

POLICIES ADOPTED BY PINE TREE QUILT GUILD
[year voted on in () at end of each section]

GENERAL POLICIES:

AQS: It was decided not to have an AQS representative as we should patronize our affiliate members. (1993)

CHRISTMAS COUNTRY STORE: If the Guild chooses to have a Country Store at the Christmas party (where members may bring in hand made items to be sold) the Guild will not take a percentage. Each member selling things will be responsible for her own selling. (1986)

CHILDREN AT MEETINGS: Children under the age of 10 will not be allowed at the meetings and the newsletter should remind members of this policy every 4 months. (1987)

COMMITTEE CHAIRS will place and keep in the front of their binder a time line and the sections of the By-Laws and Policies pertaining to the Chair's position. (2005)

DROP-IN-AND-QUILT DAY: Unstructured quilting/social time, open to all Guild members. Times and places to be arranged. (1998)

FAIR PRIZES: The Guild will donate a \$50.00 prize in the form of a gift certificate to the winner of the Best of Show Patchwork among Junior Quilters at the Nevada County Fair. (1993) (2006)

MILEAGE: Any out of town Guild business will be reimbursed at 35 cents per mile. (2005)

NEVADA COUNTY FAIR: The Guild will donate a \$25.00 prize and a ribbon for Viewers' Choice at the annual Nevada County Fair. (1994)

NCQC rep will buy one ticket for each Opportunity Quilt brought to NCQC. If the Guild should win the quilt it will be raffled within the Guild and the proceeds given to the Guild treasury. (1991) Travel pay for NCQC meetings shall be reimbursed at 35 cents per mile. (2005)

NEWSLETTER: Ads will be included in the newsletter at the discretion of the newsletter editor. (2002) Display ads will no longer be printed in the newsletter. (2003) The Newsletter will not to accept ads from outside the Guild. (2005)

PATCHWORK STAR: Each month the membership will meet a "Patchwork Star". A name is drawn from the membership list, an interview is done and her story printed in the newsletter and the Star is introduced at the general meeting. The Star shows some of her work, receives a "Star" pin and draws the name of a future star who can be presented in 2 to 4 months. (1992) If all attempts to contact a future Star have been exhausted without result, another name may be drawn. (1998)

PRESIDENT'S GIFT: The outgoing president shall receive quilt blocks only (not completed quilt) made on a voluntary basis by the general membership. The president from the previous year is in charge and coordinates the project. (1991) The outgoing President will be asked if she would like a plaque commemorating her year(s) as President and given one if she desires. (1999)

TICKET SELLING AT MEETINGS: Anyone wishing to sell things at a general meeting, including raffle tickets for a quilt must have prior approval from the president. (1988)

TREASURE TABLE: Each month at the general meeting there may be a "treasure table" where members may bring in unwanted items. These items may be sold to other members at very low prices with all monies going to the Guild. (1993)

QUARTER YARD CLUB: There will be only one winner of the 1/4 yard club no matter how many pieces of fabric are brought in. (1994) Due to the increase in membership there will be two separate 1/4 yard categories and one winner of each no matter how many fabrics are brought in. (1998) The quarter yard club is changed to a raffle of fabrics purchased by the committee. Tickets will sell for 5 chances for \$1.00 with winners each receiving 12 quarter yards. (2001)

JUNIOR MEMBERS: Junior Member and Sponsor shall both be Guild members with basic sewing skills. (2000) Children no younger than 10 years old, with no exceptions, can join Junior Quilters, but those already in the group would be grandmothers in. (2001) A box will be added to the membership form allowing members to donate any amount to provide scholarships for Junior Quilters. (2003)

JAMBOREE: This is the Guild's way of thanking members for their active participation in the Guild throughout the year. (2000) Junior members are welcome to attend a class with their sponsors, with the approval of the instructor. (2000)

BLOCK OF THE MONTH: When there is a minimum of 24 blocks there may be more than one winner drawn. Blocks may be split in multiples of 12 so that each winner receives at least 12 blocks. (2001)

LIBRARY:

The budget will have a line item added for purchase of the monthly Library books. (2003)

Names of people with overdue library books will be printed in the newsletter each month. If books are lost the member checking out the book is responsible for replacing the book. (1993)

Each year the Library Committee will check with both county libraries and then purchase and present a book to each. (1998) Money will come out of the General Fund Budget. (2004)

FINANCE:

