



Handbook

Aug. 2009

Welcome to the quilting family of Northeast Iowa Quilters' Guild. We are a diverse family of quilters ranging in skills from beginners to award-winning advanced quilters. We hope you will be taught, challenged, inspired, and entertained while you are with us.

NEIQG Mission Statement: The guild will be non-profit with the purpose of encouraging and promoting high standards in the practice and knowledge of quilting, conducting educational programs and providing for the interchange of information. All funds to be used for the objects set forth herein. As an organization, in addition to our constitution we have some guidelines and information to help us promote the world of quilts and quilt making.

Meeting Times

Guild meetings are held the first Tuesday of the month. We do not meet every month in the summer. The afternoon group meets at 2:00 p.m. and the evening meeting is at 7:00 p.m.

Prospective New Members

New members are welcome at any time, especially at our September meeting. Regular visitors are expected to join and pay dues after their second visit.

Dues

Dues are \$15.00 per year renewable in September. This entitles you to attend guild-sponsored workshops and retreats along with regular monthly meetings and lectures. You will receive a newsletter informing you of upcoming meetings and workshops. The officers' dues are waived during their term in office.

Cancellations

If inclement weather requires cancellation of a meeting or a workshop, members will be notified by email and local radio stations: KOEL, KDEC, KVIK, KADR, KQYB, KNEI, and WPRE.

Officers

Officers are elected in May for two-year terms and begin their responsibilities immediately. The President, Treasurer, Program Chairs, Newsletter Editor, Historian and Show Chairs are elected in odd numbered years. The Vice-President, Secretary, Librarian, Publicity Chairperson and Afternoon Chairperson are elected in the even numbered years.

Job descriptions are as follows:

President

The duties of the president shall be to preside over all meetings and to appoint, with board approval, committees necessary for the welfare of the guild. He/She also writes a column for the newsletter.

Vice-President

The duties of the vice-president shall be, in the absence of the president, to perform presidential duties. He/She is responsible to organize the lunch committees and lunch supplies and to leave the meeting place in the condition it was found. The VP will maintain the supplies that will be used for charity quilt projects along with ordering the batting to be used in these projects.

Secretary

The duties of the secretary shall be to record and be custodian of the minutes of the board and minutes of the regular and annual meetings. All regular and annual meeting minutes will be sent to the Newsletter Editor to be published in the next appropriate newsletter.

Treasurer

The duties of the treasurer shall be to collect and take charge of all dues and funds made available to the guild, keep a written account of all transactions involving the guild and send appropriate information to be published in the newsletter. The treasurer issues membership cards to all paid members of the guild. The Treasurer and President may sign checks on the NEIQG account.

Historian

The duties of the historian shall be to take pictures of events, keep clippings and newsletters, and place all materials in a scrapbook. Scrapbooks will be displayed at the September meeting and quilt shows. He/She keeps archives of detailed job descriptions of officers and show committees records.

Editor of Newsletter

The duties of the editor of the newsletter shall be to edit, publish, and mail newsletters six times a year to members, informing them of upcoming meetings, workshops, and any other pertinent information. He/She also keeps and updates the membership listing.

Publicity

The duties of publicity shall be to provide the local news media with information of upcoming guild events.

Program Chairperson(s)

The duties of the program chairperson(s) shall be to plan programs of meetings and workshops.

Afternoon Chairperson

The duty of the afternoon chairperson is to facilitate afternoon meetings.

Librarian

The duties of the librarian shall be to purchase, file, and record all new books and materials. He/She assists with the checking out and return of books and materials at all regular meetings.

Library Rules

The library is available to all members at all regular library meetings. Books may be checked out for a period of one month at a time. The librarian keeps a list of all the books that are listed at the back of the resource guide.

Membership List

A current membership list will be available to paid members at the January meeting each year. The computerized database is kept updated by the newsletter editor.

Name Tags

Each member should design and wear a name tag to monthly meetings and workshops. A 25 cent fine is collected each time they fail to wear one.

Lunch Committees

Each member is expected to serve once throughout the year with the exception of the officers. Choice of food and decorations are at the discretion of those who serve. The vice-president is responsible to organize monthly hostesses. The lunch chairperson will take the box of supplies the month before serving and is responsible for organizing the committee. A pot luck meal is served in September with half of the members designated to furnish a dish in even years and half in odd years. New members are not expected to serve their first year unless they so desire. It is the responsibility of the committee to leave the meeting place in the condition it was found. Members are asked to help return chairs to their proper place.

Workshops

Workshops are available to all paid members. Payment is required at the time of sign up by all members attending, including officers. No refunds will be given unless your place is filled from a waiting list. The workshop may be cancelled if not enough sign up. Those who attend should be punctual, set up, and ready for class to begin at the specified time and should bring the basic sewing supplies plus other items designated by the workshop teacher.

