

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 last meeting that month.
 - 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 after the meeting.
- Budgeted amounts for each committee or activity 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 current Treasurer will keep at least the last 7 years' worth of financial records. The Treasurers will pass those records to their successor after their term. 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 \$35.00 per member per year. (2025-26)
- Junior membership (Ages 10-18) shall be \$10.00 per junior member per year. Junior members may attend the meetings or morning gatherings if accompanied by a sponsor that is a current member. Junior members are not eligible to attend workshops. (2017-18)
- Those members choosing to receive a mailed copy of the Newsletter shall be asked to pay an additional \$25.00 per year (2025-26). Exceptions may be made on a case-by-case basis.
- A \$5.00 late fee will be charged when renewing membership after 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 monthly Treasurer's report to the Chairperson, Secretary and Newsletter Editor.
- The Treasurer Report(s) will be published in The Cottonwood Courier and unless there are questions, concerns or changes at the General Meeting, will be filed for audit.
- All yearly treasurers' records will be kept by the Treasurer. See Administrative Section for additional information.
- 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 as outlined in the Program Section
 - 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 distribute copies of the general meeting minutes to the Chairperson, Chair-Elect, and Newsletter Editor. Copies of the Steering Committee meeting minutes will be distributed to all Steering Committee members.
- All general and steering committee meeting minutes will be kept on file and passed on to the succeeding secretary.
- The minutes of the General Meeting(s) will be published in The Cottonwood Courier for approval at the next General Meeting.

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 committee positions required to serve the daytime gathering or serve those functions themselves.

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.
 - The "standard" contract shall be kept by the current Program Chairperson(s).
 - Cottonwood's contract for Speakers should be reviewed annually by the Program Chairperson(s) and the Guild Chairperson to ensure 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 August 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 Program Coordinator for the following year shall provide a final 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 at the February Steering Committee. The Program Coordinator can also update the Steering Committee periodically prior to the February Steering Committee meeting as they book Speakers. (2024-25)
- 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) for the Speaker, one Program Coordinator or a Cottonwood Guild member or volunteer will be covered with a valid receipt submitted to the Treasurer not to exceed current IRS rates (2024-25). 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 along with to and from the Cottonwood Quilt Meetings. No mileage coverage will be paid for non-guild business or trips.
- If mileage coverage exceeds the cost of travel by a common airline carrier, the lesser amount will be paid, unless having a personal vehicle is vital to the activities and approved by the Steering Committee. (2024-25)
- Airplane flights will be booked a minimum of 6 weeks in advance of the meeting they are scheduled to attend to help minimize travel costs. (2024-25)
- Cottonwood will book the hotels for the Speakers. (2024-25)

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)
 - Before classes are opened up to non-members, members will be given the first opportunity to reserve their spot.
 - \$15.00 (2024-25) in addition to the class fee will be charged for non-members.
 - 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.

VISITOR/NON-MEMBER MEETING FEES

- Visitors/Non-Members are asked to pay a \$10 fee for meetings with speakers and \$5.00 for all other meetings (2024-25).

BUS TRIP

- Before the bus trip is opened up to non-members, members will be given the first opportunity to reserve their spot.
- Membership Dues in addition to the Bus Trip fee will be charged for non-members. (2024-25)

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 calendars 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.

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 the Guild Chairperson plus at least two members of the Steering Committee. (2025-26)

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.

SUNSHINE & SHADOWS

- A card will be sent to members who are ill or for the death of someone in a member's family.
- A card will also be sent to the member's family for the death of a member.

QUILT SHOW

- The date of the biannual Quilt Show shall be determined by the Quilt Show Chairman but there is a preference for the fall of the odd numbered years.
- 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.
- Membership Dues in addition to the Retreat fee will be charged for non-members. (2024-25)

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
 - \$100.00 donation made by May of each year to a not-for-profit quilting organization as selected by the Steering Committee in honor of members or former members that have passed away the previous year.

- 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 Chair-Elect 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.
 - Cottonwood's 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
 - Cottonwood's PVC frames are currently stored at the storage unit.
 - 33 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. After the 2023 Quilt Show, Prairie Piecemakers Frames were stored in Cottonwood's storage garage.
 - 24 Uprights
 - 25 Top Bars
 - 12 Metal Cross Braces
 - 280 Binder Clips
 - Misc. hinge pins, nuts and bolts
- 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
- Four step ladders are located in the storage unit
- One quilt display stand and bag are located in the storage unit
- One bulletin board (double framed) is located in the storage unit
- The Gavel is located in the chairman's tub
- The Cottonwood banner is located in the membership's tub
- Metal 5-shelf unit is located in the storage unit