Treasurer should prepare a prior year fiscal statement and publish it in the February newsletter. (1987) A monthly report of income and expenses shall be in the newsletter, as well as the Quilt Show balance. (1998) (2006)

All bills presented to the treasurer for payment must be with original receipts. (1990) A pink form shall accompany the receipt(s) with appropriate explanation of the expense. (1998)

All funds budgeted for each committee and not spent within a budget year will revert to the general fund and will not be carried forward to the following year. (1997)

Treasurer is responsible for filing all necessary tax forms for a non-profit organization. (1998)

"HALL OF HONOR WITH LIFETIME MEMBERSHIP":

PURPOSE: This special award enables the Guild to acknowledge and show appreciation to a member that has contributed to the Guild or the quilt world in a special way. (1998)

HOW: The committee would consist of the Vice-President, a Board member, three "Hall of Honor" members, and one alternate "Hall of Honor" member. Any committee member that has nominated another member or has been nominated herself will abstain from review and the committee selection process in regards to that individual. The alternative committee member will replace her for that one member's review process. The members chosen from the Board volunteers, and the "Hall of Honor" members shall be determined by a random drawing. The Committee only qualifies those that have been nominated. (2001) (2005) (2006)

CRITERIA: for “Hall of Honor with Lifetime Membership” are: Nominee must have been an active member, in good standing, for a minimum of eight (8) consecutive years or shall have supported the Guild’s activities and goals by having served as an officer or on committees or contributed to the Guild or quilt world in a significant way. These awards should be given only after much consideration and only to a member whose actions have truly been important to the Guild! (1998) (2005) The Committee certifies qualifications by checking prior years’ Rosters, Newsletters, and Membership records. (2001)

PROVISION FOR POSTHUMOUS AWARD: This provision is included in order to acknowledge a deceased member that has met the criteria described above. By honoring this member with an induction into the “Hall of Honor”, the Guild would be recognizing the special contribution this member made to the Guild. Posthumous award criteria would be the same as the “Hall of Honor with Lifetime Membership” with the exception of membership time being five (5) years. (1998) (2005)

FORM: A nomination form will be made available by the Committee. The following information must be submitted: 1) name of nominee, 2) reason for and qualification of the nominee, and 3) signature of nominator. (1998)

VOTE: The committee shall review each nomination and present their recommendations to the Board for a vote. (1998) The vote shall be by secret ballot and carried by a simple majority of the Board members present. (2001)

RECORD: Nominees not selected in a year will not be carried forward, and their nominations shall be destroyed and not made public. (2001) The Vice-President, as chairman of this committee, shall keep a record of all inductees. Records shall include: 1) a copy of the certificate presented, 2) photos, 3) dates and any other information available which will historically document each inductee honored. (1998)

AWARD: The *Pine Tree Quilt Guild of Nevada County* “Hall of Honor with Lifetime Membership” inductees shall be granted all privileges of regular membership. Recipient shall pay no dues, receive guild newsletters, and be admitted to the annual quilt show free of charge. Inductee may attend all classes but must pay class fees. Inductees shall receive a card and/or badge to show when necessary at Guild functions. (1998) (2005)

CERTIFICATE: The inducted member shall receive an appropriately framed certificate. This certificate shall state the most significant, if not all, contributions of the inductee. (1998)

WHEN AND WHERE: The framed certificate is to be presented at a regular Guild meeting (decided by the Board) by one of the following: 1) the current President, 2) the Executive Board, or 3) a committee appointed by the president. If the inductee is unable to attend the regular meeting due to health or extenuating circumstances, then other arrangements shall be made. The award may be presented in a variable time frame with no limits to the number of inductees in a given year, nor is it mandatory that an induction be made every year. (1998)

FINANCIAL IMPACT: The cost should be included under expenses in the annual budget. The “Hall of Honor with Lifetime Membership” expense per inductee would include: dues, newsletter, admission to the annual quilt show, and a one time expense of the framed certificate. (1998 approx. \$25.00) The posthumous expense would be the framed certificate and additional unframed copies if requested by family members. Other nominal expense would be record keeping in a binder or album. (1998) (2005)

MEMBERSHIP:

Name tag use should be enforced. (1985) There is a 25 cent fine for members not wearing a name tag at general meetings. Stick-on name tags will be provided. All fines will be turned in to the Treasurer. (1988)

All guests and new members should be introduced at general meetings. (1985)

Each member will be given one roster. There will be a charge of \$1.00 for the second one except for officers who need extras. (1985)

A roster update will be printed and included in the September newsletter. (1988)

By-laws and Policies will be printed in the back of the roster. (1988 & 1998)

Non-renewing members will receive the January Newsletter issue as their last one. (2004)

Dues must be paid by January 15 in order for the member to be included in the roster which will be distributed at the February meeting. (1992)

Members may join in November for the following year. (2001)

Affiliate Members who join after July 1st will pay half the affiliate membership fee.

