

# **NSQG State Quilt Guild Policies and Procedures**

The following Standing Rules have been adopted by the Board of Directors of the Nebraska State Quilt Guild. (Revised 4/24/99, Updated 10/25/08, Updated 1/21/12, Updated 12/12/13, Updated 12/30/14, Updated 11/16/15, Revised 7/5/18)

## **General Operating Procedures**

Proposed agenda items shall be published in the Guild Newsletter issued prior to the Annual Meeting. (Refer to Article IX, NSQG By-Laws.)

All major projects and their proposed expenditures not included in the annual budget shall be published in the Guild Newsletter or by special notice and then voted on by the Board or the membership at a subsequent meeting.

The Treasurer's Report shall be published in the second Guild Newsletter following the close of the fiscal year (December 31st).

Written handouts shall be provided at the Board Meetings when major reports are given.

The logo may not be reproduced without NSQG permission. The logo may not be used for anything except official NSQG business.

In the absence of a quorum, either the Advisor and/or President may vote on business before the Board.

Committee chairpersons are responsible for funds both received and expended by their committee. Persons requesting reimbursement for expenditures must complete an Expense Voucher, attach documentation, and have it signed by the chairperson. The signed Voucher with documentation can then be sent to the treasurer for payment.

Since it is not the intent of the Guild to establish a permanent collection, NSQG shall not accept quilts and/or related materials for permanent possession but will accept items for the purpose of fund raising. All items donated to and accepted by the Guild for the purpose of fund raising are the Guild's property and shall fulfill their purpose in a timely manner. Potential donations must be submitted to and approved by the Board before acceptance. (Approved 3/21/01)

No officer may spend in excess of \$50 on non-budgeted items without Board approval. (Amended 10/9/04)

Funds received by committees shall be submitted to the treasurer using a signed Deposit Form and accompanied by those funds. If the funds are sent by mail, any cash or currency should be replaced by a personal check, cashier's check, or money order payable to the Nebraska State Quilt Guild or NSQG. The committee chair shall forward checks written to the Nebraska State Quilt Guild. (Amended 10/9/04).

The cost of the gift for the outgoing President shall be an administrative expense not to exceed \$250. The President-Elect is to select the gift. (Amended 10/9/04)

All formal contracts will be reviewed and approved in writing by the president and president-elect. (10/9/04)

Requests for NSQG Funds must be submitted using the Funds Application Form adopted October 9, 2004.

General Operating Procedures (continued)

The NSQG Guild will provide lunch for the Board, Standing Committee Chairpersons, and Standing Project Chairpersons at all scheduled Board Meetings. (Amended 11/05/05)

NSQG Board Minutes may be reviewed and approved via e-mail. (7/22/06)

The NSQG mileage reimbursement rate will match the current “charitable car expense” published IRS rate or the actual cost of gas purchased with a receipt. Mileage will be allowed for Board Members and Committee Chairman in attendance at Board Meetings. (Amended 10/29/06)

The approved minutes of the four Board meetings will be published on the NSQG website with notice of availability printed in the newsletter. The Annual Meeting minutes shall be published in the June Guild Newsletter preceding the next annual meeting. (Amended 10/25/08)

Allow the prevailing IRS reimbursement rate for round trip mileage for presenters at NSQG sponsored events. (10/25/2008, Amended 11/12/11)

### **Standing Committees and Projects**

The Standing Committees shall be:

Audit/Finance	Marketing	QuiltNebraska
Awards	Membership	Quilt Nebraska Site Selection
By-Laws/Policies	Newsletter Review	State Fair
Education	Nominating	Web Site
Historian	Publicity	

The Standing Projects shall be:

Library Project

### **Audit/Finance**

The Audit/Finance Committee should include the Treasurer, the President and three (3) additional NSQG members.

A budget shall be formulated by the Audit/Finance Committee in conjunction with the committee chairpersons. It shall be approved by the Board of Directors and reviewed annually.

NSQG Treasurer's books will be subject to a compilation at the completion of each two-year term of office with the additional ability for the Board to request an audit of the books at any time it desires. (1/31/04)

### **Awards**

The newest Hall of Fame Award winner will hold and display the Hall of Fame plaque for a one-year period, after which time it shall be returned to NSQG

Award nominee does not have to be a member of NSQG or a resident of Nebraska. (2/7/09)

“The Friendship Star” created to be given during the QNE Award banquet for the current year’s chairmen with out prior nomination. (10-24-09)

### **By-Laws/Policies**

The By-Laws/Policies Chairperson is the keeper of the official records pertaining to the governance of the Nebraska State Quilt Guild. All additions and changes shall be directed to this chairperson who will keep the official copy, always updated.

