



Since 1994

POLICY AND PROCEDURE MANUAL

**NORTHERN ILLINOIS CHAPTER
OF
CROCHET GUILD OF AMERICA**

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POLICY AND PROCEDURE MANUAL

NORTHERN ILLINOIS CHAPTER

CROCHET GUILD OF AMERICA

INTRODUCTION

The Northern Illinois Chapter (NIC) of the Crochet Guild of America (CGOA) was founded in June 1994, prior to the existence of CGOA. The NIC was started by Gwen Blakley Kinsler and Dana Kahan Benjamin. This chapter has ± 40 members and is proud to have many members who are committed to the art and education of crochet, both on the national and local level. Our mission is to share our crochet talents with each other and our communities, continually planting crochet seeds wherever we go. Our enthusiasm for crochet and our willingness to share with others lead our members to many experiences that not only enhance the community, but also bring satisfaction to the individual. All of our activities and benefits are provided on a volunteer basis by our members. All members are encouraged to attend the meetings and participate in all of our activities whenever possible.

ORGANIZATION

The Northern Illinois Chapter is the charter Chapter of the CGOA. NIC is affiliated with CGOA and has adopted their by-laws. NIC operates as a non-profit organization.

OVERVIEW OF THE POLICY AND PROCEDURE MANUAL

This manual is a compilation of the policies and procedures established over the years that the NIC has been in existence. It is intended for use by board members, officers, committee chairmen, and all chapter members as an aid to performing their duties. In some cases, the duties of a position will change based on the evolving needs of the Chapter and the capabilities of the person currently filling the position.

PURPOSES

The Northern Illinois Chapter was organized for educational and charitable purposes. The purpose shall be to create an environment which provides education, networking resources and a standard for the quality, art and skill of crochet through creative endeavors and to preserve the heritage of crochet.

FISCAL YEAR

The fiscal year of the Northern Illinois Chapter begins January 1 and ends December 31.

MEETINGS

Board meetings are not held on a regular basis. A board meeting is called whenever an officer or immediate past president deems it necessary to have one.

The general meeting is held once a month, every month of the year, from 1:30 pm to 4:30 pm at the Rolling Meadows Library, 3110 Martin Lane, Rolling Meadows, IL 60008.

RULES OF ORDER

The meetings and procedures of NIC shall be regulated according to basic parliamentary procedure.

QUORUM

At any regular general meeting, a quorum will consist of 1/3 of the entire membership of NIC. At any board meeting, a quorum will consist of 3/5 of the entire Board.

VOTING RIGHTS

Each member in good standing is entitled to one vote at a general meeting, except the president who may vote only to break a tie. Each member on the Board is entitled to one vote.

USE OF MONEY AND DISSOLUTION

The NIC shall use its funds only to accomplish the objectives and purposes of this organization. On dissolution of the NIC, any funds remaining shall be distributed to and in any manner that the members decide at a regular general meeting.

APPLICATION FOR MEMBERSHIP

Application for membership shall be made on a form provided by the CGOA or the NIC and accompanied by dues for a twelve month period.

DUES

CGOA DUES

All NIC members are encouraged to become CGOA members. Dues are \$35.00, shall cover a twelve (12) month period and shall be due and payable at the anniversary of joining CGOA. Every member who has not paid dues for the membership year within ninety (90) days of their anniversary date shall not be in good standing.

NIC DUES

The dues are \$15.00 per year and are due upon joining the Chapter, and every year after that in the month joined. If a member renews her membership late, the late charge is \$1.00 per month starting the month after her dues are due.

CHILDREN

Children under the age of 16 are not required to pay dues.

GUESTS

Guests may attend their first regular general meeting free, then pay \$3.00 each for the second and third regular general meeting they attend. After that, they will have to join and pay their dues to attend a meeting. These dues must be paid within six (6) months of attending their first meeting.

TERMINATION OF MEMBERSHIP

1. A member of the Chapter will be considered terminated if she has not paid her dues for three (3) months after her anniversary date.
2. A member of the Chapter will be terminated if she writes or tells a Board member that she would like to be dropped from membership.

LIBRARY

There is a chapter library, which is maintained by the librarian. The books, magazines and leaflets of the library will be available at each regular chapter meeting. These materials may be borrowed by any member for a maximum of two months. Only two books may be taken out at a time. The late fee for not returning any material by the two-month limit is \$1.00 per item per month. All overdue charges will go into the chapter treasury.

BOOK DONATIONS – PRESIDENT

When a president leaves office, at the end of her term, she will choose a book, which will be donated to the NIC library. This book will be paid for by the Chapter.

