

COTTONWOOD QUILTERS OPERATING GUIDELINES:

ADMINISTRATIVE

- The meetings and yearbook shall be of a non-commercial nature unless prior approval is given by the Steering Committee.
 - The exception will be the Program Speaker.
 - It will be up to the discretion of the visiting teacher/lecturer as to what they sell at our meetings.
 - Names and addresses from the yearbook may not be reproduced for any mailing lists used for commercial purposes.
 - No advertising shall be allowed in the yearbook, newsletter or social media sites. Quilt related activities of other guilds and/or related organizations may be listed in the newsletter as space permits.
 - Members who wish to bring fliers advertising quilting or other events to meetings may place their fliers at the membership table (as space permits). These may not be distributed in the meeting room, or on the chairs, and must be removed from the membership table after the meeting.
 - No advertising or announcements of upcoming workshops, events, sales, etc. may be made from the podium during the meeting, including during show and tell, unless with prior approval of the Steering Committee. The only exception to this policy is if another guild or nonprofit group is selling raffle tickets on a quilt, in which case the quilt may be shown during show and tell, with an announcement that raffle tickets are available.
- The minutes of the General Meeting(s) will be published in The Cottonwood Courier.
- The Treasurer Report(s) will be published in The Cottonwood Courier.
- Budgeted amounts must not exceed expenditures without prior approval of the Steering committee.
- All formal contracts will be reviewed and approved in writing by the Chairperson and the Committee Chair.
- All general business is conducted at the evening meetings. The daytime gathering will be an adjunctive opportunity for fellowship and educational opportunities for the members.
- Cottonwood archives will be kept by the succeeding officer.
 - The past year's records to be kept by the Officer.
 - All others need not be kept.
 - The Treasurer will keep the at least the last 7 years' worth of financial records. Records prior to 7 years are to be destroyed.
- A Post Office Box for the organization is to be established and maintained.
 - This is currently at P.O. Box 27 in Elkhorn, NE 68022.
 - The Post Office Box may not be changed without approval from the Steering Committee.
 - The Post Office Box rental is due December 1st of each year.
- The Guild will carry liability insurance.
 - The policy will be kept by the Treasurer.
- The Guild is a non-profit, 501.c.4 organization.
 - These documents will be kept by the Treasurer.

DUES & MEMBERSHIP

- Membership dues that are collected to meet operational expenses shall be \$30.00 per member per year. (2013-14)
- Those members choosing to receive a mailed copy of the Newsletter shall be asked to pay an additional \$10.00 per year. Exceptions may be made on a case by case basis.
- A \$5.00 late fee will be charged for not renewing your membership by the May meeting.
- Dues exceptions are:
 - The current Chairperson for her/his term
 - Honorary members
- New members will receive a complimentary fabric nametag. Fabric nametags can be purchased for \$5.

TREASURER

- The Treasurer will give a copy of the Treasurer's report to the Chairperson, Secretary and Newsletter Editor.
- All yearly treasurers' records will be kept by the Treasurer.
- Any disbursements of guild money must first be approved by the Steering Committee.
 - Present all bills to Steering Committee **BEFORE** items are purchased.
 - Exceptions include:
 - Speakers
 - Facility rental
 - Newsletter printing and postage
 - Items within approved committee budget or for self-funded activities
- **No** Speaker will be paid without first filling out a W-9 form.
 - The Treasurer will follow all IRS regulations.
- Cottonwood will maintain a sales tax permit for re-sale of items.
- Cottonwood will have a separate treasurer for the Quilt Show.
 - An advance, approved by the Steering Committee, will be used to fund the Quilt Show account from the general fund.
 - All Raffle Quilt money will be maintained by the Quilt Show Treasurer.
- Current bank fees and penalties will be charged to member for any returned checks.
- The Treasurer will accept only personal checks or cashier checks. No cash will be accepted. Those coordinators accepting cash from members (\$10 or less), shall convert it to a check before giving to Treasurer for deposit.
- The checking and savings accounts will be kept at the same financial institution.
 - Only the current Treasurer and Chairperson will have access and all rights to these.
 - All records will be updated yearly as officers change.
 - All money transactions will take place in person.
 - Cash will not be sent through the mail
 - Each committee chairman or officer turning in money to the treasurer must fill out a form in triplicate or print three copies with all individual's names, their check numbers, and what the money is being collected for. A copy of the form will be given to the treasurer along with the funds, a copy will go to the chairman and a copy will be kept by the committee chairman with his/her records.

- The committee chairman will keep a list of all members who have paid for any activities, services, fees, etc.
 - A receipt for any transactions will be given for proof of payment if not paid for with a personal check or under \$10 cash.
- No changes of Banking Institutions will be made without approval from the Steering Committee.

SECRETARY

- The Secretary will give copies of the general meeting minutes to the Chairperson, Chair-Elect and the Editor of the newsletter.

