

# Gold Camp Victorian Society

## Policies and Procedures

### Clothing

#### 1. Purpose.

This document outlines the policies and procedures to be used by the Gold Camp Victorian Society (GCVS) over and above those stipulated in Articles II and VII of the GCVS By-Laws (as amended June 19, 2011). It seeks to eliminate questions and misunderstandings regarding the acquisition, handling, and disposition of clothing owned by the GCVS. GCVS-owned clothing is a club asset and controlled in the same manner as funds in the treasury.

#### 2. Definitions

- A. **GCVS-owned clothing.** Clothing and/or accouterments either donated to, or purchased with GCVS resources. Resources include monies from dues and event fees as well as historic preservation funds.
- B. **Serviceable clothing and/or accouterments.** Items in good repair that can be loaned-out to GCVS members. Such items may require cleaning and/or minor repairs.
- C. **Unserviceable clothing and/or accouterments.** Unusable items the repair of which would cost more than the item(s) are worth.
- D. **Accouterments.** Accessories include (but are not limited to):
  - 1. **Men.** Umbrellas, canes, hats, spats, watches and chains, capes, leather items, etc.
  - 2. **Women:** Parasols, hats, jewelry, fans, purses, capes etc.

#### 3. Quartermaster.

##### A. Position.

1. The Quartermaster will be the central point-of-contact for all matters involving GCVS-owned clothing and/or accouterments.
2. The Quartermaster position is an elected member of the GCVS Board of Directors (Article II).
3. The Quartermaster shall be an ACTIVE member in good standing.
4. The term of service will typically be one-year.
5. The Quartermaster may designate an assistant to be available during his/her absence. Such assistant shall have the same membership requirements as the Quartermaster.

## **B. Duties and Responsibilities.**

1. Maintain a current and accurate inventory of all GCVS-owned clothing and accouterments. When new clothing is acquired, the Quartermaster will update the GCVS inventory in a timely manner. (Article VII, para 7.1)
2. Maintain both a computerized and a hardcopy inventory document. A sign-in/sign-out notebook will be located with the clothing so that additions and/or deletions may be recorded and the master inventory updated by the Quartermaster.
3. In January of each year, the Quartermaster will conduct an annual inventory of all GCVS-owned clothing and accouterments and submit a report to the Board of Directors.
4. The Quartermaster will identify any unserviceable clothing items and submit a list of same to the Board of Directors.
5. The Quartermaster shall submit recommendations to the Board of Directors for the purchase and/or disposition of GCVS-owned clothing and accouterments.
6. The Quartermaster shall be available by appointment to the membership for the purpose of issuing or returning GCVS-owned clothing.

## **C. Acquisition of Clothing**

1. New clothing may be acquired from either commercial vendors or private seamstresses.
2. New clothing acquired by GCVS shall be of the appropriate period (1860-1914).
3. Suggested new clothing orders will be compiled by the Quartermaster and submitted to the Board of Directors for approval.

4. The GCVS president and Board of Directors will approve all new clothing orders on behalf of the GCVS.
5. Once approved, the Quartermaster will submit the order, receive the goods, and update the inventory.
6. Serviceable clothing may also be acquired by the GCVS through donations. Such clothing will become part of the GCVS clothing inventory in the same way as is newly purchased clothing.

## **D. Disposition of Clothing**

1. GCVS-owned clothing may be loaned to any GCVS ACTIVE member in good standing for one year. (Article VII, para 7.3, 7.4, 7.5) GCVS-owned clothing is for participation in GCVS events as well as similar events by other organizations.
2. ACTIVE members in good standing with GCVS-owned clothing may renew their loan annually. If the clothing is no longer needed, or the member changes his/her status from ACTIVE to INACTIVE, the clothing shall be cleaned (and repaired, if necessary) and returned to the Quartermaster so that it can be loaned to another ACTIVE member. (Article VII, para 7.5, 7.6)
3. GCVS-owned clothing may not be loaned to any non-member for any reason.
4. Unserviceable clothing items may be donated to charity, the Butte Theater, local schools, etc. with the approval of the Board of Directors.

## **E. Storage of Clothing**

1. GCVS-owned clothing will be stored in a secure (locked) location, such as the Victorian Lady.
2. The storage room will have no more than four (4) keys, to be distributed as follows:
  1. GCVS Quartermaster, 2. Assistant Quartermaster, 3. GCVS President, and 4. City of Cripple Creek (if city property is used).
3. The storage room will remain locked at all times.

## **F. Clothing Check-Out Procedure**

1. The member wishing to check-out club-owned clothing recognizes that the item(s) being issued are not designated specifically and exclusively for his/her personal use indefinitely. Such clothing is intended to be used

during club-sponsored events and activities as well as similar events by other organizations.

2. A limit on the number of clothing items to be issued to one person may be implemented, if necessary, by the Quartermaster with the approval of the Board of Directors. Such a limit may be imposed in order to enable as many members as possible to use the available clothing.
3. Permanently assigned clothing which was either purchased or made for a specific member following an term of one (1) year as an ACTIVE member is theirs to use until he/she becomes either INACTIVE or it is no longer needed.
4. In cases where two (or more) members desire to use the same item(s) of clothing, the Quartermaster will use the following criteria to determine who receives the clothing:
  - a. ACTIVE member in good standing with past/present service on Board of Directors/Officer.
  - b. Seniority as an ACTIVE member and volunteer activities within the GCVS.
  - c. New member who does not have clothing/item(s), lacks one year of membership, yet is qualifying to become an ACTIVE member in good standing.
  - d. Need/requirement for a specific event (i.e. the Chairperson for the event may require a specific outfit for that event).
5. No GCVS-owned clothing may be permanently altered without the approval of a quorum (3) Board members.
6. Members using GCVS-owned clothing are responsible to see that the items under their control are kept safe, clean, odor-free, and in good repair. Items being returned must be cleaned and/or repaired (if necessary) at the member's expense.
7. If any GCVS-owned clothing is either lost or stolen, the member responsible for the item(s) must report such to the Quartermaster and make a concerted effort to find and/or recover the item(s). If the item(s) is lost or stolen due to negligence, the member is responsible for the replacement cost.
8. The ACTIVE member borrowing GCVS-owned clothing will complete a check-out form which will be kept on-file by the Quartermaster.

February 15, 2012