



La Visionaria Guild
Children's Hospital Central California
Standing Rules



Finalized and approved at Membership Retreat- February 6, 2010

I. Meetings

1. Regular membership meetings will be held at 5:30 p.m. on the first Tuesday of each month. It is the responsibility of the Vice President to secure the meeting location, which will change every month and be held at different sites throughout the Fresno/Clovis area.
2. It is the responsibility of the Secretary to have an agenda and minutes prepared for each general membership meeting. Agendas should be emailed to the membership at least one week prior to the meeting. The minutes should be emailed no later than two weeks after each membership meeting.
3. It is the responsibility of the Treasurer to have a current financial overview prepared for each general membership meeting.
4. It is the responsibility of every committee Chair to report on committee activity at each general membership meeting.
5. Members are required to wear their official La V name badge at every general membership meeting. The fine for not wearing the badge is \$1 to the pink pig fund.

II. Membership Dues

1. All due-paying members, on or before October 1, 2008, will be known as the "Founding Members" of La Visionaria Guild.
2. Annual membership dues for All Members shall be paid to the Membership Chair within 30 days of the beginning of the calendar year. If dues are not paid, within the 30 days and without notice, the member will be dropped from the membership list.
3. If extenuating circumstances arise and members cannot pay the dues in the allotted timeframe, payment arrangements can be made with the Membership Chair, with approval by the Treasurer and President. A payment agreement must be signed within 30 days that the dues are due.
4. \$5.00 of the annual membership dues, per member, shall be sent to Children's Hospital Central California as the annual hospital dues.

III. Membership Levels

1. Active Membership- **\$100** (capped at 50 members)
2. Sustaining Member- **\$125**
3. Inactive Membership- **\$100**
4. Life Membership- **\$500** (one time fee)
5. Honorary Membership- **\$200**

1. **Active Member** (\$100 annual dues)
 - a. The mission of an Active Member is to be fully committed and engaged in creative and innovative ways to raise funds, advocate for children and promote good will for the hospital, while having fun and building friendships.
 - b. Must attend all monthly meetings. Only two consecutive absences and no more than four in one year will be allowed. If a member plans on missing a monthly meeting, it is their responsibility to notify the Secretary by 5 p.m. the day prior to the meeting.
 - c. If the member misses a strategic meeting (i.e. Membership Retreat) will count as two absences.
 - d. Must be an active member on a committee/subcommittee as defined by the Committee Chair.
 - e. Every member is required to donate **1 raffle/silent auction item worth \$25 or more** annually. **This item does not apply to the requirements stated in Item “f.”**
 - f. Must participate in ALL La Visionaria fundraising events. Participation is defined as one or more of the following for each event:
 1. Purchasing or selling 2 tickets to an event;
 2. Securing a sponsor or sponsoring an event; or
 3. Soliciting or donating a silent auction or raffle item valued at equal or greater value to 2 tickets
 - g. Has a vote.

“New” Active Member Requirements

1. Must begin membership as an “Active Member” and meet all requirements.
2. Must be sponsored by two Active Members.
 - (Once membership has been capped at 50 active members the Membership Committee will present the nominees, with their recommendations, to the membership to be voted on in a closed meeting).

If a new member is not sponsored by two active members they need to attend two general meetings and one RTO at a minimum before their membership is voted on.
3. Must attend a “New Member” orientation, which will be conducted three times a year (March, July and November) by the Membership Committee and members of the Executive Board.
4. Nominations are accepted throughout the year. Dues for NEW Active Members joining after the first quarter of the year will be as follows:
 1. **Second Quarter** (April-June)- **\$85**
 2. **Third Quarter** (July-September)- **\$70**
 3. **Fourth Quarter** (October-December)- **\$55**

2. **Sustaining Member** (\$125 annual dues)
 - a. Is someone who has served five consecutive years as an Active Member and can no longer fully commit as an Active Member.
 - b. Will continue to support the signature events and continue to advocate for children and promote good will for the hospital.
 - c. There is no attendance requirement
 - d. Does not retain a vote.

3. **Inactive Member** (\$100 annual dues)
 - a. Is an Active member who requests a leave of absence, not to exceed 1 year. (Leave of absence: family issues, illness, work related or personal)
 - b. Is not required to attend monthly meetings.
 - c. Retains your status as an active member for purposes of consecutive membership years.
 - d. Does not retain a vote.

4. **Life Member** (\$500 one time membership)
 - a. Is someone who served 10 consecutive years as an Active or Inactive member under one or more of the previously stated memberships and continues to believe in the mission of the Guild.
 - b. Is not required to attend monthly meetings, but is welcomed to attend (excluding closed meetings).
 - c. Does not retain a vote.

