

Sierra Mountain Quilters Association
Policies and Procedures

This Policies and Procedures Document was approved by the Sierra Mountain Quilters Association (SMQA) board on June 2, 2008. These policies are deemed to supersede any past policy that might be found in old minutes or the previous Policies and Procedures document.

POLICY AND PROCEDURE DOCUMENT OVERVIEW

Section I. INTRODUCTION & ADMINISTRATION

I.A. Changes to Policies and Procedures

I.B. Organizational Objectives

Section II. BOARD OBLIGATIONS & RESPONSIBILITIES

II.A. Board Obligations & Responsibilities

II.B. Board Ethics and Conduct

II.C. Public Relations/Media

Section III. FINANCIAL POLICIES AND MATERIAL ASSETS

III.A. Check Signing, Withdrawal of Funds, Cash Disbursement

III.B. Acceptance of Gifts

III.C. Inventory and Storage of Material Assets

Section IV. GENERAL ORGANIZATIONAL POLICIES AND PROCEDURES

IV.A. General Membership

IV.B. General Meetings

IV.C. Programs and Workshops

IV.D. SMQA Quilt Show

IV.E. Special Events

IV.F. Quilt Production

Section I. INTRODUCTION AND ADMINISTRATION

This document contains all of the current policies and procedures adopted by the board of the SMQA. Each policy in this document is expected to be consistent with the articles of incorporation and the bylaws, both of which have precedence over these policies.

I.A. Changes to the Policies and Procedures.

I.A.1. The board is responsible for maintaining and constantly improving ongoing policies and procedures. These policies are meant to be reviewed frequently and updated as situations warrant. In addition, the board shall review these policies and procedures annually and document this review in the minutes and by initialing and dating the title page.

I.A.2. Changes may be recommended and submitted by any board or general association member.

I.A.3. Any change to these P&P's must be approved by a majority of the full board.

I.A.4. Changes to policy and procedures will be documented in the minutes.

I.A.5. Wording in these P&P's taken directly from SMQA bylaws may not be changed unless the specific wording in the bylaws is also amended as directed in Article XI of the bylaws. This wording will be in italic form and referenced in parenthesis following the wording.

I.B. Organizational Objectives

I.B.1. Article II of the SMQA bylaws states the objectives for the association.

I.B.2. The SMQA board is accountable to its members who are the primary beneficiaries of its services. All board members are responsible for understanding the organization's objectives.

I.B.3. SMQA is not, nor is it affiliated with, any religious or political group.

Section II. BOARD OBLIGATIONS & RESPONSIBILITIES

II.A. Board Obligations.

The job of the board is to serve its members by leading the organization toward successful manifestation of its objectives. To this end, the board will:

II.A.1. Strive to always make decisions that are congruent with SMQA's objectives.

II.A.2. Ensure financial solvency and integrity through policies and behavior.

II.A.3. Constantly strive to improve its own performance.

II.B. Board Ethics and Conduct.

II.B.1. Board Code of Conduct

The board expects of itself and its members ethical, legal, and businesslike conduct. As board members of SMQA, we dedicate ourselves to carrying out the objectives of this organization. We will:

- II.B.1.a. Recognize that the chief purpose of SMQA at all times is to serve the best interests of its members.
- II.B.1.b. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.
- II.B.1.c. Avoid any interest or activity that is in conflict with the conduct of our official duties. This includes using our official capacity as board members to promote or support religious, political, or any activity that is incongruent with SMQA’s objectives as stated in the bylaws.
- II.B.1.d. Resolve disputes or disagreements expediently through direct, respectful communication and ask for the assistance of a neutral facilitator or mediator when resolution cannot be achieved without assistance.

II.B.2 Conflict of Interest

II.B.2.a. Definition

An actual or potential *conflict of interest* occurs when a board member is in a position to influence a decision that may result in a personal gain or special consideration for the board member or for a relative as a result of SMQA’s business dealings.

II.B.2.b. Conflict of Interest Policy

Board members must refrain from any activity that creates an actual or potential conflict of interest regarding Article IV of the bylaws which states:

“The property of this organization is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any officer or private person.”

