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

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| **Date** | **Change** | **Changed by:** | **Version** |
| 5/7/24 | Formatted, added version history, added section 9 (Raffle quilt sale) | Caroline Dobner | 1.0 |
| 7/2/2024 | Updated Membership to show use of cards | Caroline Dobner | 1.1 |
| 11/05/2024 | Added Social Media Policy | Caroline Dobner | 1.2 |
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**\*\* Policy decisions will be approved by the NIQ board prior to this document being updated.**

# Advertising

New Policy as of 11/4/2024”

1. To place an ad on the North Idaho Quilters Website, please send an email with your information to the current website chair person, on the NIQ Website under the contact page.

2. Mail your check made out to **North Idaho Quilters** for:

**$30.00 (1-year) or $5.00 (1-month)**

 North Idaho Quilters

 P.O. Box 777 Hayden, ID 83835

3. Advertisement types: business, sales.

4. For the duration of the agreement:

* Image of the business card or write-up will be displayed on the Advertisement section of the Website,( limited to two photos).
* Size advertisement will be limited to ½ page
* No image or advertisement will be posted until payment is received.

 $30 /1 year, $5 /1 month

* You can determine the date your advertisement will be listed
* Good for 1 month or 1 year from the initial posting based on the option selected
* Advertising will only be on the NIQ Website.

<https://www.northidahoquilters.com> under the Advertise with Us! Page.

* No REFUNDS
* Your advertisement will not be included in any other NIQ communication.

5. Any request to modify or remove your advertisement prior to the expiration date, please contact NIQ at <https://www.northidahoquilters.com>

# 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.

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

1/2021: The Audit Committee should not include any person who was a board member during the year being audited.

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

3/7/2006: 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.

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

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

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.

# Mass Emailing

11/2023: The secretary 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.

# 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.

1/5/2010: 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.

5/1/2012: 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.

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

7/25/2016: 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.

7/2/24: Added the use of cards for membership

# Newsletter

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

# Website

11/6/2019: 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 30th 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 30th.

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 in either Microsoft Word or PDF format and a check sent to the treasurer. (NIQ, PO Box 777, Hayden, ID 83835.)

# Raffle Quilt Sales

North Idaho Quilters is not a registered business or non-profit organization in the State of Washington. No out-of-state entities are allowed to conduct a raffle within Washington State.

Idaho does not have the same policy, out of state entities may hold raffle sales in Idaho. Therefore, depending on board approval, out of state guilds may offer raffle ticket sales at guild meetings or events.

# Social Media

This policy deals with the social media presence of the North Idaho Quilters Guild Facebook Group.

**FACEBOOK**

The Guild Facebook Group  (North Idaho Quilters) will have a minimum of 3 administrators with full control of the group.  This is to make sure that we always have an administrator for the group.  The administrators will be approved by the North Idaho Quilters Board of Directors.  Vacancies will be filled as soon as possible.  Administrators are NOT limited to a two-year term.  Posts on the guild Facebook Group shall be directly related to the Guild:  Quilt show, Guild meetings, Workshops, Show and Tell, Kids Camp, and other events.  In short, an event sponsored by, hosted by, or endorsed by the Guild or posts related to the community service activities of the guild.

The NIQ Guild Facebook Group is a Public Group.  At this time, anyone who sees, or follows the page is able to comment.  There are a series of criteria in the “Moderation Assist” function, to control and prevent inappropriate or profane comments.   These criteria are not to be changed or removed without the approval of the Guild Board of Directors.  Comments may be reviewed and rejected/deleted by the administrators if they appear to violate the rules.  Rejected posts or comments may be appealed to the Guild Board of Directors, in that they may not violate Facebook rules.  The Board of Directors has the authority to overrule the Facebook administrators with regard to rejected Facebook posts.  However, The Board of Directors may not direct the administrators to post anything that is a violation of Facebook rules that could compromise the administrators personal Facebook accounts.

There will be no selling of personal items or services on the Guild Facebook Group site.  There will be no posting of fabric sales, quilter's yard sales, etc. UNLESS it is a North Idaho Quilter's sale.  Facebook Marketplace is for that purpose.

**RULES**

1.  Be kind and courteous.

2.  No politics or religion.

3.  No hate speech or bullying.

4.  No promotions or spam.

5.  Respect everyone's privacy.

6.  Report rule violations.