

Sierra Mountain Quilters Association Policies and Procedures

This Policies and Procedures Document was approved by the Sierra Mountain Quilters Association (SMQA) Board on September 22, 2025 and by the Membership on November 6, 2025. These policies are deemed to supersede any past policy that might be found in old minutes or the previous Policies and Procedures document.

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Section I. INTRODUCTION AND ADMINISTRATION

This document contains all 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 when the Bylaws are reviewed as well as updated as situations warrant. The Board will review changes to these policies and procedures 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 policies and procedures must be approved by a majority of the full Board. The full Board is the elected and appointed Board members.
- I.A.4. Changes to policy and procedures will be documented in the Board Meeting minutes.
- I.A.5. Wording in these policies and procedures 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 AND 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. To ensure continued support of SMQA membership and in recognition of the responsibilities of Board Members, Officers and other Board positions may be shared by two SMQA members. The Nominating Committee may include in its proposed slate two names for positions. If positions are shared, each position rather than each person will have one vote at Board Meetings.
- II.A.3. Ensure financial solvency and integrity through policies and actions.
- II.A.4. Constantly strive to improve its own performance.

II.B. Board Ethics and Conduct.

II.B.1. Board Code of Conduct

"The property of this organization is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization will be used to benefit any officer, member or private person." (By Laws, Article IV)

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 conflicts 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 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 will be used to benefit any officer, member or private person.” (By Laws, Article IV)

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 SMQA logo design is the property of the Association. As with all property owned by the Association, its use is at the discretion and direction of the Board of Directors. (Bylaws, Article IV, Section 3). Any improper transfer of material or disclosure of information, even though 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 will 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 designee prior to dissemination.
- II.C.1.b. The website manager 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 designee.
- II.C.1.c. The Website manager *manages and secures all guild passwords except passwords for banking and investments; shares passwords with the President as a backup. Updates all passwords every year if appropriate, preferably in January.* (Bylaws Section 5. Webmaster)

II.C.2. SMQA Newsletter

- II.C.2.a. The newsletter chair is appointed by the President. *Board members, at large, are appointed by the President with approval of the Board and the general membership.* (By-laws, Article VIII, Section 1) The newsletter editor 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 will be reviewed annually by the newsletter chair and presented to the Board.

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 President, Secretary, and Treasurer, per bank records, are available to sign checks on the Association accounts. Two signatures will be required on all checks. (Bylaws, Article VII, Section 4)

III.A.2. Financial Reimbursements

All requests for financial reimbursements will be submitted to the Treasurer on the "Funds Request" form with receipts attached. (Bylaws, Article VII, Section 4)

III.A.2.a. Those seeking reimbursement will use the reimbursement form provided by the Treasurer.

III.A.2.b. Funds Request forms are to be submitted within 30 days of receipt of goods, invoices, or services. "Clean" receipts are recommended; that is, including only SMQA expenses.

III.A.2.c. Reimbursements submitted by committee members must have the committee chair's approval on the funds request form.

III.A.3. Disbursement of Funds

Budgeted expenditures will be paid by the Treasurer. Unbudgeted expenditures less than or equal to \$100.00 may be paid by the Treasurer at her/his discretion. Unbudgeted expenditures over \$100.00 will be submitted to the Board for approval. Unbudgeted expenditures over \$200 will be submitted to the Board for approval and will be voted upon by a majority of the members present at a general meeting. (Bylaws, Article VII, Section 4d)

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 the 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. In-kind donations in excess of \$50.00 in value (services, materials, or physical property which would otherwise necessitate a guild expenditure) will be documented appropriately by the appropriate officer or committee chair, on the approved In-Kind Donation Registry Form, to assist the guild in tracking true expenses.

III.B.4. 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 and no part of the net income or assets of this organization will be used to benefit any officer, member or private person.” (By Laws, Article IV) The following policy ensures the protection and proper use of SMQA property:

III.C.1. Accountability

III.C.1.a. The Treasurer is responsible for all bank accounts, tracking of inventory/properties, ordering checks, and maintaining financial books.(Bylaws Article VIII)

III.C.1.b. The Treasurer manages and secures all guild passwords for banking, finance, and investments such as bank accounts, investment accounts, etc. Shares passwords with the president as backup. Updates all passwords every year, preferably in January. (Bylaws Article VIII)

III.C.2. Inventory

Each year, upon taking office, the Treasurer or designee (for example, Cuddle Quilt or Quilt Show Chair) will conduct an inventory of properties owned by the organization. This shall include property stored by members on behalf of the guild.

III.C.3. Storage Unit

III.C.3.a. A storage unit will be maintained for general storage of SMQA property and keys for that unit held by Treasurer, President, First Vice President, and Cuddle Quilt Chairperson.

III.C.3.b. A second storage unit will be maintained for storage of Quilt Show inventory only, and keys for that unit will be held by the Treasurer and the Quilt Show Chairperson(s).

III.C.4. Borrowing Property

III.C.4.a. SMQA Members

III.C.4.a.i. Individual 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 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 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 to 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.

III.D. Scholarships

Scholarships are for the benefit of the community. Granting scholarships contributes to SMQA's nonprofit status. The Treasurer appoints and oversees the scholarship committee.

III.D.1. Community Scholarships

Community scholarships may be awarded. Persons from the local community may apply for Community Scholarships for projects upon which they are working. They are asked to give a talk or presentation to the guild about the awarded project.

III.D.2. Student Scholarships

Student scholarships may be awarded. High school students may apply for this college scholarship. They must be involved in visual or other creative arts to qualify for receipt of a Student Scholarship. Proof of enrollment for extended schooling is to be provided by the Student to the Treasurer prior to a check being issued to the student.

