

SUNCOAST QUILTING CIRCLE POLICIES AND PROCEDURES

1. Dues are \$35.00 per calendar year. Members joining after July 1st of the current year will pay half or \$17.50. Visitors are welcome to attend one meeting or cottage group that does not have a paid speaker free of charge. After that, there is a non-member fee of \$5.00 per meeting, \$10 for paid speakers. Special guest speakers and events may be more.
2. Name tags shall be worn at every meeting for the convenience of other members and visitors.
3. Our meetings are held on the first Wednesday of the month at 10 A.M and at 7 P.M. on the third Monday of each month. Visitors or members may attend either or both meetings at their discretion. Meetings, both day and evening, will also be offered via ZOOM.
4. The club logo is the Sunburst.
5. The standing committees include, Community Service, Membership, Newsletter, Nominating, Sunshine, Web Administrator, Audit, and other committees as needed.
6. Each member is encouraged to make three or more charity items per year. These items will be distributed to local charities.
7. Preschool children and pets are not permitted at meetings or workshops.
8. Members are encouraged to share their knowledge and expertise of quilting to members by giving lectures and doing programs at meetings. Donation of their time is greatly appreciated. Reimbursement for materials distributed during the lecture/program may be made with prior approval of the board.
9. Election Calendar for Officers and Board of Directors
 - President Appoints Nominating Committee – August 15
 - Slate presented to Membership for vote – October Meeting
 - Joint meeting of outgoing and incoming Boards – first part of November
10. Limitation Of Non-Board Approved Expenditures
 - Any amount that is not in the Board approved budget and is greater than \$50 must have Board approval.
11. Member Spending Limits and Restrictions
 - No member shall bind the corporation by any contract for an amount that is not in the budget. Any contracts over \$2,000, budgeted or not, shall require approval by the Board.
12. Annual Audit Procedures
 - A. The President shall appoint Audit Committee members
 - B. All bank statements, records of deposits, paid bill receipts, and check register(s) for the period under review shall be made available to the Audit Committee.
 - C. Audit Committee members shall choose the specific items to be reviewed.
 - i. Review 3-4 bank statements and check to see if the balanced amount is the same amount reflected on the check book register for the same period of time.
 - ii. Review check book register to make sure checks that have been written follow in sequential numerical order.
 - iii. Spot check invoices (again choose 3-4) & compare the total of the invoice with the amount of the check recorded in the checkbook, making sure the amounts are the same.
 - iv. Spot check deposits made. Choose 3-4 deposit tickets and confirm that the same amount was recorded in the check book register.

Quilt Show

1. When appropriate, a Quilt Show may be scheduled by the board. Each member is expected to participate in some phase of the Quilt Show and Quilt Show Opportunity Quilt.
2. SQC expects each member to sell a packet of tickets for the Quilt Show Opportunity Quilt.
3. SQC expects all members to work at the quilt show according to their ability. If you need to sit, we will find you a sitting job.
4. All members are expected to enter a quilt in the show.
5. Members may invite family members to help set up and/or take down the quilt show. In exchange for helping, a free pass to the quilt show is given.
6. Before a non-member is asked to help, the quilt show chairs must be informed and permission given. A member MUST invite the non-member to help.
7. The official outfit for the Quilt Show is a turkey red apron or turkey red polo shirt with club name.

Approved July 2021

Previous Version 2019