MYSTERY GIFTS:

There are 5 chances to win per \$1.00 for the quilt related raffle gifts. If a person leaves before the drawing then another ticket will be drawn. (2000)

PROGRAMS:

If a Guild member is a professional speaker she will be paid her going rate. If another member gives a presentation she will be paid a nominal fee plus expenses. (1986 and amended in 1994)

Guest speakers may sell books and other items. (1988)

The Guild member who hosts a guest speaker in her home is entitled to her workshop free. She provides room and board for the speaker but if the speaker is taken out for dinner the Guild will pay for the speaker's dinner. (1989 and amended in 1994 and again in 1996) The person who picks up the speaker from the airport will be reimbursed at 35 cents per mile. (2005) The Guild member who hosts a guest speaker in her home is entitled to one workshop free. It needn't be the one taught by the teacher she hosts. (1996)

The program chairman shall have a signed contract for each speaker. (1989)

SCHOLARSHIP:

Any Guild member may apply for our annual scholarship if he/she meets scholarship guidelines. (1990)

The scholarship is open to a student to plans to study fiber arts, textiles, design or related fields. (1991) The scholarship is open to a student of Nevada County High Schools or a resident of Nevada County. (1996)

Applications should be given to Nevada Union, Bear River and Forest Lake Christian School. (1992) Applications should be given to all Nevada County High Schools. (1996)

As of 1994 the amount of the scholarship is \$1,000. This may be given to one person or if there are more than one qualified candidate the amount may be split. (1993) As of 1996 the amount of any one scholarship will not exceed \$1,000 and the total amount of scholarships shall not exceed \$2,000. (1996)

One of the scholarships will be named in memory of Jeanne Gill. (2006)

SPEAKER WORKSHOP GUIDELINES:

\$25 will be charged for all workshops presented by guest teachers regardless of costs. (2000) This is assuming it is an all day class. If class is shorter some accommodation can be made. (1994) For 2-day classes the charge will be \$40 for Guild members and \$45 for non Guild members. (2000)

If guest speaker workshops are not filled by Guild members, non-members may take the class for an additional \$5.00 fee, prepaid. (1988)

No sign-ups will be taken earlier than two months before the date of the class. (1994)

Payment must be made at the time of signing up. (1994) If not, workshop chairman must receive a check no later than 7 days after signing up. If check is not received another person will be given the place in the class. (1994)

If a cancellation is made up until seven days before the date of the class the fee will be refunded. If a cancellation is made after the seven day deadline the fee will not be refunded unless a replacement can be found. (1994)

All sign-ups and cancellations must be done through the Program or her designated sub-chairman. (1994)

QUILT SHOW:

Theme for the quilt show will be "Springtime in the Pines" permanently. (1986)

The quilt show shall have its own finance chairman and a separate bank account. (1990) A budget shall be prepared by the Show Chairman and Finance Chairman and made available to the Guild officers. Expenses will be reported in the monthly newsletter. (1998) Signatures for the Quilt Show bank account should be any two of the following officers: Guild President, Quilt Show Chairman, Quilt Show Co-chairman, or Quilt Show Treasurer. (2000) The volunteer officers (Quilt Show Chairman, Quilt Show Secretary, and Quilt Show Treasurer) may serve no more than two consecutive years in any one office. (2000) The Quilt Show financial records should have an internal audit each year conducted after the close of the Show's books. (2000)

Complete minutes of the Quilt Show Committee meetings shall be published in the monthly newsletter. (2001)

The Guild will hold two drawings at the end of the quilt show. Each person who works at the show will have her name entered. If a person also has worked on the committee all year her name will go in a second drawing. (1993) A person's name may be entered in both drawings. The prize will be a free workshop given by a visiting teacher. (1994)

QUILT FRAMES: We do not loan or rent any Guild owned quilt frames or equipment to anyone. (1990 & 2001) PTQG frames and equipment are for the sole use of the Quilt Show and Guild committees' business only. (2001)

AWARDS: For "Viewer's Choice" a 1st place ribbon will be given to the recipient with the most votes within each category: miniatures, wall, bed, and Junior quilts, and wearable art. Ballots will be picket up at noon on Sunday. (2001)

On the closing day of the Quilt Show, the following drawings will be announced at the following times: (2001)

- A. Opportunity Quilt 3:00 P.M.
- B. Silent Auction 3:15 P.M.
- C. Baskets 3:30 P.M. (Ticket sales will close at 3:00 P.M.)

