



QUILTERS CLUB OPERATING PROCEDURES

Club Name: Sun City Quilters Club

Date: April 14, 2025

Membership Qualifications:

1. All new members **MUST** attend BOTH Club/Room Orientation Training AND Machine Orientation training prior to allowing unaccompanied access to Quilt Room.

2. Members shall have the minimum quilting and sewing skills and knowledge:

- a. Use and maintenance of a sewing machine
- b. Safety and use of rotary cutters

Our club cannot always provide complete beginner sewing and/or quilting skills training. If prospective members do not have the minimum quilting and sewing skills, the club recommends taking such classes offered for nominal fee through community and retail classes.

3. To be a member, you are expected to:

- a. ALL members are requested to participate in the annual Raffle Quilt ticket sales.
- b. Complete a total of six (6) Quilt Room monitoring sessions per year. If you are unable to fulfill your monitoring duties, submit a written request to the Board for review.
- c. Club monitoring period is from January 1 through November 30.

4. All members **MUST** pay club dues not later than January 31 of each calendar year.

Membership Dues:

1. Annual membership dues are \$20. Renewal membership dues should be paid not later than January 31.

2. Those new members joining after July 1, the membership dues are prorated to \$10.

3. If necessary, dues may be adjusted by the majority of a quorum vote of the membership.

General Membership Meetings:

1. General Membership meetings will be held monthly on the 2nd Monday of each month.

2. Meetings will be held at Desert Vista, unless 14-day day notice is given via email, to change location.

Common Committees and Chairmen:

1. All committees and chairmen are appointed and serve at the discretion of the President.

2. All committee Chairs are considered non-voting Board members.

3. All prospective committee chairmen will read and agree to the responsibilities as outlined in Sun City Summerlin Quilters Club Master Job Descriptions.

Board Meetings:

1. There will be at a minimum of four (4) quarterly meetings during the year, however the President can call for more meetings as necessary.

2. Sun City Quilters Club Board members will be notified by email to the day and time of meetings, no less than 7 days in advance.

Club Communications:

1. All general club announcements will be made through the official club email: Communications Quilters Club (scsquilt@gmail.com) by Communications Chair.
2. If Board member, Chairperson, or general member would like to send an email out to the entire membership the drafted email should be sent directly to the Communication Quilters Club email for distribution. The draft email should include: the message, sender's name and reply email address.
3. Replies and inquiries regarding emails shall be made back to the originator of initial email and NOT a REPLY back to Communications Quilters Club email sender.

Non-Member Attendance Policy:

1. A non-member may attend two (2) Club meetings a year prior to their membership. However, a non-member may not attend the annual holiday party/meeting.

Quilt Room Access:

1. The Quilt Room will be available to all authorized members (listed on the Room Access List, maintained at the Pinnacle Monitor desk) during normal hours of the Sun City Summerlin Pinnacle Community Center. Keys for the Quilt Room are available from the Community monitor.
2. Only members who have completed the REQUIRED Club/Room Orientation and Machine trainings may have access to the Quilt Room.
3. The Vice President and/or the Membership Chairperson will ensure the Sun City Pinnacle Community Center Monitor maintains a current list of those members authorized access to the Quilt Room.
4. All members and guests MUST sign in and out of the room, when using/visiting the room.
5. The Quilt Room is available to all eligible Quilt Club members, with the following exceptions:
 - a. Not during pre-scheduled classes and/or meetings.
 - b. During Sun City HOA maintenance and cleaning the room.

Room Monitoring:

1. The Vice President will be responsible for monitoring schedule and the accounting for all monitoring activity.
2. Members MUST sign up on the large yearly calendar, complete the daily check-in sheet as the Monitor AND sign-in as a member to get credit for a monitoring session. A member MUST sign in ALL places to get credit.
3. All eligible members are expected to complete the required monitoring sessions prior to December 1. Any exceptions may be approved by the Board.
4. All monitors MUST have completed both Club/Room and Machine Orientations and complete one supervised monitoring session prior to being a Monitor.
5. A student in a class can NOT concurrently serve as a Room Monitor.
6. Each monitoring period is for three (3) consecutive hours during the hours of 8:00am – 5:00pm.

Room Monitor Responsibilities:

1. The Monitor will get the keys for the Quilt Room from the Pinnacle Community Monitor, and exchange their Sun City membership card.
2. Upon entering the Quilt Room, the Monitor will:
 - a. Turn on the lights