BOOK DONATIONS – BIRTHDAY FUND

In any given month that a chapter member has a birthday, she is given the opportunity to donate to the Birthday Fund. The money in this fund is used to donate a minimum of one book per year to the public library of our choice, preferably the library in which we are meeting.

PROGRAMS

Each regular general meeting features a program. The instructor presenting the program, if she is a member of the NIC, will receive a \$25.00 honorarium.

MENTOR PROGRAM

This program was established to give assistance, on an individual basis, to any member who needs occasional help with a crochet project. Several members of the NIC are mentors or mentees. Any member of the NIC may sign up to be one or the other.

NEWSLETTER

The NIC has a newsletter called “Chain Reaction” that is published four times a year, for distribution to the membership. The newsletter has information on recent meetings, future meetings, and events in which the members have participated.

WEBSITE

The NIC website is www.nicrochet.com. The website includes information about the Chapter, a current listing of programs for the upcoming year and special announcements about upcoming and recent activities.

Chapter members only may request an invitation to the Nicrochet Yahoo group and website at <http://www.groups.yahoo.com/group/nicrochet>. Monthly reminders of the meetings and special announcements are sent to members during the month.

CHAPTER BROCHURE

The NIC has a brochure, which is updated annually. It contains information regarding the NIC, its activities, mentoring program, website, newsletter, meetings, membership and benefits.

CHAPTER DIRECTORY

The directory contains the names, addresses, telephone numbers and email addresses of all members in good standing of the NIC. This directory is updated in December and is published and distributed to the members every January.

NEW MEMBER PACKET

New chapter members will receive a new member packet. Included in the packet is a NIC Policy and Procedure Manual, a chapter directory, a calendar of programs and events and a past “Chain Reaction” newsletter, which includes a list of the current officers and committee chairmen.

CHARITIES – COMMUNITY SERVICE

The NIC provides opportunities to demonstrate skills for various groups at schools, festivals and historical museums. Members crochet afghan squares for Warm Up America, which aids the homeless. NIC members also crochet hats, mittens and scarves for Snug Hugs for Kids and Knit-a-Thon every year. These items are given to the Children’s Home and Aid Society of Chicago for distribution during the holiday season. Crocheted preemie hats are donated to Northwest Community Hospital, Arlington Heights, Illinois.

NAME TAGS

Wearing crocheted or crochet embellished name tags by all members of the NIC is mandatory. Anyone not wearing a name tag that includes crochet, will pay 25 cents per meeting to the chairman of the Welcoming Committee and will wear a

paper name tag. The deadline for wearing a crocheted name tag is three months after joining for new members.

BOARD MEMBERS

President
Vice President
Secretary
Treasurer
Immediate Past President

OFFICERS

President
Vice President
Secretary
Treasurer

COMMITTEES

Historian
Hospitality
Library
Membership
Newsletter
Nominating
Photography
Policy and Procedure
Publicity/Public Relations
Website
Welcoming

THE DUTIES OF THE BOARD MEMBERS

1. Responsible for making sure the goals of this chapter are being implemented
2. Responsible for the supervision, control and direction of the NIC
3. Responsible for approving the slate of candidates that the Nominating Committee has presented to them
4. Responsible for approving the appointment of all committee chairmen
5. Responsible for overseeing the chairmen and their committees to make sure the goals of the committee are being carried out
6. Responsible for removing any officers or committee chairmen who cannot or are not doing their jobs
7. Responsible for appointing a replacement to fill a position, in case a vacancy occurs

OFFICERS

DUTIES OF THE OFFICERS

The elected officers shall perform the specific duties assigned to their office as follows, and in addition shall perform specific tasks which may be assigned to them by the Board.

DUTIES OF THE PRESIDENT

1. The president shall make the everyday decisions necessary in the best interest of the Chapter.
2. The president shall implement the CGOA by-laws and the NIC's policies and procedures.
3. The president shall preside over the monthly meetings and shall provide an agenda for each meeting.
4. The president shall be Chairman of the Board.
5. The president shall preside over all board meetings and shall provide an agenda for each meeting.
6. The president shall appoint all committee chairmen, with the approval of the Board.
7. The president shall be an ex-officio member of all committees except the Nominating Committee.
8. The president shall act as mediator for committee members.
9. The president shall maintain the Mentor Program.
10. The president shall submit a column to the editor of the chapter newsletter, "Chain Reaction", for each issue of the newsletter.
11. The president shall, at the end of her term of office, turn all information pertaining to that office over to the newly elected president.
12. The immediate past president shall be a member of the Board.