BASKETS: There will be a maximum of eight baskets with tickets 4/\$1.00 or 25/\$5.00. (2001)

BUS DISCOUNTS: Must have at least 20 people to qualify for a \$1.00 discount on each ticket. All tickets must be purchased at the same time. (2001)

COMMITTEE BINDERS: 1) Binders must be turned into the Quilt Show Chairperson on or before the wrap up meeting. DO NOT PUT THE BINDERS IN THE BOXES THAT GO TO THE STORAGE SHED. 2) Binders must be brought up to date before being turned in.

COUNTRY STORE: 1) Only members of the Guild will be allowed to sell items in the Store. 2) Sellers must give the Chairperson a self-addressed stamped envelop in which to receive payment. 3) On the day of set-up prior to the show's opening, the Country Store Chairperson has the option to allow the sale of one item to each worker.

INFORMATION BOOTH: Worker's will make announcements about the lunch room, on-going demos, silent action, door prizes, baskets, Featured Quilter, and other necessary announcements. They will keep a sign-in sheet for people interested in entering a quilt for the following year's show. (2001) Information Booth workers are not responsible for keeping an eye on other Quilt Show worker's purses, etc. (2001)

JUNIOR QUILTER: Jr. quilters will be paired off, one or two, with their sponsor or a responsible adult while working at assigned duties during specific shifts. (2001)

LIFETIME MEMBERS: Lifetime Members get into the show free. They should wear their "Lifetime" name tag. (2001)

LUNCHROOM: There will be no free lunches with out a comp ticket. (2001)

PROPS: No props are to be put into the show for sale. (2001)

PUBLICITY: The Quilt Show Chairpersons can distribute Quilt Show passes, at their discretion, for advertising purposes or as a thank you. (2001)

QUILT ENTRIES: 1) Forms are to go out in the December and February newsletters. 2) One admission pass will be given per person for quilts entered. This pass will be given out when the quilts are received at the entry table on Friday when the quilt is checked in. 3) No quilt shall be removed from the Quilt Show prior to the regular pickup time. This includes quilts for sale and props. (2001) 4) An entry may be accepted if it has not been shown in the previous two years at a quilt guild show in Nevada County or an adjacent county. (2006)

OPPORTUNITY QUILT: As criteria the quilt must have at least one pine tree on the face of the quilt. (2001)

OPPORTUNITY QUILT TICKETS: 1) A stapled book of six tickets is sold for \$5.00. Tickets are \$1.00 if sold separately. 2) Tickets and money are to be turned in by Friday prior to the show setup to the Opportunity Ticket Chairperson. (2001) 3) Our members are responsible for selling two books of tickets on the honor system. If for some reason they are unable to sell the tickets, they would be returned to the guild. (2003)

SALE OF DISPLAYED QUILTS: 1) No price will be listed on the description card. "For Sale, inquire at the information booth" will be noted on the description card. The booth worker will exchange phone numbers of the prospective buyer and seller. 2) The Guild is no longer involved in the sale of the quilt. 3) The seller of the quilt is to pay the Guild 10% of the sale price. (2001)

SILENT AUCTION: All items donated must be finished and will be accepted at the discretion of the Silent Auction Chairperson. (2001)

VENDORS: All information and regulations are to be spelled out in the contract. (2001)

VENDOR LUNCHESES: Vendors will be informed that we will be eliminating their free lunch instead of raising prices for the booth spaces. (2001)

Revisions, additions, or deletions of these Policies shall be in effect immediately upon being discussed and voted in by a majority of the Board. The Vice-President (Parliamentarian) will forward any changes to the Computer Records Chairperson for immediate inclusion into the Policies records. (2000) (2005) The Vice-President's committee will review Guild By-Laws and Board Policies in October with By-laws voted on by members in January. All the changes will be printed in the new Membership Roster. (2000) (2005)

Policies last reviewed in January 2007.