- b. Unlock the door from the inside.
- c. Hang the keys the hook next to the sink.
- d. The Monitor on Tuesday mornings (during Charity) will:
 - (1) Make copies of the last seven (7) days of monitoring sign-in sheets;
 - (2) Take the copies to the Pinnacle Community Center monitor;
 - (3) Initial on each original page indicating copies have been taken to the monitor; and
 - (4) Return originals to the sign-in book.
- e. Prepare the current daily member sign-in log, including writing their name as the Monitor and member.
- f. Do a 'walk about' the room checking machines, irons, and other equipment for defects. Report defects to the appropriate Chairperson: Facilities, Machines or Long Arm, as well as notifying the President or Vice President. If the discrepancy is of an urgent nature, complete a work order (in the sign-in book) and take to the Community Monitor.
3. The Monitor will greet all members, visitors and maintenance personnel upon entering the room. Ensure all members and guests sign in the daily sign-in log.
4. The Monitor will handle all administrative tasks, including answering the phone, correctly making all in-house sale purchases, and providing information to potential members and visitors.
5. If other members desire, the Monitor will make coffee.
6. At the end of the Monitor's shift, they will ensure:
 - a. All irons are turned off and unplugged.
 - b. All other electrical items are turned off.
 - c. Ensure all electrical floor covers are closed.
 - d. Cover all cutting tables with covers.
 - e. Clean the kitchen area, if needed.
 - f. All equipment is properly put away.
 - g. Ensure the Accuquilt machines and all the cabinets are locked.
 - h. Turn off music, fans and lights.
 - i. Lock the door from the inside.
 - j. Double check the door lock, from the outside.
 - k. Return the keys to the Pinnacle Community Monitor.
7. If members are still in the Quilt Room at the end of the shift, the Monitor will do as much of the closing and clean up as possible, as to not interfere with other members, and will exchange their membership card with other member remaining in the room with the Pinnacle Community Monitor.

Classes:

1. Classes are to be arranged with and approved by the Board, preferably 2 months prior to class but not less than the scheduled Board meeting prior the class.
2. Class announcement and registration should be made 2 months prior to the class date but not less than one general meeting prior to the class date.
3. All classes will have a non-refundable \$5 registration fee.
4. Class registration will be a 'first come, first serve' basis. A 'wait listing' will be made if registration exceeds class size.
5. Special classes and other activities may have other costs for materials.
6. In-house instructors can be paid for their instruction time on the following scale:
 - Half day: \$50
 - Full day: \$100

7. All instructors must complete both a Contract for Services form and Sole Proprietor/ Independent Contractor form (Clubs and Organizations Procedures Manual, Attachments IV and IV-A) and have these reviewed by Sun City Summerlin Community Services prior to instruction.

Sewing Machine:

1. Sewing machines are available to all members who have COMPLETED specific model sewing machine training PRIOR to use.
2. Members are responsible for the following machine maintenance after EACH USE:
 - a. Clean bobbin case.
 - b. Remove walking foot and attach "J" foot
 - c. Replace needle, if needed, and indicate date change on machine
 - d. Keep drawers clean and neat. No personal items are to be let in the drawers.
 - e. Keep various feet in appropriate place
 - f. Turn OFF the surge protector and cover machine after use.
 - g. Place a note on the machine, if there is a problem with the machine, and notify either the Maintenance Chairman and/or President.
 - h. Remember to write the machine letter or number of the machine used on the 'Sign In Sheet', next to you name.

Long-Arm Quilting Machine:

1. The Long-Arm Quilting Machine is available to all members who have COMPLETED training PRIOR to use, by the Long-Arm Committee Chairman.
2. Member is to provide their own thread, bobbins and needles.
3. Maximum consecutive long-arm use by a single member is three (3) days. Those projects left overnight, must have a sign pinned to the machine, indicating member and phone, and anticipated day of completion.

AccuQuilt Machines/Dies:

1. Accuquilt Machines and dies are for Quilt Room use ONLY and may NOT be removed from the room for private home use.
2. The Machines are locked to cutting tables and the key is on the Quilt Room Key Ring.
3. The dies are located in the cabinet.

Financial:

1. The Treasurer will prepare a monthly financial report for the general membership meeting.
2. An audit will be conducted annually, not later than July 31 for the previous fiscal year.
3. An audit will be conducted prior to turnover of Treasurer duties.
4. An audit will be conducted by a minimum of two (2) non-elected Board members. The results will be reported to President.
5. All annual budget inputs need to be submitted to the Board not later than the first Board of meeting of January.
6. The Treasurer and the Board will prepare a proposed budget for presentation to the membership at the February general meeting.
7. The Treasurer will prepare the fiscal year end reports for the Sun City Summerlin HOA not than July 31 of each year.
8. Elected Board members may NOT receive money for any services, including being class instructors.

9. Elected Board members may receive money for reimbursement for materials purchased for the benefit of the Club, as approved by the annual budget.

LINK Magazine:

1. The Quilters Club will submit monthly club inputs to the LINK magazine. Inputs are usually due the first of the month, two months prior to publication.
2. Points of contact need to be updated upon new elections or as needed.

Website:

1. The official website is: scsqiltclub.org
2. The website is maintained by the club webmaster.

These Operating Procedures were amended by general membership vote, Room Monitoring 6. on April 24, 2025.

Rosie Minson 4/14/25
Rosie Minson, President Date

Connie Morris, Vice President Date

Karen Kretchmar 4-14-25
Karen Kretchmar, Treasurer Date

Linda Pendleton 4/14/25
Linda Pendleton, Secretary Date