

Washington Calligraphers Guild, Inc.

Standing Practices and Policies

Revised November 18, 2020

Date Enacted by the Board	Policy
October 4, 2009	The Secretary shall maintain a listing of practices and policies and of approved motions passed by the Board.
October 4, 2009	The purchase and delivery of flowers and other signs of friendship on the occasion of the illness of a member or the death of a family member shall be decided on a case-by-case basis with an attempt to constantly be aware of such circumstances within the Guild.
October 4, 2009	The Annual Financial Report shall be made available for review at the Annual Meeting but shall not be published in the Bulletin or otherwise distributed to the full membership.
January 11, 2010	Whenever the standing rules (policies) of the Guild are updated, the Secretary will e-mail a copy to each member of the Board. The rules will also be published in the Directory.
June 7, 2010	The presenter of a WCG program meeting will be paid an honorarium of \$150 whether that person is a WCG member or not. For up to four multiple presenters of a WCG program meeting, each presenter will be paid an honorarium of \$80 whether a WCG member or not.
June 7, 2010	WCG members who present “mini-workshops” will <u>not</u> be offered an honorarium. These members will volunteer to teach in return for the experience gained and the contribution to the Guild, which is greatly appreciated.
February 7, 2011	Registered Agent Committee, a Standing Committee, was permanently established by the Board on this date with the stipulation that the Chairman of the Committee must be a resident of the Commonwealth of Virginia. As of the indicated date, Bob Flory of Springfield, VA, was appointed Chairman of the Committee, and was designated as the Guild’s Registered Agent per Code of Virginia.

Date Enacted by the Board	Policy
February 7, 2011	When mini-workshops are taught as a program for the benefit of members and the general public, the instructor shall be paid the same amount as that paid to the presenter of a regular WCG Program meeting.
November 12, 2013	In recognition and support of Professor Hermann Zapf's generosity, for each \$35 membership dues paid, \$1 will go into the Zapf Scholarship Fund. For each of the other membership levels: Supporting (\$50), Patron (\$100), and Sustaining (\$150), \$5 will go into the fund.
September 16, 2014	Any WCG member who houses an instructor will be reimbursed 25% of the workshop fees if attending, or the actual value of same if not attending.
November 18, 2020	<p>Response to Covid-19 Pandemic and any future emergencies beyond WCG's control:</p> <p>In acknowledgement of uncommon and emergency scenarios preventing the standard voting measures as described in Robert's Rules of Order, Newly Revised, the WCG Board voted and accepted unanimously the protocol of employing online electronic conferencing to enact Board Meetings and any other Regular Meetings, which does include our Annual Meeting that covers WCG Elections and presentation of our annual financial report and budget.</p>