

# **SLO Guild Hall Policies, Procedures and Standing Rules**

## **Definitions:**

SLO Guild – San Luis Obispo Guild Hall, a California Corporation

Policy – Policies are guidelines for interpreting any ambiguity in Procedures or Standing Rules. Policies help define the heart of the organization. Policy guides Officers, the Executive Committee, and the membership in making decisions not explicitly covered in governing documents. Policies are implemented by Procedures and Standing Rules.

Procedure – A written document defining the steps to accomplish a task.

Standing Rule – A standard of behavior, adopted by SLO Guild membership to promote the cooperation of members.

Unauthorized Project- A project which has not gone through the entire approval process.

## **Policies:**

### **Policy on Payments to Members**

The SLO Guild is a volunteer organization. Labor by Guild members on Guild projects is a donation to the Guild.

If a member owns a business, the Guild will accept bids from that business, along with similar businesses for projects beyond what our members can do.

### **Policy on Project Approval**

All projects must pass through an approval process. The Architectural Committee reviews projects for conformance with the Master Plan. Other committees responsible for an area of the Guild may review a project to make sure it does not conflict with other projects. Only the Executive Committee or the membership may approve funds.

Starting an unapproved project, or expending Guild owned resources on an unapproved project are violations of this policy. Personal funds expended on unapproved projects will not be reimbursed.

### **Policy on Executive Committee Approval of Projects**

The Guild By Laws provide for an Executive Committee to conduct the business of the Guild between meetings. Our Executive Committee consists of three elected members serving staggered three-year terms to provide continuity, even as other officers may change yearly. Much of that business revolves around the continuing upkeep and improvement of our hall. The Committee uses the following guidelines to allocate the money of the Guild to projects:

With all of the bills paid, we want to have about twice our usual monthly expenses in the bank as an operating reserve. Monthly expenses average \$2,000 a month. Reserve amount will be maintained at the current 2 to 1 ratio.

When reviewing unauthorized expenditures for reimbursement, the Executive Committee will consider if there was a compelling reason to proceed without approval. Minor repairs to the SLO Guild facilities will generally be approved. Prudent expenses to deal with emergencies at the hall will be approved (e.g., if the sewer is overflowing—call the plumber).

When allocating money, the Committee reviews current balances, any outstanding bills, and prioritizes project requests that have been submitted.

### **SLO Guild Hall Security Policy**

Certain members, in concert with their duties and responsibilities, are granted the privilege of access to the Guild Hall and various storage areas containing Guild property. Anyone tampering with, bypassing, or otherwise circumventing locks, cameras, or other security measures is in violation of this policy. This privilege will be revoked as provided for in the Standing Rules.

Temporary access to the Hall or other Guild property may be granted to tenants or vendors by the President or the Hall Manager, or by the Executive Committee.

### **SLO Guild Hall Use Policy**

Hall use is either for a Guild sponsored and managed event, or by other parties as contracted by the Hall Manager. Any member modifying a rental agreement without the approval of the Hall Manager is in violation of this policy. Modifying a rental agreement without authorization will also be considered a security violation.

Use of facilities by members must be for the good of the Guild. Any use by members outside of Guild business must be scheduled with the Hall Manager, who will determine if a fee is required. Members staging unscheduled events are in violation of this policy.

Kitchen use is restricted to authorized tenants, and Guild events scheduled with those tenants. Members who receive permission to use the kitchen will be expected to leave it clean. Use only Guild dishes and utensils. Wash and dry all items used and return them to their proper place. Members who leave a mess are in violation of this policy.

### **SLO Guild Hall Pancake Breakfast Policy**

SLO Guild Hall will seek out non-profits in the area to partner with for the Pancake Breakfast. The partner will supply volunteers to setup, serve, and cleanup for a breakfast. The partner will receive the net proceeds of the breakfast. In 2016 our cost per plate served was just over \$3.00. The Executive Committee has determined that we will use \$3 .50/plate as our cost. The Committee will continue monitor costs.

## **Standing Rules:**

### **Project Approval**

1. Fill out a project approval sheet. The form is available outside the office. You may also request an electronic version to edit and print.
2. Explain what you want to do, and give an estimated cost and reasonably estimated completion date. When appropriate, make or attach a sketch of the project.
3. Turn the form into the office. It will be logged and assigned a number and you will receive a copy for your records.
4. If the project changes the size, shape, layout, or color of the facilities, fixtures, or grounds, approval of the Architectural Committee is required. Major changes will need to be voted on by the membership.
5. Any other committee whose work will be impacted by the project will be given an opportunity to comment on the proposal. This may be done at the same time as the Architectural Committee review.
6. When all other cognizant committees have reviewed the project, the Executive Committee will review it. In many cases the Executive Committee will exercise its budgetary authority and approve money and authorize work to begin. In some cases, the Committee will refer the project to the entire membership for budget approval.
7. Projects with all the above approvals must be coordinated with the Hall Manager so they do not

disrupt other activities.

8. You will be notified of all committee meetings related to your project, and the decisions of those committees.

### **Unauthorized Storage of property**

1. Material stored on Guild Property without proper authorization may be removed, and the member responsible charged for any removal fees.

### **Guild Security Procedures**

1. Front door codes will be maintained in the office. All Guild storage areas will use combination locks whenever feasible. Combinations will be maintained in the office. Keys for areas not amenable to combination locks will be maintained in the office. All tenants using their own locks will provide the office with the combination, or a key to their locks.
2. Accepting a code, combination, or key for access to Guild property implies a commitment to use the privilege in accordance with all Guild By Laws, Policies, Procedures and Standing Rules.
3. Using Guild access or property for unapproved projects is cause for revocation of access.
4. Upon discovering unauthorized Guild access or property use for unapproved projects, the President will consult with other officers and the Executive Committee. Upon finding a consensus to do so, the President may revoke access privileges for the offending member.

### **Violations**

Members who violate Policies, Procedures, or Standing Rules are subject to revocation of their access privileges.

Upon discovering a security violation the President may immediately restrict access to the hall, or other Guild property by the offending member. Within eight hours the President shall notify the Executive Committee of his action. The President's action shall stand unless overruled by the Executive Committee, or a vote of the membership.

Upon discovering unauthorized Guild access or property for unapproved projects, the President will consult with other officers and the Executive Committee. Upon finding a consensus to do so, the President may revoke access privileges for the offending member. Access may be restored by a consensus of the President and the Executive Committee, or by a vote of the membership.