### **Historian**

Historian will record NSQG events with labeled photos, newspaper clippings and a complete set of all published newsletters in an ongoing scrapbook. Safely store this and previous scrapbooks. Maintain an electronic format of these scrapbooks for posterity. (1/30/10)

### **Library Project**

NSQQG shall send a book(s) up to the budgeted amount to every Nebraska Library Commission accredited public library in Nebraska, except those that have requested not to receive a book each year. (6/29/13)

### **Membership**

The chairperson of the Membership Committee shall take office October 1st. (Amended 10/9/04)

The membership address list and Surfin’ Stitchers email list may only be used for NSQG sanctioned purposes unless board approved. (10/9/04, Amended 11/12/11)

The Surfin’ Stitchers email list is a directory of email addresses of NSQG members who request inclusion. No announcements of any kind should be sent using the Surfin Stitchers list. (10/9/04)

The Surfin’ Stitchrs list will be dissolved effective August 1, 2012. (11/12/11)

NSQG membership dues will be increased to full membership dues will be \$25, half year \$15. (Amended 6/25/11)

A line shall be included on the membership form to allow for members to make a voluntary donation to the fund for scholarships to the Nebraska State Quilt Convention. (6/7/14)

### **Membership Book**

Increase the cost of advertising in the membership book from \$20 to \$30. (6/12/10)

### **Memorials**

The President shall maintain a list of the names of members, past and present, or award recipients, who have died during the year. At the fall board meeting a \$250 donation will be made as a memorial in their names to the place of the board's choosing. (Adopted 1/23/03).

The list of names along with the announcement of the memorial gift recipient will be published in the newsletter. (Amended 11/12/11)

## **Newsletter**

Members will be offered the newsletter electronically, via a website link, to those members who requested such a delivery formant. Members will be notified of the link via email when the newsletter is available for viewing. (2/9/08)

UNL Library Services can digitize and post available archived NSQG newsletters. (4/18/08)

A non-quilt entity may advertise in the newsletter when participating in a quilt related event with approval of the President and President-Elect. (4/18/09)

Quilt related events may be paid advertising in the newsletter by approval of the President. (4/18/2009)

A charge of \$5.00 per copy for a mailed newsletter and/or a free electronic newsletter for non-members who submit articles or ads and request a copy. (2/7/09)

Advertising rates I the newsletter will be as follows: Listing - \$50.00; Business card size - \$25.00; 1/6 page - \$30.00; 1.4 page - \$35.00; 1/3 page - \$65.00; Full page - \$120.00. There will be a 15% discount if all 6 issues have an ad purchased. The ad will also be included in the membership booklet and the website. (11/12/11)

Non-NSQG quilt related events maybe advertised in the newsletter by approval of the President. (11/12/11)

The Newsletter editor will be in charge of soliciting advertising for the newsletter and the President Elect will be the contact person for all editor related responsibilities. (6/6/15)

## **Policies and Procedures**

Following the fall board meeting each year, the fully revised Policies and Procedures will be provided by the Policies and Procedures Chairman to the NSQG Webmaster so that an updated copy of full NSQG Policies and Procedures can be uploaded to the website for easy access by all. The Policies and Procedures will be updated on the website only at the beginning of each calendar year. (11-6-10)

## **Publicity Committee**

The Publicity Committee should include but is not limited to the current President and appointed Publicity Chair, as well as current member of: a) Quilt Nebraska committee, b) Threads Across Nebraska, c) Membership committee, and d) NSQG website committee.

The Publicity Committee will help publicize NSQG and its sponsored events maintaining contacts in the following areas: newspaper, radio, TV, guilds, list services, website, and other appropriate venues.

Each event committee will handle publicity as well as coordinate efforts with the Publicity Committee. (6/12/10)

## **QuiltNebraska**

### **Purpose**

In keeping with the stated purpose of the Nebraska State Quilt Guild, QuiltNebraska shall be held for the benefit and enrichment of the members and the community-at-large. It is not intended to be a fund-raising function.

### **Registration**

Individual workshops will not be offered.

Site situations will govern how registration is handled.  
Auditing of classes shall not be allowed.

