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**POLICIES AND PROCEDURES**

**September 2016 Policy No. 11**

**NACQJ Partnering with Shows Page 1 of 1**

The National Association of Certified Quilt Judges will partner with judged quilt shows for the purpose of providing judging room experiences for Candidates. Partnership with shows will also provide a site for NACQJ meetings and for paneling of Candidates. Other benefits of partnership will be to foster good relationships and NACQJ exposure with quilt shows around the country. NACQJ will provide CJs and Candidates to work as aides in the judging room.

The President of the NACQJ or her/his designee will contact quilt shows as needed to request partnership. Selection of Shows with which to partner will be agreed upon by a vote of the NACQJ Board of Directors.

Considerations to be taken into account when deciding upon partnership with a show are:

* Location of the show: movement of the show from one part of the country to another is desirable
* Number of quilts usually judged: More than 75 quilts or multiple days of judging is optimal
* Availability of a NACQJ Certified Judge to act as liaison with the show
* At least one NACQJ Certified Judge on the judging team

The Board will attempt to schedule show partnerships 2 years in advance. NACQJ may schedule more than one show partnership in a calendar year if they are held in different parts of the country and in different seasons. Ideally, one show partnership will be held in the first six months of a given year so that Candidates may panel soon after passing paperwork (See P & P\_\_\_\_\_)

A Board-approved Memorandum of Understanding will be signed by both parties in the partnership to avoid any misunderstanding of needs. A NACQJ Code of Ethics will be given to the Show Sponsor along with the Memorandum of Understanding.

Expenses incurred on the part of Candidates or CJs not contracted by the quilt show will be paid by said Candidates or CJs (see MOU).

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**Memorandum of Understanding**

**National Association of Certified Quilt Judges, Inc.**

**and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In an effort to avoid misunderstanding between the NACQJ and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quilt Show, this agreement is provided.

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quilt Show agrees to allow the National Association of Certified Quilt Judges and NACQJ Candidates to act as aides and observers in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quilt Show judging room on (dates)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. NACQJ Candidates and Judges will act in accordance with the NACQJ Codes of Ethics and Conduct.
3. A separate room or private space will be available for use by the NACQJ to hold Candidate panel(s). These activities may be held in the evenings or during the daytime.
4. A separate room or private space may be required for use by NACQJ for a meeting of approximately 30 people.
5. The NACQJ Qualified Instructors of the Two-Day Judging Seminar may have a small table for their use during the above named quilt show to distribute information about the seminars and where they are being held.
6. Any NACQJ Judge or Candidate who attends the show and judging is responsible for his/her own travel, food and hotel expenses. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quilt Show is exempt from any of these costs.

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President of NACQJ Date

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Show Chairman Date

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Show Judging Room Coordinator Date

Enclosure: NACQJ Codes of Ethics and Conduct