



This form is to be used to notate a change to Sierra Mountain Quilters Association Policies and Procedures or By-Laws

Mark the document to which this change will apply:

- Policies and Procedures
- By-Laws

The following revision to this SMQA document, as noted in the meeting minutes dated:

____/____/_____ was voted on and approved by:

- The majority of members present.
- The majority of the quorum - for a Board meeting will consist of at least one-half of the voting Board members.
- The quorum for a general business meeting will consist of at least one-third of eligible, voting members. Voting will be by a show of hands or written ballot and passed by a simple majority.

This vote took place at:

- A general guild meeting
- A board meeting

Please write the change to be made on the next page or attach supporting documentation.

These changes will be added to the above noted document at the time of the next scheduled review, but will be put into force immediately.

President

1st Vice President

2nd Vice President

Secretary

Treasurer