“Meals only” packages will be available to merchants, to teachers who teach more than one (1) half day, and to committee chairpersons who are unable to participate due to their responsibilities with QuiltNebraska. The Chair(s) of QuiltNebraska must recommend these chairpersons and the President must approve them based on their responsibilities for QuiltNebraska. The President must approve any exceptions. (Amended 3/21/01)

Registration shall be by lottery. QuiltNebraska will abide by the non-profit status rules that no member will receive preferential treatment. (Amended 10/9/04)

A \$25 cancellation fee will be assessed if a registrant of QuiltNebraska withdraws prior to the deadline. No refunds after the deadline as printed in the QN registration packet. (10/9/04)

A Quilt Nebraska registration refund request due to extenuating circumstances after the convention deadline will be considered if a written letter is sent to the board by the fall board meeting of the same year. If granted, the refund will be less the \$25 cancellation fee and the cost of the food. (11/12/11)

Members will be offered the registration/convention booklet electronically, via a website link, to those members who requested such a delivery format. Members will be notified of the link via email when the newsletter is available for viewing. Expenses for printing and mailing hard copies for those members who requested such a delivery format will be a NSQG expense rather than a QuiltNebraska expense. (6/25/11). Registration book and postage expense for QNE will be recorded under the QNE budget. (1/22/18)

### **Teachers**

Volunteer aides shall be provided for teachers. Any assistants beyond those provided by NSQG will be the financial responsibility of the teacher.

Volunteer aides must be enrolled in the class in which they are assisting.

Professional teachers who are members of NSQG may choose to submit class proposals at their usual fee, and subsequently these teachers would be selected in the same process as the national teachers. If selected, expenses would be paid for these teachers at the same rate as national teachers. (4/26/03)

All member teachers and area teachers shall be paid a uniform fee of \$200 per half-day workshop (\$400 per full day) and \$200 per lecture. No additional expenses shall be paid by NSQG. The fee schedule shall be reviewed by the NSQG Board at the request of the QuiltNebraska Chair(s). (Amended 11/06/10)

QNE Regional Teacher teaching one full day shall be allowed a one day registration package that is one-half the cost of a full registration package. Meal option for the teaching day is still required. (11/9/13)

### **Merchandising**

Corporate participation shall be limited by Article III, Section 2 of the NSQG By-Laws.

Merchants shall be juried by the QuiltNebraska Chair(s). A limit of 25 is recommended to assure a successful venture for the merchants.

Outside general merchandising shall be prohibited at Guild events. Special merchandising events shall be authorized by the Board of Directors.

Workshop/lecture leaders shall be permitted to sell any products, tools, books, etc. that pertain to their program at that particular workshop or lecture.

A materials fee for workshops may be assessed by the teacher from the participants, subject to the approval of the QuiltNebraska Chair(s).

The Board of Directors may approve the selling of goods or services by someone other than the regularly scheduled speaker. Such a decision must be made formally at a Board Meeting.

### **Other QuiltNebraska Policies**

The Annual Meeting shall be held the last full weekend in July. QNE and the Annual Meeting shall be held on a weekend in July. (Amended 6/9/18)

The Chairperson(s) will sign a contract stipulating they understand these deadlines and policies. (4/26/03)

The presiding officer shall be provided with a room and meals package to be paid for by the Guild. (Approved 3/21/01, Amended 11/05/05)

Upon request of QNE Chairmen, the budgeted seed money will be transferred. (7/22/06)

QuiltNebraska shall have its own treasurer appointed by the QuiltNebraska Chair(s). The NSQG Treasurer will appear on the signature card along with the QuiltNebraska Treasurer. The QN Chair(s) will be on the signature card. The seed money for QuiltNebraska will be \$4000. (Amended 10/25/08) The seed money for QuiltNebraska will be \$6,000. (Amended 3/24/18)

Each QuiltNebraska Chairperson, a maximum of three, shall receive meals and the cost of one-half room for three nights during their convention. Within the next two years each past Chairperson, a maximum of three, will receive one paid, full registration package. These costs will be the responsibility of the NSQG budget. (Approved 10/25/08)

The Chairperson(s) will forfeit their registration package(s) if the QuiltNebraska profits have not been transferred to the NSQG Treasurer, along with the complete closure of the QuiltNebraska account by the fall board meeting following QNE in July. It will be the duty of the president to see that this responsibility has been fulfilled. (10/25/08)

Quilt Nebraska chairmen are required to have attended two Quilt Nebraska conventions before signing the contract to serve as convention chairmen. In addition, they are required to be NSQG members when they sign the contract, to maintain that membership through the intervening years before their convention year,

and also to stay members through that year of serving as convention chairmen. This ensures they are bonded while signing financial contracts in the name of NSQG for their convention. (11/6/10)