DAYTIME COORDINATOR

- The Daytime Coordinator will attend the Steering Committee meetings.
- The Daytime Coordinator will be responsible for replacing him-/herself the following year.
- The Daytime Coordinator will be responsible for filling the positions required to serve the daytime gathering.

CANCELLATION POLICY

- Cancellations must be made 30 calendar days or more prior to the event (retreat, class, etc....) in order to receive a refund of any money paid.
- Bus trip cancellations must be made 60 calendar days or more to the departure date in order to receive a refund of any money paid.
- If cancellation is made less than 30 days prior to the event, or 60 days for a bus trip, the participant must find a replacement or forfeit any money paid.
 - If there is a waiting list, names can be provided to the original participant. It will be their responsibility to find a replacement and take care of any financial concerns.
- Requests for refunds due to extenuating circumstances must be submitted in writing and will be made at the discretion of the Cottonwood Steering Committee.
- If the guild has had to make a payment on your behalf for the event, i.e. a non-refundable deposit for a hotel etc., you will not be refunded for that amount.
- If the event is cancelled, all participant fees will be refunded.

PROGRAMS

- The number of national speakers each year will depend on the current budget.
 - If the speaker's contract is used, it will need to meet Cottonwood's "standard" contract. If it doesn't, their contract will need to be adjusted to meet the intent of Cottonwood's "standard" contract.
 - Cottonwood's contract for Speakers should be reviewed annually by the Program Chairperson(s) and the Guild Chairperson to insure it meets our current requirements.
- If a guild member is the speaker at the general meeting and doesn't want to be paid, a \$75.00 donation per lecture will be made to the guild member's charity of choice.
- The budget for the Program Elect Coordinator for two years out will be provided no later than the May Turnover meeting by the Chairperson, Chairperson Elect and the Treasurer and approved by the Steering Committee.

- Booking programs past the term of the Program Coordinator must be presented and approved by the Steering Committee prior to a contract being signed for a Speaker.
- Programs should be 45 minutes (preferred) and no longer than 60 minutes.
- The meals for the speaker escort(s) (2 max.) shall be paid by the guild when with the speaker.
- The Program Elect Coordinator shall provide a list of proposed Speakers and fees to be charged by the Speaker to the Guild for Lectures, Classes, Estimated Travel (car or plane) as an overview to the September Steering Committee for August through November of year one and January through April of year two.
- See Treasurer Section for W-9 requirements for Speakers to be paid. Fees may only be paid to Speakers with contracts.
- Up to two meals per day (lunch and dinner) will be covered for the Speaker with a valid receipt submitted to the Treasurer not to exceed a total of \$40 per day. Alcoholic beverages will not be covered.
- Up to two meals per day (lunch and dinner) for one Program Coordinator or a Cottonwood Guild member or volunteer will be covered with a valid receipt submitted to the Treasurer not to exceed a total of \$30 per day. Alcoholic beverages will not be covered
- Current IRS mileage rates will be paid to the Speaker if they drive to and from their home, to the Hotel that Cottonwood has booked for them along with to and from the Cottonwood Quilt Meetings.

VISITOR FEES

- Visitors are asked to pay a \$10 fee for national speakers (starting in 2013-14 term). National speakers are designated in the yearbook.

WORKSHOPS

- Current class fees are as follows and can be changed by the Steering Committee.
 - \$50.00 for a full day for members. (starting 2017-2018)
 - Member Discount Rate: Select and pay for 2 classes and members can receive the discount fee of \$90 total for both classes. If one class is cancelled, only \$40 will be refunded. (starting 2017-2018)
 - \$10.00 in addition to the class fee will be charged for non-members. Before classes are opened up to non-members, members will be given the first opportunity to reserve their spot.
 - Class fees must be paid for at the time a member signs up for the class in order to reserve their spot for the class.

BUS TRIP

- Before the bus trip is opened up to non-members, members will be given the first opportunity to reserve their spot.

LIBRARY

- Library books can only be checked out by members in good standing.
- Phone numbers will be required when checking out books
- Books can be checked out for one month only.
 - There is a limit of 3 books that can be checked out.

- As many as 5 books can be checked out over the summer and winter breaks.
- A \$1.00 fine will be charged for each month that a book is overdue.
- Members will not be allowed to check out new books unless all fines are paid and overdue books are returned.
- Members responsible for lost or damaged books shall either replace the book or pay the equivalent cost to replace it. If the book can no longer be found, the member should pay \$30 to the guild.
- The Librarian will contact members who have overdue books to remind them to turn them in. A list will be given to the Chairperson each month of those members that have overdue books.
- Library books will be purchased by money from the following:
 - Money budgeted by the Steering Committee
 - Money from purchased nametags (goes to Quilts & Covers)
 - Book fines

MEMBERS OF THE YEAR

- Current categories for Member of the Year include:
 - Lifetime Achievement – a member who has been active in the guild for at least five to seven years and who has been active in committees, on the board etc. to assist in making Cottonwood the great guild it is.
 - Yearly Service – a member who has gone above and beyond in the current guild year
 - Outstanding Achievement – a member who has gone above and beyond and accomplished something out of the ordinary.
- If a person isn't nominated for a particular category, an award for that category does not need to be given.
- Member of the Year category awards are selected by a committee headed by the Chairperson.

