



# Handbook

May, 2019

Welcome to the quilting family of Northeast Iowa Quilters' Guild. We are a diverse family of quilters ranging in skills from beginners to award-winning advanced quilters. We hope you will be taught, challenged, inspired, and entertained while you are with us. As an organization, in addition to our constitution, we have bylaws and this handbook and information to help us promote the world of quilts and quilt making.

**NEIQG Mission Statement:** The guild is a 501(c)(3) non-profit with the purpose of encouraging and promoting high standards in the practice and knowledge of quilting, conducting educational programs and providing for the interchange of information. All funds to be used for the objects set forth herein.

## **Meeting Times**

Guild meetings are held the first Tuesday of the month. Meetings start at 2:00 p.m. and 7:00 p.m. with refreshments served 30 minutes prior to each meeting.

## **Prospective New Members**

New members are welcome at any time, especially at our June meeting. Visitors are expected to join and pay dues after their second visit.

## **Dues**

Dues are \$20.00 per year renewable in June. This entitles you to attend guild-sponsored workshops and retreats along with regular monthly meetings and lectures. You will receive a newsletter informing you of upcoming meetings and workshops. The officers' dues are waived during their term in office.

## **Cancellations**

If inclement weather requires cancellation of a meeting or a workshop, members will be notified by email/phone call.

## **Officers**

Officers are elected in May for two-year terms and begin their responsibilities after being installed in a transitional board meeting before the regular guild meeting in June. The President, Treasurer, one or more Program Committee persons, Newsletter Editor and Historian are elected in odd numbered years. The Vice-President, Secretary, Librarian, Publicity Chairperson, and one or more Program Committee persons are elected in the even numbered years. One Quilt Show Chairperson is elected for a four-year term in the odd numbered years.

Job descriptions are as follows:

### **President**

The duties of the president shall be to preside over meetings, and to appoint, with board approval, committees necessary for the welfare of the guild. The President also writes a column for the newsletter.

### **Vice-President**

The duties of the vice-president (VP) shall be, in the absence of the president, to perform presidential duties. VP is to organize the refreshment committees. The VP will maintain the supplies that will be used for charity quilt projects along with ordering the batting to be used in these projects. The VP shall provide the local news media with information of upcoming guild events. The VP is responsible for mass emails.

### **Secretary**

The duties of the secretary shall be to record and be custodian of the minutes of the regular, board, and annual meetings. All minutes will be sent to the Newsletter Editor to be published in the next appropriate newsletter. Guild correspondence shall be performed as necessary.

### **Treasurer**

The duties of the treasurer shall be to collect and take charge of all dues and funds made available to the guild, keep a written account of all transactions involving the guild and send appropriate information to be published in the newsletter. The Treasurer also keeps and updates the membership listing. The Treasurer and President may sign checks on the NEIQG account.

### **Historian**

The duties of the historian shall be to take pictures of events, keep clippings and newsletters, and place all materials in a scrapbook. Scrapbooks will be displayed at appropriate meetings and quilt shows

### **Newsletter Editor**

The duties of the newsletter editor shall be to edit, publish, and mail/email newsletters five or six times a year to members, informing them of upcoming meetings, workshops, and any other pertinent information. The newsletter editor collects the fees for any newsletter advertisement.

### **Program Chairperson(s)**

The duties of the program chairperson(s) shall be to plan programs for meetings, retreats, workshops and bus trips.

### **Show Chairpersons**

The duties of the show chairpersons shall be to organize and oversee show committees. When elected, the new show chairperson will assist the current show chairperson with the next quilt show and chair the following quilt show.

### **Membership List**

A current membership list will be available to paid members each year.

### **Name Tags**

Each member should design and wear a name tag to monthly meetings and workshops.

### **Member Support**

When a current or past long-time guild member dies, it is traditional practice for NEIQG to donate a quilting related book to the guild member's local community library. Guild members are asked to contact a guild officer to relay that information so the board can begin the memorial process. An officer and/or other guild member will be designated to carry out the book donation and send a note to the family. Cards to sign for guild member major illnesses or family member loss may be brought by members acquainted with the occurrence to guild meetings for signature.

### **Refreshment Committees**

Each member is expected to serve every other year at a meeting. Choice of food and decorations are at the discretion of those who serve. When a pot luck meal is planned, half of the members furnish a dish in even years and the other half in odd years. It is the responsibility of the serving committee to leave the meeting place in the condition it was found. Members are asked to help return chairs and tables to their proper place.

### **Workshops**

Workshops are available to all paid members. The program committee will determine fees for each workshop in order to continue bringing quality instructors to guild members. This policy will include workshops provided by members. Payment is required at the time of sign up by all members attending, including officers. No refunds will be given unless your place is filled from a waiting list. The workshop may be cancelled if not enough sign up; at which time refunds will be given. Those who attend should be punctual, set up, and ready for class to begin at the specified time and should bring the basic sewing supplies plus other items designated by the workshop teacher. Workshops may be opened to the general public if space permits.