II.B.2.c. Disclosure

No “presumption of guilt” is created by the mere existence of a relationship with outside businesses. However, if a board member has any influence on SMQA transactions involving purchases, contracts, or leases, it is imperative that he or she *disclose to the board as soon as possible the existence of any actual or potential conflict of interest* so that safeguards can be established to protect the parties.

II.B.2.d. Intellectual Property: Logo, Ideas, Plans

The materials, products, designs, plans, ideas, and data of SMQA are the

property of SMQA and should never be given to an outside firm or individual except through normal channels and with appropriate board authorization. (Bylaws, Article IV, Section 3). Any improper transfer of material or disclosure of information, even through it is not apparent that a board member has personally gained by such action, constitutes unacceptable conduct.

II.C. Public Relations/Media Policies

To ensure the quality and consistency of information regarding SMQA disseminated to media sources, the following policies shall be enforced.

II.C.1. Media Contacts, Press Releases, Promotional Materials, and SMQA Website

- II.C.1.a. All media contacts, press releases, or other promotional materials are to be handled or approved by the president or her/his designee prior to dissemination.
- II.C.1.b. The board president will appoint a website manager who will maintain and update the SMQA website. The website manager will ensure that members’ privacy of information and password are protected. Information posted on the website will be approved by the board president (or her/his designee).

II.C.2. SMQA Newsletter

- II.C.2.a. The newsletter chair is appointed by the board president (*Bylaws, Article VIII, Section 1*) and is responsible for producing a periodic newsletter.
- II.C.2.b. The newsletter is produced to meet the objectives of SMQA as stated in the bylaws.
- II.C.2.c. Member-owned and other businesses may advertise in the newsletter. Rates for a full year of advertising are as follows:

Black & White Advertisements		Color	
Business Card	\$135	Business Card	\$175
¼ Page	\$270	¼ Page	\$345
½ Page	\$375	½ Page	\$565
Full Page	\$450	Full Page	\$750

Section III. FINANCIAL POLICIES AND MATERIAL ASSETS

- III.A. Check Signing, Withdrawal and Disbursement of Funds
The financial policies outlined in the SMQA bylaws and this policy and procedure document apply to all financial transactions and reimbursements made by any SMQA board member, committee member, or member at large.
- III.A.1. Check Signing
The board president, secretary, and treasurer may sign all checks on the Association accounts. Two signatures shall be required on all checks. (Bylaws, Article VII, Section 4)
- III.A.2. Financial Reimbursements
All requests for financial reimbursements shall be made in writing with receipts to the Treasurer. (Bylaws, Article VII, Section 4)
- III.A.2.a. Those seeking reimbursement should use the reimbursement form provided by the treasurer.
- III.A.2.b. Reimbursements submitted by committee members must have the committee chair's approval.
- III.A.3. Disbursement of Funds
Budgeted amounts shall be paid by the Treasurer. Unbudgeted amounts over \$25.00 shall be first submitted to the board for approval. Unbudgeted amounts over \$100.00 shall first be submitted to the board for approval and shall be voted upon by the general membership. (Bylaws, Article VII, Section 4)
- III.B. Acceptance of Gifts
SMQA may solicit and accept gifts from outside donors that further the mission of the organization (e.g., door prizes, fabric, materials, gifts for quilt show).
- III.B.1. Members are encouraged to donate gifts to the organization.
- III.B.2. Donations or gifts from non-members exceeding \$500.00 in value require board approval.
- III.B.3. The primary consideration in acceptance of gifts is how they can benefit the organization in the most ethical and unencumbered manner.
- III.C. Inventory and Storage of Material Assets
The property of this organization is irrevocably dedicated to social welfare purposes. (Bylaws Article IV). The following policy ensures the protection and proper use of SMQA property:
- III.C.1. Accountability
The treasurer is responsible for all inventory/properties of the organization. (Bylaws Article VIII)