The \$4000.00 in seed money provided to Quilt Nebraska each year on request is required to be returned to the NSQG Treasurer by the fall board meeting following Quilt Nebraska. (11/6 10) Amount of seed money increased to \$6,000. (Amended 3/24/18)

Any money received for NSQG membership during convention registration is required to be turned over to the NSQG membership chairman no later than the fall board meeting following that year's Quilt Nebraska. (11/6/10)

### **QuiltNebraska Site Selection**

The QuiltNebraska Site Selection Committee Chairperson shall be appointed by the President. Committee members will include all District Directors. An additional committee member shall be appointed by the Chair from the NSQG membership-at-large. They will function on the committee on a revolving basis, depending on the area in Nebraska being selected. QuiltNebraska sites will be selected, approved, and contracted three (3) years in advance. (Amended 6/25/11)

### **Raffle Quilt**

Upon her election, the President-Elect shall select a Raffle Quilt Designer. The raffle quilt shall be completed in time to have it photographed and to have tickets printed for presentation at the Annual Meeting.

The President-Elect shall also select a Raffle Ticket Chairperson to oversee the ticket sales, photography, travel and promotion of the quilt. When planning the display schedule for the raffle quilt, events hosted by NSQG have precedence. Any change in this policy must be approved by the Board. (Amended 10/9/04)

Because the Designer is *not* paid, NSQG does not have any rights to the pattern, etc. NSQG does request that any pattern not be sold until after the quilt is raffled.

The President shall discuss the possibility of using member services and donations with the designer and ticket chairperson. (Refer to Article III, Section 2, NSQG By-Laws)

The raffle quilt is not a responsibility of QuiltNebraska. It is a NSQG fundraiser and a means of putting NSQG before the public.

After the drawing of the current raffle quilt, on Saturday night, the new raffle quilt will be unveiled and the committee will be allowed to distribute the new tickets starting that evening. (Amended 7/16/05)

### **State Fair**

The rolling scaffolding shall not be loaned to any group and must remain on the Nebraska State fairgrounds. Each scaffolding section shall be marked in bold black ink with NSQG.

The State Fair is a *very* important statewide NSQG activity and shall be treated with that regard. When openings occur for paid positions in the Quilt Department, NSQG will take an active role in supplying names of qualified candidates to the active Director of the Nebraska State Fair.

NSQG Liaison Committee Chair will be an information coordinator between the Nebraska State Fair Quilt Superintendent and the NSQG Board and members. The Liaison Committee Chair will maintain a list of persons qualified to assume leadership roles within the Quilt Department of the Nebraska State Fair.

NSQG shall offer the following awards for best entries in the following categories of Needlework:

- Pride of Nebraska - \$25 and a ribbon
- Junior Youth - \$25 and a ribbon
- Senior Youth - \$25 and a ribbon. (Amended 10/9/04)
- The NSQG treasurer will keep the ribbons and see that they get to the State Fair each year (coordinated with the NSQG Committee Chair). (Ribbons are placed on the winning quilt items during the fair.) The Nebraska State Fair will notify the NSQG treasure of the above winners. The treasure will issue and mail the checks to the winners.

The NSQG State Fair Quilt Documentation Albums and/or Photo CDs or other suitable digital format photo documentation shall be placed in the care of the University of Nebraska at Lincoln Archives in NSQG archived materials at Love Library on city campus. Efforts will be coordinated between the NSQ Liaison Committee Chair and the NSQG Historian.

NSQG shall sponsor awards for the Nebraska 4-H Quilt Quest Program to be funded in the amount of \$500.00 per year.

NSQG will request that the State Fair Quilt Superintendent draw four (4) names from all volunteer workers having worked at least one four (4) hour shift in the Quilt Department at the Nebraska State Fair and send the names and addresses to the NSQG President. These volunteer winners will receive a \$50.00 discount/scholarship for Quilt Nebraska the following year. The NSQG President will send the notification letter to the winners. This notification letter will be sent along with the registration form for Quilt Nebraska. The money will come out of the NSQG budget. The discount/scholarship is transferable provided it is used for the Quilt Nebraska the following year. In the event the scholarship is transferred, the winner will write a statement at the bottom of the notification letter stating the name of the new recipient and that the scholarship is being transferred.

