

MAILING OF THE NEWSLETTER

There are two options in mailing the newsletter: doing it yourself or using a direct mail service (an agent who will handle it for you).

If you do not have such a service in your community, you will have to go to your post office and apply for a Bulk Mailing Permit. Pay the filing fee, get a receipt, and request reimbursement from the Treasurer. You will be given a booklet which will describe the exact way to prepare the mailing. Make two copies of the sheet you take to the post office with the newsletter; one for your files and one to send to the Treasurer for reimbursement.

If there is a direct mailing service in your community, check on what it would cost for them to do the mailing. Often it is cheaper than doing it yourself. Even if it is a little more expensive, compare the cost to the time it will save you. If you use such a service you will save the cost of

paying for a bulk mailing fee, and the cost to run mailing labels. They also have the ability to add the extra numbers on everyone's zip code, so you won't have to keep asking for those.

Check with your agent about the mailing permit that is printed in the address area. If you do not send 500 copies of the winter issue (minimum for a bulk first class mailing), you will want to leave this area blank. This will enable your agent to merge your mailing with those of other customers.

Using either method, be sure the mailing labels (or disc) from the Treasurer are in zip code order, not alphabetical! Notify the Treasurer to send them to you, or the printer, on the dates needed.

First class newsletters are forwarded if addressee left a change of address with the post office. KQO no longer pays for address correction notification. It is up to members to keep the Treasurer advised of changes of address and email address.

The newsletter is a reflection of the state organization and therefore should be a first class operation. This means no misspellings, no strike-overs, no ink corrections, etc. This may require the Editor to retype some things that are sent to her so they will look neater. (Thank heavens for word processors and professional printers!) Have the attitude of "going the extra mile."

Revised: February 2004