

# POLICY DECISIONS MADE AND ACCEPTED BY THE NORTH IDAHO QUILTERS GUILD BOARD

Updated January 2, 2023

## **Board:**

All new guild projects and causes will meet our purpose stated in the bylaws: "The purpose of this organization is to provide education, communication, and fellowship among the quilters of Benewah, Bonner, Boundary, Kootenai and Shoshone counties.

If possible, the past president will remain on the board for the next year to ensure continuity. Preferably, the incoming president will have previously served on the board at some time.

Nominees for the office of treasurer must be qualified and familiar with the Quicken program.  
3/3/2006

The Audit Committee should not include any person who was a board member during the year being audited. 1/2012

The quilt show committee will always have a chairman and vice chairman. It is too big a job for only one person!

Programs & Workshop chairperson will be a 2-year term to maintain continuity. The first year will be as chairman, and the second year as vice chairman. 3/7/2006

Final decisions on expensive out-of-town speakers will be made by the board on the recommendation of the program committee.

Every committee chairman shall have a notebook, and will update it and turn it over to the new chairman in September. 11/10/2009

All officers, chair positions and other volunteer positions for North Idaho Quilters are volunteer positions and as such no person filling those positions will receive compensation, either monetary or by waiver of dues or admissions to workshops, quilt show etc. The exception will be for the president, who will be given a quilt as "a token of appreciation" at the end of his or her first term. The quilt must not exceed the cost of \$150.

## **Finances/Budget:**

Only officers are to be on the signature card for the checking account. Checks must have 2 signatures. 11/10/2009

No guild checks will be handed out without a specific name and a completed reimbursement form turned in to the treasurer. All non-budgeted items will require board approval.

All money collected at a meeting will be turned over to the treasurer at that same meeting.

There will be a \$50 charge for Non-Sufficient Fund checks. 11/2011

North Idaho Quilters Guild will prepare and submit a balanced budget each fiscal year. Any expenses in excess of the amount budgeted must be approved by the board. The board shall not approve additional expenses unless they are required for the ongoing operation of the guild or to support an approved service. Any expense that exceeds budget will require board approval. 11/6/2019

North Idaho Quilters Guild will not pay speaker airfare prior to 3 weeks before the speakers scheduled flight. Any exception must be approved by the board. 11/6/2017

**Library:**

The late book fee will be \$1.00 per book if not returned by the meeting after you borrow the book (a two month period). Names of members and their overdue books will be listed in the newsletter. All fines will be used to purchase new books, videos and patterns.

Library books, videos and patterns can be checked out by MEMBERS ONLY. The librarian must have an updated membership list.

**Meetings/Workshops/Retreats:**

Show and Tell time will not be used for self-promotion. Time will be provided in the business meeting for members to make announcements of future events of interest to other members.

Only NIQ members are eligible to receive door prizes at activity days; only members and paid guests are eligible for door prizes at the general meetings. 1/5/2010

Non-members can attend classes and retreats if there are openings after the members have had a chance to sign up. Non-members will be charged an additional \$10 for workshop classes and an additional \$25 for retreats. 5/1/2012

Members who do not wear their name tags at the general meetings will need to pay a 25 cent fine. This fine will be donated to the library fund.

**Membership:**

Membership Dues are \$25.00 due September 1 of each year. Partial membership dues, for new members only, are \$15.00 after March 1. Guest fees at meetings where a speaker is presenting are \$10.00 and Activity Day non-member guest fees are \$5.00. 7/25/2016

**Newsletter:**

Members will have a choice of either receiving the newsletter by e-mail or on our website.

NIQ is now accepting ads for both their newsletter and website. Ads on the website will be placed among the articles.

The following prices are for a quarter page ad (4 ¼"x5 ½"). Prices are doubled for a half page ad (5 ½"x8 ½") and quadrupled for a full-page ad (8 ½"x 11"). NOTE: no ads will be published until payment has been received in full. For \$5, you can list your ad in one newsletter and for up to one month on the website. If you choose, you may designate the date that your ad will be posted on the website and/or taken down. If you do not specify a date, it will be posted after payment has been received and stay up for one month. If you pay for your ad to run in two or more consecutive newsletters, the ad will stay on the website for the month(s) between newsletters. e.g. if you pay for your ad to run in two newsletters, it will stay on the website for three months. If you pay \$30 to put your ad in all six newsletters (one year), your ad will stay on the website for a full year, or until you request to have it removed. If you decide to cancel the ad mid-year, there are NO REFUNDS. 5/2/2022

The Newsletter Editor is responsible for sending mass email messages to all members after the message is approved by the president or an officer, in the president's absence. Mass emails are to be used only for guild business and not for self-promotion or advertising. 7/2019

**Website:**

Beginning October 1, 2017 NIQ will accept ads to be placed on our website. Business card sized adds will be accepted for quilting related products, quilt shops and quilting related services. Members may place ads for 1 year for a fee of \$20.00 and non-members for \$25.00. All adds will be placed on the site from October 1 for one year and expire September 30<sup>th</sup> of the following year. Example: an ad placed on December 1 will be \$20.00 members/\$25.00 non-members and will run thru September 30<sup>th</sup>. 11/6/2019

Members that have quilting related items for sale (sewing machines, fabric, patterns, books etc.) may advertise by placing an ad on the website. The cost of an ad will be \$5.00 for one month for a business card sized ad. The ad must be submitted to [webmaster@northidahoquilters.org](mailto:webmaster@northidahoquilters.org) in either Microsoft Word or PDF format and a check sent to the treasurer. (NIQ, PO Box 777, Hayden, ID 83835.) 11/6/2019