5. **Honorary Member** (\$200 annual sponsorship)
 - a. Is a member of the community or an elected official who cannot commit to the requirements of a Sustaining Member, but realizes the importance of supporting La Visionaria Guild and Children's Hospital of Central California.
 - b. The 200 dollar sponsorship will go into the Fundraising Amount.
 - c. Can be male or female.
 - d. Does not have a vote.

Note: Any applications for membership or requests to change membership status must be submitted to the membership committee chair.

IV. Financial Policy

1. Receipt of Funds

- a. Any member collecting Guild funds shall turn the funds over with an accurate record of amounts and donor contact information to the Treasurer within 1 week.

Upon receipt of funds, the Treasurer will:

- i. Review the check and payment, initial the check and stamp it with the date it was received.
- ii. Fill out deposit slips; photocopy the checks and corresponding deposit slip for the financial binder.
- iii. Endorse all checks and deposit all funds in La V's bank account within 1 week of receipt.
- iv. Update Treasurer's Report (Excel Document) immediately upon receipt of funds, using the copies as original documents.

2. Financial Statements and Reports

- a. All financial transactions will be reviewed by the President.
- b. Prior to the Executive Committee meeting each month, the Treasurer will reconcile bank statements and prepare the previous month's financial reports. These reports will consist of Statement of Financial Activity (Income Statement) and Statement of Financial Position (Balance Sheet).
- c. Consolidated financial reports will be presented at the General Membership monthly meetings.
- d. It is the responsibility of the Treasurer to keep a record of all donors and potential donors in one database.

3. Check Writing

- a. Two signatures must be on all checks. One signature must be the Treasurer and the other shall either be the President or Vice President.

V. Committees

1. Each committee shall have a Chair who reports at the general membership monthly meetings.
2. Each committee shall meet at least once a quarter.
3. Each committee chair will be responsible for creating/updating an annual report to give to the next chair.
4. Following is a list of the committees and duties:

a. Membership Committee

- i. Actively seeks all Membership levels.
- ii. The Chair will be elected by the Membership as a member of the Executive Board.
- iii. Present rules and recommendations for membership eligibility to the Guild.
- iv. Present rules and recommendations on all membership requirements.
- v. Contact potential candidates and invite them to meetings.
- vi. Responsible for communicating life changing events of our membership (marriages, babies, birthdays, job promotions, etc).
- vii. A Standards subcommittee will be a part of the Membership committee

1. The standards committee will review active participation on a quarterly basis.
2. The standards committee will contact members who are not fulfilling active requirements.
 - a. 1st quarter of not meeting active requirements- a member of the committee will contact them by phone; if the non-participating member is a “new” member, the sponsoring member will be contacted to approach that person.
 - b. 2nd quarter of not meeting active requirements- a letter will be sent to the member.
 - c. 3rd quarter of not meeting active requirements- an invoice will be sent by the committee to the person asking them to change their membership status one with less participation requirements.
3. All changes in membership are reviewed by the membership committee and each change is recommended to the Executive Board on a case by case basis.

b. Fund Development Committee

- i. The Chair(s) will be elected by the Membership as a member of the Executive Board.
- ii. Responsible for facilitating all planning meetings for Guild events.
- iii. Shall have a subcommittee for every fundraising activity the Guild holds.
 1. The make-up of the fund-development subcommittee is left to the discretion of the subcommittee chair.
 2. The Fund Development Chair will have oversight over all Guild fundraising events.
- iv. After each event, the Fund Development Chair is responsible for sending out thank you letters/cards within a week.

c. Nominating Committee

- i. The committee shall be chaired by the Vice President.
- ii. Nomination shall take place in October.
- iii. The slate of officers shall be presented to the membership in November.
- iv. The vote shall take place in December.

d. Historian Committee

- i. The Chair(s) will be elected by the Membership as a member of the Executive Board.
- ii. Can be a committee of one.
- iii. Keep a record through out the year (i.e. photos, dates of events, scrapbooks).

e. Publicity Committee

- i. The Chair(s) will be elected by the Membership as a member of the Executive Board.
- ii. Develop a system of communication for the membership.
- iii. Will create and send out a quarterly newsletter quarterly.

VI. Executive Board

1. Board Members **cannot** serve more than two consecutive terms in the **same position**. However, if a position is not sought by another member after two consecutive terms, and the current Board Member is in good standing and wishes to continue the position, it may be voted on by the general membership.

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