

Sierra Mountain Quilters Association  
Policies and Procedures

This Policies and Procedures Document was approved by the Sierra Mountain Quilters Association (SMQA) Board on July 27, 2020. 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 annually and updated as situations warrant. The Board will review 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 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.1.a To ensure continued support of SMQA membership and in recognition of the responsibilities of the First Vice President position and the Second Vice President position, these positions may be shared by two SMQA members. The Nominating Committee may include in its proposed slate two names for positions for these or other offices. If positions are shared, each position rather than each person will have one vote at Board Meetings.

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

II.A.3. 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 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 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.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. Reimbursements submitted by committee members must have the committee chair's approval on the funds request form.

### III.A.3. Disbursement of Funds

Budgeted amounts will be paid by the Treasurer. Unbudgeted amounts less than or equal to \$50.00 may be paid by the Treasurer. Unbudgeted amounts over \$50 will first be submitted to the Board for approval. Unbudgeted amounts over \$100 will be submitted to the Board for approval and will 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. Donations in-kind 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 Treasurer, 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

*The Treasurer is responsible for all securities, inventory/properties, financial books, and appoints the scholarship committee.* (Bylaws Article VIII)

#### III.C.2. Inventory

Upon taking office, the Treasurer or 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 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 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.

### III.D. Scholarships

Scholarships are for the benefit of the community, which contributes to SMQA's non-profit status. The Treasurer 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 to be provided by Student to the Treasurer, prior to 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.

### III.D.4. Member Teacher/Presenter Scholarships

Member teacher/presenter scholarships may be awarded. Members may apply for this scholarship to help defray the cost in whole or in part of attending an outside class or workshop.

III.D.4.a. Recipients of this scholarship are to make arrangements with the Workshop Chair to teach a class or give a program presentation to the membership based on the class or workshop they attended with scholarship funds.

III.D.4.b. Usual class or program fees as set forth elsewhere in these policies and procedures apply to attendees of the member-teacher's class or presentation. These fees replenish the member teacher/presenter scholarship fund.

## Section IV. GENERAL ORGANIZATIONAL POLICIES AND PROCEDURES

### IV.A. New Member Packages

New members will receive a membership card, a copy of the By-Laws, a copy of the Policies and Procedures, a roster, a welcome letter from the President, and copies of recent newsletters.

### 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, 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 meetings depending upon events and weather.
- IV.B.2.c. Meetings will start promptly at 6:00 p.m. The meeting room will open as early as possible (generally at 5:30 p.m.) to facilitate set up and preparations.
- IV.B.2.d. In cases of inclement weather, the Board will determine by 4:00 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.
- 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 a second and 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 the program and workshop.
- 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, the 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 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 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. 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 Member-taught workshop/event will be no less than \$35 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.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 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 based on the nature of the workshop.

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

#### 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 volunteers handling money must be SMQA members in good standing. 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. 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.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.

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

Special events include retreats, bus trips, and similar activities. All SMQA special events (funded or unfunded by SMQA) must be presented to the Board in writing 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. Community Quilts

From time to time, SMQA members will create quilts for local organizations for their fund-raising 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.