- III.C.2. Inventory
Upon taking office, the treasurer or his/her designee will conduct an inventory of properties owned by the organization.
- III.C.3. Storage Unit
- III.C.3.a. A storage unit will be maintained for storage of SMQA property.
- III.C.3.b. The treasurer, the president, and the quilt show chairperson will have keys to the storage unit.
- III.C.4. Borrowing Property
- III.C.4.a. SMQA Members
- III.C.4.a.i. Members may request use of SMQA property. This request will be made to the treasurer using the SMQA equipment lending form.
- III.C.4.a.ii. The treasurer (or his/her designee) is responsible for receiving and approving requests, and for overseeing check out procedures.
- III.C.4.a.iii. Upon return of the property, the treasurer (or his/her designee) will assess the condition of borrowed items to protect against loss or damage to SMQA property.
- III.C.4.a.iv. Users of SMQA property are responsible for its return in good condition.
- III.C.4.a.v. Users may be billed or asked to replace any lost or damaged property.
- III.C.4.b. Non-members
- III.C.4.b.i. Non-members of the association may request use of SMQA property. This request will be made to the treasurer. The same conditions (listed above) that apply to SMQA members apply for non-members with the following additional condition:
- III.C.4.b.ii. Non-members will be charged a refundable deposit fee that equals the replacement cost of the borrowed item. The deposit will be refunded upon the return of the borrowed item in good condition.

Section IV. GENERAL ORGANIZATIONAL POLICIES AND PROCEDURES

IV.A. New Member Packages

New members shall receive a membership card, a copy of the bylaws, a roster, and a copy of these policies and procedures.

IV.B. General Meetings

IV.B.1. Activities

IV.B.1.a. All activities taking place at meetings must be approved by the board.

IV.B.1.b. *Roberts' Rules of Order, Revised, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the bylaws. (Bylaws, Article XII)*

IV.B.2. Meeting Schedule

Unless otherwise ordered by the membership, the regular meetings of the Association shall be held twice monthly. The Board may postpone or cancel a meeting due to inclement weather and a workshop can replace one meeting. (Bylaws, Article X)

IV.B.2.a. Meetings of SMQA are on the first and third Thursday of each month.

IV.B.2.b. The first meeting of the month is the business meeting with finished *Show and Tell* items presented by the members. The second meeting of the month is reserved for programs. The board may change meetings depending upon events and weather.

IV.B.2.c. Meetings will start promptly at 6:30 p.m. The meeting room will open as early as possible (probably 5:30 p.m.) to facilitate set up and preparations.

IV.B.2.d. In cases of inclement weather, the board will determine by 5:00 p.m. on the meeting date if cancellation is required. Board members will be notified. Meeting cancellation will be posted on the website, members will be notified via e-mail if possible, or they can contact a board member.

IV.B.3. Meeting Agenda and Announcements

IV.B.3.a. Agenda items for the meetings are scheduled by the president and the board prior to the meeting. General members are encouraged to contribute to the agendas of general and board meetings. Members wishing to add agenda items must contact the board or president as far in advance as possible. (*Roberts' Rules of Order, Revised, 10th Edition - Chapt. XI*)

IV.B.3.b. Announcements may be made by members during a general meeting provided the president has been contacted in advance and has given approval for a place on the agenda

IV.B.4. Guests

Guests are always welcome to attend meetings and will be encouraged to join SMQA. Nonmembers will pay an attendance fee of \$5.00.

IV.C. Programs and Workshops

IV.C.1 Program and Workshop Planning

IV.C.1.a. Responsibilities and Accountability

IV.C.1.a.i. The first vice president is responsible for overseeing the program and workshop functions and may appoint chairpersons to perform these roles. (Bylaws, Article VIII)

IV.C.1.a.ii. The first vice president is given an annual budget for workshops and programs and plans accordingly.

IV.C.1.a.iii. In general, workshops are to be self-supporting. The first vice president seeks advice from the board as needed on this issue.

IV.C.1.b. Planning

IV.C.1.b.i. The first vice president (or his/her appointee) arranges for workshops and programs. (SMQA bylaws Article VII)

IV.C.1.b.ii. To facilitate transition between fiscal years and officer change, the program chairperson shall arrange for activities in January of the year following his or her term.