SNOW & ICE POLICY

- The cancellation of a Cottonwood meeting due to inclement weather will be posted on the Cottonwood website (<http://www.cottonwoodquilters.org>), KETV (Channel 7) and other social media sites.
- If the Monday night meeting is cancelled, the Tuesday morning gathering will automatically be cancelled.

NEWSLETTER

- Newsletters will be available on the guild website.
- Mailed copies of the newsletters will only be sent to members who have paid the additional fee. Newsletters will be mailed First Class to insure timely receipt.

PUBLICITY

- A card will be sent to members in the hospital or for the death of a member or someone in her family.

QUILT REGISTRAR

- Quilts & tops can be registered if:
 - they are twin size or larger
 - they are quilted by the maker OR someone else
 - it is made by one person or more than one
- Certificates are awarded in May (the last meeting of the year) and registered quilt information will become part of Cottonwood's permanent records.

QUILT SHOW

- The bi-annual Quilt Show will be the same week as our monthly meeting unless there are extenuating circumstances.
 - The date may be changed by the Steering Committee.
- Volunteers need to work a minimum shift the same day to get free admission to the show.
 - The length of the shift shall be at the discretion of the Quilt Show Chairman.
 - Exceptions will be for members helping with set-up the day before the show or in other capacities as approved by the Quilt Show Chairman.
- Members will pay admission each day they are not volunteering.
- To enter an item in the annual Cottonwood Quilt Show, an individual must be a member of the Cottonwood Quilters Guild by the date that quilt entry forms are due.
- The maximum number of quilts that can be submitted by each member is determined by the show chairmen and their committee.
- Rules governing judging, country store, and other quilt show policies shall be at the discretion of the show chairmen and their committee.
- The Cottonwood Raffle Quilt and the Nebraska State Guild Raffle Quilt are the only raffle quilts for which tickets may be sold at the show.
- Only vendors who have been selected by the Vendor Chair and Quilt Show chair and have agreed to have a booth at the show will be allowed to distribute materials at the show.

SOLICITING QUILT SHOPS

- Before Quilt Shops can be solicited for door prizes for guild meetings or other events like bus trips or retreats etc., the coordinator shall ask for Steering Committee approval.

RETREAT

- Before the retreat is opened up to non-members, members will be given the first opportunity to reserve their spot.

WEB SITE AND SOCIAL MEDIA

- The website and social media sites will be used to keep the members informed of guild activities.
- This may include:
 - Meeting times and Speakers
 - Classes
 - Newsletters
 - Challenge rules
 - Block of the Month requirements

- Weather and emergency cancellations

DONATIONS

- Standard Yearly Donations include:
 - \$50.00 to NPTV and IPTV
 - Two \$25.00 Nebraska State Fair prizes along with hand-made ribbons designated with the category
 - All donations (excluding those above) are to be approved by the Steering Committee annually.

DOOR PRIZES

- Only current Cottonwood members may win door prizes.
 - Nametags, or ones purchased for a fine, must be worn to receive a ticket in order to participate in the drawing to win door prizes.

PROPERTIES

- A property supply list will be developed and maintained by the Chair and Co-Chair and reviewed yearly by the Steering Committee in May.
- Quilt frames may ONLY be used by Cottonwood Quilt Guild and Prairie Piecemakers of Fremont, NE for their quilt shows. Frames will not be loaned or rented to any other groups, members or non-members.
 - Wooden frames are currently stored at the storage unit.
 - 45 Uprights
 - 97 Top Bars
 - 45 Hanging Bars/86 chains
 - 24 Metal Cross Braces
 - 300 Binder Clips
 - Misc. hinge pins, nuts and bolts
 - PVC frames are currently stored at the storage unit.
 - 30 PVC Frames (*not loaned to Prairie Piecemakers*)
 - 28 black drapes for PVC frames (*not loaned to Prairie Piecemakers*)
 - Prairie Piecemakers Frames – Must be reserved through their current President for our quilt show and vice versa. Currently stored by Leslie Main.
 - 24 Uprights
 - 25 Top Bars
 - 12 Metal Cross Braces
 - 280 Binder Clips
 - Misc. hinge pins, nuts and bolts
 - 17 PVC Frames (*as of 2014 these are no longer needed for the CQG Quilt Show*)
- Two rolling scaffolding platforms for assembling the quilt show frames
 - These are stored with the wooden frames
 - These are not to be loaned to any other groups
- Two step ladders
 - These are stored at the storage unit.
- Library

- One library cabinet with books
 - This is stored at Indian Creek Golf Course
 - The list of books is maintained and updated yearly by the Librarian
- One quilt display stand and bag
 - This is stored in the storage unit
- One bulletin board (double framed)
- Gavel is in the chairman's tub
- Cottonwood banner are in the membership's tub
- Metal 5-shelf unit