

## **ESQ Operating Rules for 2011**

1. Membership dues shall be paid for the period of January 1<sup>st</sup> 2011 through December 31, 2011 and the amount will be calculated at the normal approved dues amount.
2. Committee Chairpersons shall submit an annual financial budget that shall be approved or modified by the elected officers or the Budget Committee. Each Chairperson must manage their budget; however, should they need additional funds, they must submit a proposal and receive approval from the elected officers.
3. Committee Chairpersons may be requested to provide a written income and expense statement for their respective committee.
4. The President officiates at the meetings. The President makes a decision as to the agenda for each business meeting; however, important issues must be brought to the attention of all members. If there is a need to accommodate a special situation, the President may choose to deviate from the normal protocol. In the best interest of ESQ and for the protection of the Executive Committee, it is important that the business portion of the meeting be upheld.
5. Minutes shall be taken at the evening meeting of ESQ and forwarded to the person responsible for distribution ESQ notices. The ESQ secretary will archive the evening minutes along with the minutes of the morning group.
6. Documentation of charity quilts or other items shall be kept by the Charity Committee Chairperson and provided to Treasurer and Secretary once during each quarter. This documentation should include: A brief description of the project (i.e. premie quilt, lap quilt, pillow case etc.), how many, number of hours contributed and the recipient of the items (Overlake Hospital, Sophie's Way, or other organizations).
7. Visitors/non-members will be asked to pay \$5.00 when attending a meeting with an outside speaker.
8. Visitors/non-members taking an ESQ class will be asked to pay \$10.00 in addition to the class fee.
9. Expenses will be paid /reimbursed upon receiving a signed receipt and/or invoice. This includes speakers, teachers and other miscellaneous expenses.

10. Members should wear their nametags at all meetings.

11. The Program committee will request a signed contract and completed W9 from all speakers and paid teachers.

Revised June, 27, 2011