

PEBBLECREEK QUILTERS ORGANIZATION (PCQ)  
Policies August 2024

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## **ADMINISTRATION**

### **COMMUNICATIONS POLICY**

#### **1.1 COMMUNICATIONS**

1. Club business, announcements, information, policies, bylaws, and documents will be made available to all Members via the website and weekly newsletter.
2. Board Members, Committee and Small Group Chairs, and Members wanting to distribute Club information will follow club procedures and guidelines.

#### **1.2 IO Group (<mailto:thepebblecreekquilters+subscribe@groups.io>)**

1. This is an optional email resource for members who want to communicate with other members.
2. It is limited to unofficial Pebble Creek Quilters Club business. It is only to provide another means of gathering information related to quilting (i.e., gathering materials, information, selling unused quilting equipment, etc.).
3. Anyone using the IO group is expected to comply with the Code of Conduct.

Date Board Approved: August 5, 2024

Revised 4/7/2025

## **FINANCE**

### **POLICY 2.1 REIMBURSEMENT FOR MEMBER EXPENSES**

1. Reimbursement requests submitted by the end of the month will be processed by the following month.
2. Reimbursement requests submitted 45 days after the date of purchase/invoice will not be accepted and Members will not be reimbursed.
3. Receipts containing personal expenses will not be accepted. Items on receipts are to be for PCQ purchases only.
4. Members submitting cash to the Treasurer or other Board Member must follow the PCQ Cash Documentation Procedures and complete required forms.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **EQUIPMENT AND SUPPLIES**

### **POLICY 3.1 - USE OF EQUIPMENT AND SUPPLIES**

1. All fabric, batting, notions, and other similar products that are donated to or purchased by PCQ are managed by the Community Service and Gallery Sales Committees. These items are not for personal use.
2. All equipment and supplies that are purchased or provided by PebbleCreek Quilters Organization (PCQ), the Creative Arts Center, or the PC HOA are to remain in the Fiber Arts Room.

Members, Residents, and Guests are NOT allowed to remove any items. Examples are, but not limited to: rulers, scissors, measuring tapes, rotary cutters and blades, pantographs, sewing machines, templates, long arm supplies, bobbins, pins, irons, cutting mats, fabric, thread, GO Fabric Cutter and dies, etc.

#### **Exceptions for Members Only:**

1. Books in the PCQ Library – sign out is required
2. Veterans Quilt Patterns – sign out is required
3. Patterns - sign out is required
4. Long Arm Leaders – Sign out is required

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **EDUCATION**

### **POLICY 4.1 - CLASS FEES- MEMBERS AND NON-MEMBERS**

#### **Fees for Classes Taught by PCQ Members**

1. Members are not charged for classes.
2. The fee for Non-Members is \$30.00 for each class. Non-Members are required to sign a Waiver Form.
3. Attendees will pay instructors directly for supplies provided by PCQ member instructors.

#### **Fees for Classes taught by Outside instructors**

1. PCQ will charge a fee for classes taught by Outside Instructors.
2. The Class Fee will be determined by the cost of the contract with the Outside Instructor plus the costs to conduct the class, including payments required by the Creative Arts Center. Fees might include the cost of supplies provided by the Outside Instructor.
3. In addition to Outside Instructor Class Fee, Non-Members will incur a \$30 Non-Member Fee for each class and must sign a Waiver Form.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **LONGARM**

### **POLICY 5.1 PANTOGRAPHS**

The Club will no longer purchase new pantographs.

**Comment:** Longarm Users can use the PCQ's inventory of pantographs, purchase their own from outside vendors, create their own pantograph, or borrow ones from other Club members.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: April 1, 2024

Date Reviewed and Revised: August 5, 2024

## **LONGARM**

### **POLICY 5.2 - FEES**

1. Hourly fees for using the Longarm to quilt personal items is \$4.00 per hour based on registered hours. (Minimum of \$16.00)
2. There are no fees for using the Longarm to quilt PCQ Charity items, PCQ Gallery Sales items, and/or other PCQ items for fundraising events.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: April 1, 2024

Date Reviewed and Revised: August 5, 2024

## **LONGARM**

### **POLICY 5.3 USER DEFINITIONS**

#### **1. Certified PCQ Longarm User**

Is a PCQ Club Member in good standing and has met the PCQ Certification or Recertification Requirements.

#### **2. Non-Certified Longarm User**

Has let PCQ Certification Requirements lapse or has not been certified on the Longarm.

3. Only PCQ Certified Longarm Users can use the Longarm, give advice, assist other PCQ Longarm Users, or “buddy-up” with other Certified Longarm Users.

4. Guests are not allowed to use the Longarm or provide assistance.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024



## **LONGARM**

### **POLICY 5.4**

#### **CERTIFICATION, RECERTIFICATION, RESERVATION FREQUENCY, CANCELLATION POLICY**

##### **1. New Longarm Users Certification**

- a. The Longarm Committee will provide a PCQ Longarm Certification Procedure to certify New Longarm Users.
- b. New Longarm Users must quilt a PCQ Charity Quilt for PCQ Long Arm Certification.
- c. To continue to be PCQ Longarm Certified, a Certified Longarm User must use the longarm within four (4) months.

##### **2. Reservation Frequency**

- a. Certified Longarm Users can only reserve the Longarm once every three weeks.
- b. Exception - Any Certified Longarm User can register to use the long arm for one of the open days through the week and it will not count as part of the 3-week registration policy.

##### **3. Reservations/Cancellations**

Longarm Users are required to submit online reservation cancellation if they are unable to use the Longarm. Reservations/Cancellations for the longarm use must be done online through the link on the PCQ Website.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **LONGARM**

### **POLICY 5.5 BOBBINS**

1. PCQ will not purchase Longarm bobbins for shared use.
2. Longarm Users must purchase bobbins from the PCQ Longarm Committee at current market pricing.
3. Longarm Users cannot use bobbins purchased from other sources.
4. Bobbins owned by the club in the room, can be used but must remain in the room.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **LONGARM**

### **POLICY 5.6 LEADERS**

1. When using PCQ Leaders, quilt backs must be pinned to PCQ Leaders or can be attached using Red Tubing system.
2. Sewing or basting quilt backs to PCQ Leaders is not allowed.
3. Users can only sign out PCQ Leaders when there is an additional leader in the cabinet. The longarm cannot be left without a leader set attached.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **LONGARM**

### **POLICY 5.7 - PROHIBITED PRODUCTS FOR THE LONGARM**

1. Bonding Products - including fabric and thread fusibles, glues, adhesives, spray baste, iron on bonding products, and similar products.
2. Rulers - Quilting rulers, templates, and similar products.
3. Thread - PCQ provides thread for quilting. Longarm Users are not allowed to use their own thread or remove thread from the room.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

Date Board Approved: August 5, 2024

## **COMMUNITY SERVICE**

### **POLICY 6.1 PROGRAMS AND PLANS**

1. Based on the recommendations of the Community Service Chairperson, the PCQ Board will review and approve the list of non-profit organizations that PCQ will support.
2. The Community Service Chairperson will submit an annual plan for creating items for non-profit organizations. The plan will require approval from the PCQ Board annually each January.
3. Other donation, charity, and similar programs and plans will require PCQ Board approval.

### **PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)**

Date Board Approved: August 5, 2024