IV.C.1.c. Contracts

The first vice president (or his/her appointee chair persons) will provide a written contract for any "for fee" event sponsored by SMQA.

IV.C.1. d. Advertisement of Workshops and Events

Workshops and other "for fee" events sponsored by SMQA will be advertised as far in advance as possible.

IV.C.2. Reservation, Fees, and Refunds

IV.C.2.a. Reservations

IV.C.2.a.i. Space in the workshop/event is reserved by full payment.

IV.C.2.a.ii. Members have priority over non-members.

IV.C.2.b. Fees

IV.C.2.b.i. The fee for a Member-taught workshop/event is \$30.00 for SMQA members.

IV.C.2.b.ii. The fee for a workshop/event taught by outside instructors will be determined by the instructor's fee and other costs associated with putting on the workshop/event.

IV.C.2.b.iii. Non-members will be charged an additional \$10.00 per workshop/event.

IV.C.2.c. Refunds

IV.C.2.c.i. When cancellation notice is given 30 or more days prior to the workshop/event, the full fee is refunded to the registrant.

IV.C.2.c.ii. When cancellation notice is given less than 30 days prior to the workshop/event, the registrant will receive a full refund only if the workshop/event is full and someone on the waiting list fills the vacancy created by his or her cancellation. If the workshop/event is not full, the registrant forfeits the fee and receives no refund. If no waiting list exists for the workshop/event, the cancelling registrant may find a substitute to avoid forfeiture of his or her fees.

IV.C.3. Speaker/Teacher Fees and Class Sizes

IV.C.3.a. Visiting Teachers from Outside the Area

IV.C.3.a.i. Visiting teachers from outside our area will be solicited by the first vice president (or his/her designees for workshop or program committee chairpersons) and the board to provide a variety of programs for SMQA members.

IV.C.3.a.ii. The fees and class size can vary depending on the

individual teacher. Visiting teachers usually have customary fees stated ahead of time.

IV.C.3.b. Member-taught Workshops and Programs

IV.C.3.b.i. Members are encouraged to teach workshops and offer programs.

IV.C.3.b.ii. The minimum and maximum enrollment for member-taught workshops will be determined by the instructor and the first vice president (or his/her designees) based on the nature of the event.

IV.C.3.b.iii. Member teachers will receive the difference between the registrations paid and SMQA expenses for that event.

IV.D. SMQA Quilt Show

The bi-annual quilt show, an essential fund raiser for SMQA is held on odd-numbered years. All SMQA members are expected to contribute time and effort toward the success of the show.

IV.D.1. The Quilt Show Chairperson is appointed by the president and serves as a standing board member (*Bylaws, Article VIII, Section 1*) and solicits quilt show committee members as needed.

IV.D.2. The Quilt Show Chairperson is responsible for informing the board regarding Quilt Show planning and committee activities.

IV.D.3. Quilt Show committee expenditures and reimbursements are handled according to Section III of these policies and procedures and Article VII, Section 4 of the bylaws.

IV.E. Special Events

Special events include retreats, bus trips, and similar activities. All SMQA special events (funded or unfunded by SMQA) must be presented to the board for approval at least 3 months in advance of the proposed event. Proposals must include the purpose for and details about the event, including anticipated expenses.

IV.F. Quilt Production

IV.F.1. Opportunity Quilt

IV.F.1.a. An "Opportunity Quilt" is created in conjunction with the bi-annual quilt show to raise funds for SMQA.

IV.F.1.b. The Quilt Show Chairperson is responsible for overseeing the association's creation of the quilt and selling of tickets in the year preceding the Quilt Show.

IV.F.1.c. All SMQA members are expected to participate in the selling of tickets.

IV.F.2. Community Quilts

IV.F.2.a. From time to time, SMQA members will create quilts for local organizations for their fund-raising purposes.

IV.F.2.b. The board will determine which requests to accept based on SMQA's objectives, bylaws, and policies.

IV.F.2.c. Accepted requests are put onto a waiting list that is maintained by the SMQA board president.