

# The Appliqué Society®



Standing Rules and Policies

# The Appliqué Society®

## STANDING RULES AND POLICIES

### 1.0 TAS NAME AND LOGO USE

“The Appliqué Society”, (TAS), is a registered name in the state of Washington and is to be used exclusively by the incorporated organization known as The Appliqué Society.

The Appliqué Society logo is a registered design for use by The Appliqué Society exclusively. Use of the name and/or logo by any person, group or organization will not be permitted outside of regular, normal and/or Board approved TAS business.

### 2.0 DUES AND MEMBERSHIP

Yearly dues for TAS are \$25, payable in US funds. Memberships are limited to individuals. Dues are set by the TAS Board with majority approval and may be changed at their discretion.

### 3.0 PRIVACY POLICY

It is the policy of TAS to safeguard members’ private information (i.e., name, home and email address, telephone number, etc.) from any use other than that which pertains to their membership standing and business or functions relating to TAS. Member information is to be kept private and is not to be sold or shared with any business or private individuals outside of the organization. It is not to be used as a directory of information to enhance any personal or business gain.

### 4.0 RUNNING FOR OFFICE IN TAS

Anyone who is a current member of The Appliqué Society may run for office. Candidates must have a working knowledge of computers and access to a computer as it is essential for communication between Board members. Board members are expected to volunteer and work on projects, attend teleconference meetings and to be available to discuss and make decision through the year.

### 5.0 NOMINATIONS, BALLOTS, AND VOTING PROCEDURES

#### **Procedures for Nominating Committee and Resumes**

A nominating committee will be chosen by the TAS Board, per Article 6.1 of TAS Bylaws, no later than October 1. The nominating committee will call for nominations in the November/December edition of the newsletter, and again in the January/February newsletter. The committee will ask that nominations and resumes be received by February 15. Resumes should be brief and include something personal about the candidate, their work history, and any experience in other organizations.

#### **Election Process and Board Transition**

Nominations officially close on February 15. All nominations and resumes will be forwarded to the board no later than February 16. Review and approval will be completed by February 20. All nominees’ resumes will be published in the March/April newsletter. The ballot will be published in the May/June

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newsletter along with an explanation of how the election is conducted. Votes may be cast by mail and/or electronically. Voting will close on May 15.

A ballot counting committee of at least two TAS members will be appointed to count votes, with one member serving as leader. Any member who is a nominee is not allowed to count votes. A board member should be present if possible but will not be involved in the counting process. The leader of the counting team will document the election results and submit to the president and secretary for inclusion in board meeting minutes. Ballots will be counted and results announced no later than May 31.

Outgoing board members will transition their responsibilities to newly elected board members in June. The new board year will begin July 1.

## **6.0 BOARD VOTING PROCEDURES**

### **E-mail Voting Procedure**

Any vote that is permitted at a Board of Directors' meeting may be taken without a meeting if the conditions of TAS By-laws, section 4.13, are met.

For issues requiring board decisions or actions that could not be completed at scheduled meetings, or which the president feels require resolution before the next scheduled board meeting, the following procedure will be followed:

1. The president or secretary will send a copy of the motion and request for approval to all board members by email.
2. Board members will reply to the email with their approval, copying all on their reply.
3. The decision will be ratified at the next board meeting and voting results documented in the meeting minutes.

## **7.0 BOARD ATTENDANCE POLICY**

This policy is intended to support full contribution of all board members for the responsible running of The Appliqué Society (TAS). All board members receive a copy of this official policy. The policy is reviewed by the board annually.

### **Attendance and Participation**

Official board meetings by conference call are scheduled regularly as needed. Every board member is expected to participate or to notify the president, vice president and/or TAS secretary if unable to attend.

In addition to through regularly scheduled meetings, board members communicate via email, text messages and or phone conversations as needed to support TAS business.

The board meets in person at the Appliqué Society's Annual Meeting. Attendance is not mandatory but is encouraged.

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### **Response to Absenteeism**

If a board member frequently misses meetings, especially without providing advance notice, the president will contact the member to discuss attendance. The president will share the board member's response with the entire board, who will then discuss what action, if any, will be taken.

## **8.0 BACK-UP OF TAS INFORMATION**

More than one person should maintain a copy of each TAS record and/or important document. Copies can be shared electronically or by regular post. Board members are expected to provide copies of key TAS documents to their successor when transitioning off the board.

### **Annual Meeting and Quilt Show Administrator**

Copies of documents pertaining to the production of the annual meeting or show should be forwarded to the president and secretary. These will include contracts, agreements, registration lists, etc.

### **Chapter Administrator**

A copy of the current chapter list should be sent to the president, vice president and/or secretary each time it is updated.

### **Membership Roster Administrator**

The membership roster should be sent to board members monthly or as needed.

### **Newsletter Editor**

Copies of the newsletter are maintained in PDF format for at least two years on the TAS website. Archive copies of past newsletters are maintained by the president, newsletter editor and website administrator.

### **Public Relations/Advertising Administrator**

A summary of all planned advertising, marketing, and promotions should be submitted to the board monthly for inclusion in board meeting minutes.

### **Treasurer**

Copies of current financial reports should be sent to board members monthly. Financial data should be backed up periodically and an electronic copy of the file should be sent to the president.

## **9.0 MEMBER MARKETING**

Appliqué professionals who are current members of TAS are invited to submit information about their business for inclusion in the Resources section of the TAS website. To obtain a business listing, the member must complete the request form available on the Resources page of the website and submit to the board for approval.

TAS members, including members of the board, must obtain approval from the board before promoting a business such as teaching, vending or designs, books, patterns, etc. while conducting TAS business or while

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attending a TAS activity or event. TAS events include, but are not limited to, the annual meeting or chapter meetings.

**10.0 REIMBURSED EXPENSES AND STIPENDS**

Members and volunteers may be reimbursed for eligible expenses made on behalf of TAS by submitting a signed reimbursement form and clear copies of receipts to the treasurer electronically or by regular post. The reimbursement form is available through the treasurer.

**Reimbursement to Board Members for Attending the Annual Meeting**

Each board member attending the TAS Annual Meeting is eligible to receive \$200 to offset travel expenses.

**11.0 CREATIVE/INSTRUCTIONAL CONTENT POLICY**

TAS has permission to share all patterns and video content donated to or created for TAS for a minimum of one year from the time it is published/posted by TAS unless otherwise agreed with the creator.

**12.0 REVISION HISTORY**

REVISED AND TAS BOARD APPROVED - 7 JULY 2020