### **Retreats**

An annual overnight retreat is planned each year. Details are announced at meetings and published in the newsletter. Workshop guidelines apply for registration and payment. Refunds will be dealt with on an individual basis.

### **Basic Sewing Supplies for Workshops and Retreat**

Needles, pins, scissors (for fabric and paper), thimble, thread, masking tape, template material, rulers, cutting mat, rotary cutter, fabric, sewing machine, extension cord, pencil, marking pencil, small brown bag or thread catcher (for scraps and thread ends), and fabric glue stick. Iron and ironing board are provided.

### **Challenge Project**

This is decided upon by the program chairperson(s). Participation is voluntary and may have a nominal fee. Completed projects are displayed at our quilt show, or other designated times as announced.

### **Charities**

We donate yearly to Iowa Public TV and Wisconsin Public TV. We donate to other organizations and charities, as the need arises and as agreed upon by the board and guild members.

### **Bus Trips**

Bus trips are planned from time to time to attend quilt shows and/or quilt shops. Announcements and newsletters will give specific information. Payment is required at the time of sign up by all members, including officers. No refunds will be given unless your space is filled from a waiting list. The bus trip may be cancelled if not enough sign up, at which time refunds will be given. The bus trip may be opened to the general public if space permits.

### **Network**

This is a gathering of officers and/or members from guilds across eastern Iowa. Network meets the first Saturday in April and October for the exchange of ideas for the promoting quilts and quilt making. If you desire to teach or lecture to other guilds in eastern Iowa, you may send the required number of copies of your promotion with the NEIQG representatives attending Network. Packets of information are assembled at each Network meeting and given to each guild attending. The NEIQG pays \$125.00 for one car or van and lunch for those members that represent the guild.

### **Quilt Show**

A show for public viewing is held in even calendar years. We purchase a gambling license so members can sell raffle tickets for a quilt which guild members design and make as a group. Proceeds from the quilt show are used to fund programming and quilting education. Members are required to work during the show and sell raffle tickets before the show.

**Quilts:** Only members can display quilts at the show. Quilts may be shown only once in a NEIQG show. All members are encouraged to display something. These items may be judged or not judged, the decision is yours. Judged items need to be at the judging site early Friday morning. Non-judged items need to be at the show site Friday evening. Categories are announced prior to the show.

**Required Member Duties:** All members are expected to:

- (1) bake a pie or contribute a designated monetary amount
- (2) sell raffle tickets before the show
- (3) help set up the show Friday night
- (4) help take down the show on Sunday, and
- (5) work at minimum one 2-hour shift during the show.

One of our main attractions at the show is our food booth. We ask our members to contribute a non-refrigerated pie (in a disposable tin) or contribute a designated monetary amount. Pies should be brought to the show Friday evening **or** early Saturday morning.

**Work Schedule:** During the show every member is expected to work a minimum of one 2-hour shift arriving at least 15 minutes before the shift begins. If you do not indicate a shift preference, you will be assigned a time and responsibility. You must find your own replacement if you are unable to work.

**Raffle Quilt:** Quilt Guild members design, piece and quilt a quilt to be raffled at the show. Each member is required to sell at least 24 raffle tickets (4 packets of 6). Tickets are priced at 1 for \$1.00 or 6 for \$5.00.

**Show Pins:** We have a show pin designed for each of our shows.

**Name Tags:** Every member is expected to make a name tag and wear it during the show.

**Lunch Servers:** Workers help in the kitchen preparing and serving food to the guests.

**Greeters:** Workers greet the guests at the door and inform them as to what they may wish to see at the show.

**Hostesses:** Workers move around the quilt display area, wearing gloves that are provided, and answer questions guests may have about the quilts. If guests wish to see the back of a quilt, the hostess handles the quilt.

**Admissions Table:** Workers take the admission fee, have visitors sign the guest book and take care of procedures for the door prizes

**Raffle Ticket Table:** Workers sell raffle tickets, show pins and give out membership information for people who would like to join the guild.

**Quilt Turnings:** Members may schedule a time to do a quilt turning to share some of their quilts.

**Demonstrations:** This is another volunteer activity of the show. We have many talented individuals who can show some of their talent. Demonstrations could include hand quilting, hand appliqué, machine appliqué, binding, using the various rulers, Christmas ornaments, folded flowers, paper or foundation piecing, etc.

**Challenge:** Challenge projects need to be completely finished including quilting to be entered into the show. Challenge projects will be displayed in a group at the show with members' names and any awarded ribbons attached.

**Canister Raffle:** Donated items from guild members will be raffled during the show. Each item will have a canister for purchased chances. Workers in this area will decorate the canisters, set up the display and sell chances to guests at the show.

**Used Magazines and Books Sale:** Items may be donated for sale at the show with proceeds going to the guild. Any items left at the end of the show will be disposed of appropriately.

Updated May, 2019