

LODI VALLEY QUILTERS GUILD - POLICIES AND PROCEDURES

Updated 1/9/2017

- A. There is no membership limit. Each March, the Board shall determine if a limit shall be imposed, considering the average attendance at general meetings and the available meeting space. If the Board decides that the limit should be changed, it shall propose a change to this standing rule at the May general meeting.
- B. Dues are payable in full at or before the September general meeting. Dues are \$25 per year. To receive newsletters in the mail there will be an additional \$5 charge.
- C. Visitors are welcome to attend LVQG meetings; the first meeting is free, the cost per meeting is \$3 after that. Additional fees may be charged for special events and presentations.

D. Financial

1. Policies and Procedures

- a. Deposits will be submitted to the Treasurer and banked in a timely manner.
- b. Expenses incurred for Guild business shall be submitted with appropriate documentation (receipt/invoice) Any disbursements without documentation will be approved by the board and included in the minutes.
- c. For checks written in advance of expense, a receipt is to be forwarded to the Treasurer upon use of the check.
- d. The Treasurer will make reimbursement payments after review of request.
- e. No Guild checks are to be signed while blank.
- f. The Guild's fiscal year is June 1 through May 31.
- g. Any officer that makes a contract in the name of the Guild should immediately forward a copy of the contract to the Treasurer.
- h. Copies of all documents relating to financial matters will be kept by the Treasurer.
- i. A receipt or checks/balances procedure must be used in all cash handling.

2. Budget Considerations

- a. A financial reserve shall be maintained in the Guild's bank accounts. This amount should be sufficient to cover one year of operation of the Guild and to cover existing financial commitments.
- b. Input from each Guild officer and chairperson will be sought in evaluating the budget.

E. Guild members will not be remunerated for work or time expended on behalf of the Guild.

F. Donations made in the Guild's name should be to Lodi-area charitable or educational organizations.

G. Signup and Registrations:

- 1. Registration is official only when fees have been received. If fees are not received within a reasonable time, unpaid registrants may be removed to accommodate waiting list participants.
- 2. For any event requiring pre-registration (workshops, bus trips, Quilt Academy, etc.):
 - a. Up to two months prior to the event, a full refund will be paid.
 - b. Up to one month prior to the event, full refund will be paid only if the vacancy can be filled.
 - c. Less than one month prior to the event, there will be no refunds made.

H. Transfer of Information

1. Each officer is responsible for maintaining a documentation, and any supplies pertaining to their office. These items will be passed along to their successor.
2. Where no documentation exists, it shall be prepared by the officer or chairperson in charge to follow the pertinent sections of the bylaws and standing rules.

I. Release of the membership roster to any non-member without prior written approval from the Board is strictly prohibited and will be cause for immediate expulsion from the Guild for no less than five years.

J. Membership renewal is limited to persons who have met the qualifications as defined in the Bylaws and who are considered to be in good standing. Some reasons for not being considered "in good standing" are, but are not limited to:

1. Failure to return property of the Guild
2. Non-payment of dues, or other fees.

Any challenge to these Rules will be decided by the Board.