DUTIES OF THE VICE PRESIDENT

1. In the absence of the president, the vice president shall assume the duties of the president.
2. The vice president shall also assume such duties assigned to her by the Board or the president.
3. In the event of a vacancy occurring in the office of president, the vice president shall serve as the president until a successor is elected.
4. The vice president is responsible for the program planning and coordinating all the programs for each chapter meeting, workshop and activities outside of the regular chapter meetings.
5. The vice president shall mail monthly meeting reminder notices to all chapter members in good standing at least one week prior to the monthly meeting. This notice should contain information pertinent to the upcoming meeting including time, place, the program subject and any materials needed for the project. The vice president sends notices to local yarn

6. The vice president shall submit the information about past and upcoming chapter programs to the editor of the newsletter for each issue.
7. The vice president shall, at the end of her term of office, turn all information pertaining to that office over to the newly elected vice president.

DUTIES OF THE SECRETARY

1. Take minutes during the general monthly meetings and all board meetings. The general monthly meeting minutes should include the date of the meeting, the time that the meeting was opened by the president, the number of members present, the number of new members present and the number of visitors present. These minutes should include, but are not limited to, a report from each committee chairman. The minutes should include all motions made by whom and seconded by whom, if they were passed or defeated, and how many votes for and how many against
2. Copy and distribute the minutes of the general monthly meetings to all members in good standing
3. Copy and distribute board meeting minutes to only board members
4. Record any corrections to the minutes that may be brought up at the meetings
5. Maintain a current database of paid members for all mailings, labels, etc.
6. Retain receipts for postage, envelopes, paper and copying and submit them to the treasurer for reimbursement
7. Handle all necessary correspondence for the Chapter. At her discretion or directed by the Board or members at a regular monthly meeting, send special greetings to members on behalf of the Chapter. These may include sympathy, get well, congratulatory and thank you cards
8. Keep a copy of the monthly meeting minutes, board minutes, papers and correspondence in the secretary binder
9. If necessary, work with the Board on special projects and take on other jobs for the benefit of the Chapter
10. The outgoing secretary will pass on to the incoming secretary both a computer file of the mailing database, a paper printed copy of the mailing list, and all other property of the NIC in her possession

DUTIES OF THE TREASURER

1. Keep accurate records of all transactions of the NIC
2. Make monthly reports of income and expenses to the members of the NIC. Give copies of the report to the members four (4) times per year. Give copies to all officers monthly
3. When a member pays her dues, enter the payment in the debit column in the membership section of the books and in the debit column in the income and expense section of the books. Give members a completed

4. Send membership renewal notices to those members whose dues are due
5. When writing a check, enter the amount in the credit column of the income and expense section of the books
6. When a donation or payment is received for overdue books, enter the amount in the debit column of the income and expense section of the books and in the debit column of the Library Fund section of the books. When making a payment regarding the library, enter the amount in the credit column of the income and expense section of the books and also enter it in the credit column of the Library Fund
7. Reserve the meeting room for the following year at the Rolling Meadows Library by July 15 of each year
8. Keep records of all income and expenses in the chapter check book
9. Deposit all money in the bank, except for cash on hand. Sign back of all checks for deposit: "For deposit only CGOA – Northern Illinois Chapter"
10. When bank statement arrives, balance checkbook
11. Keep membership list current. Give copies to all officers at monthly meetings
12. At the end of each year, make a year-end income and expense report and give a copy to all members
13. Make a budget for the following year and give a copy to all members
14. The outgoing treasurer should contact the bank regarding any and all papers that need to be signed by the new treasurer for signing checks, for change of address for receiving bank statements, and also for any incoming president for signing purposes
15. When the term of office is completed, turn over all books and records to the incoming treasurer

TERMS OF OFFICE

The terms of office of the president, vice president, secretary and treasurer elected at the December meeting will be two (2) years in length and will commence at the January meeting. The officers will be elected on a rotating basis. The president and vice president will be elected one year and the secretary and treasurer will be elected one year later. No officer may be elected for more than two consecutive full terms.

RESIGNATION OR REMOVAL OF OFFICERS

An officer may resign at any time upon written notice to the Board. An officer may be removed from office by a majority (3/5) vote of the entire Board, if she cannot or is not fulfilling her duties.

VACANCIES

A replacement for a vacancy occurring in any office will be appointed by the Board and approved by the membership of the NIC. An officer elected or

appointed to fill a vacancy, as the case may be, shall serve the un-expired term of her predecessor in office.

VOTING

All officers are entitled to one vote at a general meeting, with the exception of the president, who can only vote to break a tie.

