

Policies and Procedures: Guild Meetings

The guild will meet twelve times a year. Nine-ten business meetings will be held in the guild's operating year, July through June. Business meetings must be held in May and June to transact business relating to approval of the budget and election of officers. Except for an urgent and time-sensitive issue, business meetings will not be held at scheduled social meetings (picnic, December holiday party, or fund-raiser) If such a situation occurs, the membership will be notified prior to the event.

Currently, the Pierce County Environmental Services meeting room is scheduled from 6:00 to 9:00 pm., usually on the 4th Wednesday of each month except November, December and August. November and December meetings are usually adjusted due to holidays and the August meeting has traditionally been a pot-luck picnic held off site. The doors open at 6:30 for social time and the meeting begins at 7:00. Speakers may begin setting up at 6:00. Committees are welcome to meet at 6:00.

Officers and committees should be organized and ready to assist members by no later than 6:30.

The business meeting will include approval of the minutes, treasurer's report, committee reports, announcements and any other business that needs to be addressed. Unless specified in the By Laws, approval of a motion is a majority (50% +1) of the members present at the meeting.

Each meeting will have a speaker, demonstrations, trunk show or a themed activity for learning and enjoyment. This program segment at a business meeting will be approximately an hour. It may precede or follow the business meeting depending on the best flow of the meeting.

During the program portion of the meeting, photography, video or audio recordings must be pre-approved by the speaker, and/or the President or Program Chairperson.

No sales are permitted during the meeting unless approved by the President and Program Director.

Drawings for various raffles and door prizes usually take place near the end of each meeting.

Prior to the start of the meeting, members are encouraged to hang their recent projects. A highlight of each meeting features "Show and Tell" where members share their projects with the membership. A rare exception is when a scheduled speaker has been scheduled for longer than 1 hour and/or the business meeting is longer than usual.

Policies and Procedures: Guild Board Meetings.

Board members are the President, Vice President, Secretary, Treasurer and Program Director. A quorum (3) must be in attendance to transact business. Discussion may proceed without a quorum with decisions postponed.

Usually, board business meetings will be held 12 times a year. They are scheduled on a day, time, and location that are convenient for the members of the board and announced to the membership.

Committee chairs and members are encouraged to attend board meetings to bring forward ideas and/or actions that require board or guild decisions, but should contact the President prior to the meeting so their idea or concern can be included in the board agenda.

Board business will include approval of the board minutes, treasurer's report, budget report, program report. The President will present an agenda for the next Guild meeting for discussion and/or modification.

The Secretary will be responsible for sending the board agenda to the officers prior to their scheduled meeting. After the board & general meetings, the Secretary will forward the minutes to the Social Media Coordinator for publication.

Approved 9/18/2019