All NSF references were amended 1/21/12

NSQG Liaison Committee Chair

The President will appoint one person to serve as the Liaison Committee Chair to coordinate information and activity between the NSQG Board and the Quilt Superintendent of the Nebraska State Fair (NSF). The Liaison will provide timely articles to the newsletter to inform NSQG membership about the upcoming fair. The Liaison will be charged with carrying out or appointing someone to complete the additional tasks:

1. Arrange to make fabric labels, which say: "This quilt was exhibited at the 20XX Nebraska State Fair" for all quilts entered.
2. Nebraska State Quilt Guild will take pictures of the blue ribbon winning quilts at the Nebraska State Fair to be used for publication in the newsletter and for a link on our website (6/29/13)
3. Arrange for the delivery of NSQG ribbon for the three (3) NSQG sponsored classes to the NSF Quilt Superintendent prior to quilt judging and ribbon placement.
4. Resource names of prospective persons to assume leadership roles within the Quilt Department of the NSF. Have information available for the Quilt Superintendent and NSQG Board if requested.
5. Act as a resource for the NSF Quilt Superintendent and committee chairs as needed.



6. Request a summary report from the NSF Quilt Superintendent. (1/21/12)

## **Threads**

15% of the profits of Threads will be given to the Friends of the International Quilt Study Center and Museum. (11/17/12)

## **Website**

Threads Across NE vendor list will be allowed on the website with links. To be removed after the event. (Amended 1/29/05)

NSQG Bylaws maybe published on the NSQG website. (Amended 2/7/09)

Previous years NSQG Newsletter will be made available on-line through the NSQG website. (Amended 2/27/09)

Current NSQG Newsletter will be available on the NSQG website. (1/21/12)

Add the Quilt Shops and Other Related Businesses list solicited for the Membership Directory to the NSQG Website. (4/24/10)

## **Archiving NSQG Materials**

It is the policy of NSQG to transfer past organization ephemera to the University of Nebraska – Lincoln Library Archive Department on an annual basis. The transfer is accomplished by the outgoing President of NSQG according to the procedure for such transfer to be found in either the President's records, the Secretary's records, or the Treasurer's records. (Adopted 11/10/01)

### **Procedure**

The following is a statement of procedure to establish and maintain transfer of organization ephemera of the Nebraska State Quilt Guild to the University of Nebraska – Lincoln Library Archive Department.

Copies of the procedure shall be kept in the President's records, the Secretary's records and the Treasurer's records.

The Nebraska State Quilt Guild (NSQG) is establishing the Nebraska State Quilt Guild Special Collection at the University of Nebraska – Lincoln Library Archive Department, by action of its Board of Directors in March 2001.

This special collection will serve as a permanent repository for the organization's ephemera. Ephemera includes materials that have long-term historical importance such as minutes, by-laws, correspondence, directories, histories, information on special programs or events, newsletters and similar publications, awards, organizational charts, photographs, press releases, speeches, books, professional papers, subject files, exhibition catalogs, posters and financial records.

The NSQG Special Collection will serve as a repository of information accessible to members of the organization and other interested persons. It will also provide primary source material for those doing scholarly research.

The transfer will begin in January 2002, following the NSQG Board of Directors Transition meeting. The transition meeting is the first board meeting of the year. At this meeting, each board member and committee chairperson from the previous year passes along the files, records, and other materials used for his/her position to his/her successor. This allows for the transition from one board to another and from one year's committees to the next.

The first materials to be transferred in January 2002 will be those dated from 1986 through 1996. The files and records to be transferred will include:

- ◆ The records from all NSQG Board officers, with one exception:
  - Financial records will remain with the Treasurer for a seven (7) year period before transfer.
- ◆ The records from Standing Committees with the following exceptions:
  - The Quilt Nebraska records for the recent ten-year period will remain in the QNE files to be used by the QNE chairperson(s).
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The 2010 President shall deposit scrapbooks dated 1986 through 2005 in the UNL Love Library NSQG archives. The Historian shall retain the most recent scrapbooks for five (5) years, with the oldest scrapbook being deposited in the archives in January of each year along with other NSQG document. The Historian shall permanently retain electronic media storage of photographs of NSQG events. (Amended 1/29/11)

The Quilt Nebraska records for the recent three (3) year period will remain in the QNE files to be used by the QNE chairperson(s). (11/12/11)

Following the initial transfer of materials in 2002, each year at the January transition meeting, each NSQG board member or committee chairperson shall keep the most recent five (5) years of records, or what is appropriate for his/her position, and turn over the other records to the outgoing president. The outgoing president shall be responsible for transferring these records to the UN-L Library Archive Department for the NSQG Special Collection. Each outgoing president shall request the Archive Department to supply a list of items cataloged into the library upon completion. This list shall become a permanent record of the NSQG President's records, the NSQG Secretary's records, and the NSQG Treasurer's records.