COMMITTEE CHAIRMEN

DUTIES OF COMMITTEE CHAIRMEN

The appointed committee chairmen shall perform the specific duties assigned to them as follows:

HISTORIAN

Responsible for collecting and maintaining all documents, meeting notices, newsletters, minutes of monthly meetings, pictures and articles pertaining to Northern Illinois Chapter activities.

HOSPITALITY

Responsible for coffee pot, coffee, sugar, cream, paper cups, plates, napkins and plastic utensils and bringing them to the meetings for special occasions. Make available an area for refreshments when necessary.

LIBRARY

Responsible for maintaining the chapter's collection of books, magazines and individual patterns. Catalog them for easy reference and for borrowing. Make materials available at the monthly chapter meetings, keep a list of borrowers, book due dates and collect overdue book fines for submission to the treasurer.

MEMBERSHIP

Responsible for greeting chapter members and guests before all meetings. Request that all members and guests sign in on the sign-in sheet and include their CGOA membership number if applicable. Make and distribute current membership brochures for the CGOA and the NIC. At each year-end, print a new updated chapter membership directory for distribution to all members at the January meeting. Put together a "Chapter Information Packet" for the treasurer to hand out to new members when they join the NIC.

NEWSLETTER

Responsible for collecting articles and items of interest for the newsletter. Edit and publish the newsletter, "Chain Reaction", four times a year (if enough news is available) for distribution to the membership at selected meetings. Assure that the style and content of "Chain Reaction" are consistent with the purpose of this

organization. Inform regular contributors of deadlines. Maintain copies of past newsletters suitable for reprinting needs.

NOMINATING

Responsible for interviewing candidates and making recommendations to the Board for their approval, to fill vacancies for president, vice president, secretary and treasurer. Present a slate of officers to the NIC membership for election at the December meeting. Outgoing committee member(s) shall appoint her/their own replacements for the nominating committee.

PHOTOGRAPHY

Responsible for photographing NIC Chapter and crochet events and activities for chapter use in publications and other media and maintaining a collection of the images taken in an electronic format that is kept compatible with changing image technology standards. May also provide members images they may use on crochet-related web community sites. All images remain the property of the NIC and are not intended for commercial purposes.

POLICY AND PROCEDURE MANUAL

Responsible for preparing and keeping current a document containing the policies, procedures, fundamental laws, fundamental principles and rights of the members of this organization.

PUBLICITY/PUBLIC RELATIONS

Responsible for maintaining a regular schedule of sending press releases to any and all media that might be of interest to crocheters, to inform them of the organization, where it meets, when it meets and to promote any upcoming special events.

WEBSITE/WEBSITE HISTORIAN

Responsible for setting up a website for the NIC, maintaining the website with current information and keeping historical records of the website. Responsible for the NIC Yahoo Group including invitations to chapter members to join, posting calendar items and event reminders.

WELCOMING

Responsible for giving everyone a nametag if they are not wearing one and collecting 25 cents from chapter members if they are not wearing a partially crocheted name tag. Work with the membership chairman to greet chapter members and guests before all meetings. Request that all members and guests sign the sign-in sheet. Give the sign-in sheet and the money collected from members who were not wearing partially crocheted name tags to the treasurer at the end of the meeting.

SPECIAL COMMITTEES

The Board or the president may appoint other committees as Special Committees. The duties of any such committee shall be prescribed by the Board or the president and will report directly to the Board or the president.

TERMS OF OFFICE

FOR ALL COMMITTEE CHAIRMEN EXCEPT NOMINATING

1. Appointed by the president
2. Approved by the Board
3. Work under the direction of the president and the Board
4. Appointed for a two (2) year term commencing in January

NOMINATING COMMITTEE

The nominating committee is made up of three members, each with a two (2) year term. One member will be replaced in odd numbered years and two members will be replaced in even numbered years. The outgoing committee member(s) shall appoint her/their own replacements for the nominating committee, with the approval of the Board.

RESIGNATION OR REMOVAL OF COMMITTEE CHAIRMEN

A committee chairman may resign at any time upon written notice to the Board. A committee chairman may be removed from office by a majority (3/5) vote of the entire Board, if she cannot or is not fulfilling her duties.

VACANCIES

A replacement for a vacancy occurring in any committee chairman position will be appointed by the president and approved by the Board. Any committee chairman appointed to fill a vacancy shall serve for the unexpired term of her predecessor.

NOMINATIONS

At the November general meeting, the Nominating Committee will present a slate of nominees to be elected at the December general meeting, who will take office in January. Nominations may be submitted from the floor, with the permission of the nominee.