



TRI-COUNTY QUILT GUILD POLICIES and PROCEDURES

1. Guests are welcome to attend two regular Guild meetings, after which they must join the Guild in order to attend any more meetings. Children 10 and under may attend meetings with a member and not be required to join the guild.
2. Workshop fees must be paid one week prior to the workshop. Any open positions are filled from the wait list first. The fee is forfeited in the event of absence. Participants may sell their reservation in the workshop to the next individual on the wait list, with approval from the Program Chair. Workshops will be open to non-members thirty days prior to the event. Non-members will be charged a premium to attend the workshop.
3. Annual membership fees will be \$33 per year.
4. If a new member joins after May 31, the fee for the balance of that year's membership is \$16.00 with annual renewal due in October. Members who have let their membership lapse, or former members, will pay the full membership fee to rejoin at any time during the membership year.
5. Member entries in the Tri-County Quilt Guild Show will be charged a fee per quilt entry.
6. The Guild may subsidize workshops.
7. All members are asked to wear their name tags at meetings.
8. Speakers who do not charge a fee may be paid a \$50 honorarium for a program presentation. Guild members who present will not receive compensation, according to IRS regulations.
9. Due to the advanced scheduling of national teachers and speakers, the Program Chair(s) may schedule teachers and speakers beyond their term of office.
10. Newsletters will be available on the internet on the Guild's website.
11. Bee members will not be allowed to participate unless their dues are current.
12. Membership information is intended solely for the guild members to communicate information among themselves. Membership information will not be shared with or sold to any other business enterprise without the expressed written permission of the respective guild members.
13. If membership dues or fees are overpaid by up to \$5, the overage will be considered a donation to the Guild, unless a refund is requested.

14. As part of our commitment to be good stewards of the facilities provided for our use by Fairfield Baptist Church, no food or drinks will be allowed in the sanctuary, with the exception of bottled water if needed by the guest speaker.

Check Request Procedure:

To request a check be written for reimbursement or to pay an invoice, the member must complete a check request form with all requested information filled out. All receipts must be attached. The appropriate account category to be debited should be reviewed by the Approver(s) and Treasurer.

- If receipts are missing, an alternate proof of expenditure must be attached, detailing amounts and products/services obtained.

If a Board member or Standing Chair initiates the request, it is then submitted to the President for approval and then to the Treasurer to issue the check.

If a member initiates the check request, the approval order is: Committee Chair, the President, then to the Treasurer to issue the check.

If a Quilt Show check request is initiated, the approval order is: Committee Chair, a Quilt Show Chair, then President, then to the Treasurer to issue the check.

If an item is not approved, the President and/or Chair must contact the initiator to review the request and communicate with the initiator the reason for not approving the request. If necessary, the initiator should submit an amended check request with the receipts attached for approval and payment.

If the President is not available to sign the check request, the Vice President for Administration can approve the request.

If the Treasurer is not available to issue the check, the Vice President for Financial Oversight can sign the check.

To provide transparency, no requests should be approved and the check issued by the same person.

Check requests for expense reimbursements should be submitted as soon as possible, but no later than sixty days after expenditure, to maintain accurate and timely accounting practices. Expenses at year end must be submitted by December 15.

No major changes in Tri-County Quilt Guild's operating procedures will be implemented without prior approval from the Executive Board.

This includes changes/additions/deletions to software, applications, reporting procedures, the Website, ~~or~~ and the Newsletter. Also included are updates to the Guild's operating documents, i.e., Bylaws, Policies, **Duties** and Timeline.

ADOPTED SEPTEMBER 15, 2005

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2005 Revised

November 1, 2005

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2009

Revised

September 7, 2010

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Revised

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