III.D.3. Workshop Scholarships

Scholarships for guild sponsored workshops may be awarded based on financial need. Members may apply to the Treasurer or the President for this scholarship to attend a guild sponsored workshop. The guild pays the fee on behalf of the workshop scholarship recipient.

Section IV. GENERAL ORGANIZATIONAL POLICIES AND PROCEDURES

IV.A. Membership

IV.A.1 Family memberships are available. For this purpose, "family members" are defined as significant others, parent / child, or grandparent / grandchild.

IV.A.2. New members will receive a membership card and a welcome letter from the President, which will include an introduction to the SMQA Website, noting that the Website contains copies of the Bylaws, Policies and Procedures, the current roster, and past newsletters. The Membership Chair will provide the new member with the website password.

IV.B. General Meetings

IV.B.1. Activities

V.B.1.a. All activities taking place at meetings must be approved in advance by the President or designee.

IV.B.1.b. Roberts' Rules of Order, Revised, will be referenced as guidance.

IV.B.2. Meeting Schedule

Unless otherwise ordered by the membership, the regular meetings of the Association will be held monthly. The Board may postpone or cancel a meeting.
(By-Laws, Article X)

IV.B.2.a. Meetings of SMQA are generally held on the first Thursday of each month.

IV.B.2.b. The Board may change meeting date and time depending upon events, weather, or availability of the facility.

IV.B.2.c. Meetings will start promptly at the announced time. -The meeting room will open as early as possible, at least 30 minutes before the start time.) to facilitate set up and preparations.

IV.B.2.d. In case of inclement weather, the Board will determine by at least 2 hours before meeting date and time 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 determined 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 President as far in advance as possible.

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

- IV.B.4.a. Guests are always welcome to attend meetings and will be encouraged to join SMQA.
- IV.B.4.b. Nonmembers will pay a \$5.00 fee upon attending subsequent meetings during a fiscal year.

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 programs and workshops.
- 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 arranges for workshops and programs.
- IV.C.1.b.ii. To facilitate transition between fiscal years and officer change, the program chairperson will arrange for activities for at least the first quarter of the year following their term.

IV.C.1.c Contracts

The First Vice President will provide a written contract for any “for fee” event.

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. Reservations, 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 full-day Member-taught workshop/event will be no less than \$35 for SMQA members.

IV.C.2.b.ii. The student 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 may be charged more than members.

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 their 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 canceling registrant may find a substitute to avoid forfeiture of their 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 and the Board to provide a variety of programs for SMQA members.
- IV.C.3.a.ii. The fees and class size will vary depending on the individual teacher. Visiting teachers usually state customary fees 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. Minimum and maximum enrollment, as well as the fee, for member-taught workshops will be determined by the instructor and the First Vice President based on the nature and duration of the workshop.
- IV.C.3.b.iii. Member teachers should submit an expense report with receipts for any costs incurred; for example, copies or materials to be distributed.
- IV.C.3.b.iv. The member teacher will receive the difference between the registrations paid and all expenses incurred for that workshop. If a member teacher chooses to waive part or all of the teacher fee, an In-Kind Donation Registry Form should be filled out.

IV.D. SMQA Quilt Show

- IV.D.1. The biennial quilt show, an essential fund raiser for SMQA, is held on odd numbered years. All members are expected to contribute time and effort to the success of the show.

- IV.D.1.a. The Quilt Show Chairperson is appointed by the President and serves as a standing Board member, and solicits Quilt Show committee members as needed.
- IV.D.1.b. The Quilt Show Chairperson is responsible for informing the Board regarding Quilt Show planning and committee activities.
- IV.D.1.c. The Quilt Show Chairperson is responsible for distributing, collecting, and verifying maintenance of the Quilt Show Binder for each Quilt Show Committee Chair.

IV.D.1.c. 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. All volunteers handling money must be SMQA members in good standing.

IV.D.2. Opportunity Quilt Production

IV.D.2.a. An Opportunity Quilt is created in conjunction with the biennial quilt show to raise funds for SMQA. The Opportunity Quilt design is to be selected by membership vote. To the extent practicable, the quilt shall be constructed by a team of members.

IV.D.2.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.D.2.c. All SMQA members are expected to participate in the selling of tickets.

IV.E. Special Events

IV.E.1 Special events are the responsibility of the Second Vice President. They include retreats, bus trips, and similar activities.

IV.E.2 All SMQA special events (funded or unfunded by SMQA) must be presented to the Board in writing or 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.E.3 Participation in special events may be open to non-members if space is available. Non-members may not enroll until members have had an opportunity to do so, and they may be charged more than members.

IV.E.4 All special events should be self-sustaining.

IV.F. Community Quilts

From time to time, SMQA members may create quilts for local nonprofit organizations to use for fund-raising or other purposes.

IV.F.1. The Board will determine which requests to accept based on SMQA's objectives, bylaws, and policies.

IV.F.2. Accepted requests are put onto a waiting list that is maintained by the SMQA Board President.

SMQA Policies and Procedures Title Page

Sierra Mountain Quilters Association Title Page to Policies and Procedures

The following revisions to SMQA Policies and Procedures, as documented in the Board Meeting minutes of September 22, 2025, were unanimously approved by all Board members in attendance.

Adopted on September 22, 2025 by the current Board:

President

Sue Johnson

First Vice President

Joan Earnest

Second Vice President

Beverly Gulley

Treasurer

Lisa Kernaghan