Basic Sewing Supplies for Workshops and Retreat

Needles, pins, scissors (for fabric and paper), thimble, thread, masking tape, template material, rulers, cutting mat, rotary cutter, fabric, sewing machine, extension cord, pencil, marking pencil, small brown bag (for scraps and thread ends), and fabric glue stick. Iron and ironing board are optional.

Fall Retreat

An annual overnight retreat is planned each year. Details are announced at meetings and published in the newsletter.

Challenge Project

This is decided upon by the program chairperson(s). Participation is voluntary for a nominal fee. Completed projects are displayed at our quilt show, or other designated times as announced.

Charities

We donate yearly to Iowa Public TV and Wisconsin Public TV. We donate to other organizations and charities, as the need arises and agreed upon by the board and guild members.

Bus Trips

Bus trips are planned from time to time to attend quilt shows and/or quilt shops. Announcements and newsletters will give specific information.

Network

This is a gathering of officers and/or members from guilds across eastern Iowa. Network meets the first Saturdays in April and October for the exchange of ideas for the promotion of quilts and quilt making. If you desire to teach or lecture to other guilds in eastern Iowa, you may send the required number of copies of your promotion with the NEIQG representatives attending Network. Packets of information are assembled at each Network meeting and given to each guild attending. The NEIQG pays mileage for one car or van that represents the guild.

Quilt Show

A show for public viewing is held in the even calendar years. We purchase a gambling license so members can sell raffle tickets for a quilt guild members design and make as a group. Proceeds from the quilt show are used to fund workshops, teachers, and ongoing expenses. Everyone is expected to work during the show and sell raffle tickets before the show.

Quilts: Only members can display quilts at the show. Quilts may be shown only once in a NEIQG show. We have always displayed 400+ items and we like all members to display something. These items may be judged or not judged, the decision is yours. Judged items will need to be at the judging site early Friday morning. Non-judged items need to be at the school Friday evening. A wide variety of items are needed, big and small, plain and detailed. All the different kinds of projects are what make our show so inspiring.

Member Duties (Required): One of our main attractions at the show is our food booth. We ask our members to contribute a non-refrigerated pie (in a disposable tin) or \$6.00. We also encourage a variety of kinds of pies (not just apple). Pies should be brought to the show early Saturday morning.

The show activities **all members** are expected to participate in are: bake a pie or contribute \$6.00, sell raffle tickets before the show, help set up the show Friday night and help take down the show on Sunday.

Raffle: Quilt Guild members design, piece and hand quilt a quilt to be raffled at the show. Each member is expected to sell at least 24 raffle tickets (4 packets of 6). Tickets are priced at 6 for \$5.00. All members are encouraged to participate in this process. Members hours worked on quilt will go toward members drawing. Credit for tickets sold will also be included in members drawing.

Show Pins: We have a show pin for each of our shows. Members may purchase a show pin but it is not required.

Name Tags: Every member is expected to finish their name tag and wear it during the show.

Work Schedule: During the show every member is expected to work a minimum of one shift arriving at least 15 minutes before the shift begins. If you do not indicate a shift preference you will be assigned a time. You must find your own replacement if you are unable to work.

Lunch Servers: Workers help in the kitchen preparing and serving food to the guests.

Greeters: Workers greet the guests at the door and inform them as to what they will want to see at the show. It is nice to have the Decorah guild members do this job as some guests may want other information about the Decorah area.

Hostesses: It is your job to move around the quilt display area, wearing gloves that are provided. You answer questions guests may have about the quilts. If guests want to see the back of a quilt, you handle the quilt.

Admissions Table: This is located in the cafeteria. You take the admission fee, have visitors sign the guest book and

give out the tickets for the door prizes. The profit from our show pays for our programs for two years.

Raffle Ticket Table: This is also in the cafeteria and directly in front of the raffle quilt. Workers sell raffle tickets, show pins and give out membership information for people who would like to join the guild.

Quilt Turnings: This is located in the merchant's mall. Members may schedule a time to do a quilt turning to share some of their quilts.

Security: Two or more members stay overnight at the show for security purposes.

Demonstrations: This is another volunteer activity of the show. We have many talented individuals who can show some of their talent by demonstrating. Demonstrations could include hand quilting, hand appliqué, machine appliqué, binding, the various rulers, Christmas ornaments, folded flowers, paper or foundation piecing, etc. The ideas are endless.

Decorations & Props: The chairperson in charge of props will have a list of suggested items for the show. When you send in your entries for the quilt show you can indicate what props you can bring. Please mark all your props with your name when you bring them to the show. They need to be checked in and out just like your quilts.

Challenge: Challenge projects need to be completed and quilted to be entered into the show. Every member of the guild will have the opportunity to vote on challenge projects prior to the show. Challenge projects will be displayed in a group at the show with names and ribbons attached.

Canister Raffle: Donated items from guild members will be raffled during the show. Each item will have a canister for purchased chances. Members in charge of this area will decorate the canisters, set up the display in the cafeteria and sell chances to guests at the show.

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