

# **Snohomish Wedding Guild**

Modified July 2010

## **1. Purpose of the Guild** – (Mission Statement)

*The Mission of the Snohomish Wedding Guild (SWG) is to promote Snohomish as the Premier Wedding Destination in the Puget Sound region. The SWG's vision is to further enhance and promote the multiple and diverse wedding venues and vendors who serve this community. The SWG is committed to create and maintain positive and ethical relationships among its members and within the community it serves. We strive to advance the bridal industry as a self-regulated group extending membership to professional vendors in which the bridal consumer can have the utmost confidence.*

## **2. Qualifications for membership.**

- Members must be direct providers of wedding related services.
- There is no limit to the number of services a vendor can provide. However, dues will be charged on each business name for each category represented by the member.

In order to be accepted to membership the following criteria must be met:

- A) Show intent to become a member by completing an online application.
- B) Payment of Annual Membership Fee.
- C) Venues must be in the Snohomish School District boundaries (boundaries set as of September 2009).
  
- D) Must be licensed by to do business in the state of Washington.
  
- E) Must provide UBI number on application.

Membership categories include, but are not limited to:

- Accessories/Jewelry
- Beverage Service
- Cake & Desserts
- Catering
- Event Design/Decor
- Disc Jockey
- Event Locations
- Event Planning
- Floral
- Formal Wear
- Graphic Design/Invitations
- Health & Wellness
- Musicians
- Officiate
- Photography
- Rentals
- Beauty & Salon Services
- Transportation
- Travel
- Videographer

## **3. Member Responsibilities**

- A. Annual dues are payable on a yearly basis. Membership will last for 1 year from the date of payment. Any member having not paid by their yearly renewal date shall forfeit their membership to the group.

B. A member in good standing shall attend one (1) of the scheduled meetings in a 12 month period, or send a representative from their business in the event of their absence, *and* pay their dues as outlined in section A.

C. Members are expected to adhere to the organization's Code of Ethics.

#### **4. Guild's Obligation to Members**

A. A copy of each meeting minutes can be available upon request.

B. The guild will promote itself and its members through various media.

C. A website will be maintained for all members, with a listing of all members' contact information and websites, along with General Meeting information and upcoming SWG events.

D. Meetings will be held every other month (January, March, May, July, September, and November) on the first Tuesday of the month with a purpose of keeping members informed of board decisions and offering networking opportunities to members within the SWG.

E. Alternating SWG Venues will host the bi-monthly General Membership Meetings.

#### **5. General Membership Meetings**

Time is from 6:00-8pm with an opportunity for visitor and/or new member introductions and time for the membership to network.

#### **6. Officers**

A. The Officers of the Snohomish Wedding Guild shall be selected by the current board from interested parties.

B. Officers shall take office on *September 1* (or July 1) and shall serve for a term of one year or until their successors are selected.

C. Officers shall serve a minimum of one year in the same position.

D. The board, made up of the following officers, shall meet monthly to discuss group input and ideas, then organize and present all pertinent decisions to the membership at the General Meeting. The board will be responsible for administrative details such as preparing the budget, overseeing of the finances, administering the website, webmaster and other contracted services, and other duties as they arise.

E. Each board member is automatically part of the SWG Tour Committee which meets no less than once each month.

President

Treasurer

Vice President

Showcase Tour Chair

Secretary

F. President and Vice President shall receive copies of all important correspondence and of all reports submitted by the Officers and Committee chairmen.

The duties of each officer are listed below:

### **PRESIDENT**

**Objectives:** The President shall preside at all General Membership and Board meetings of the Guild and shall administer the affairs of this association impartially and impersonally. The President is a position of leadership and the duties of the President shall be discharged with consideration and respect for fellow members. The president will oversee and be a non-voting member on all subcommittees.

**Duties:**

- Preside at all meetings of this association.
- Each sub-committee of the group shall provide the president with minutes of their meetings in a timely manner. The president shall monitor duties and deadlines of all committees to assure completion in a timely manner.
- Appoint such officers as may be necessary to carry on the business of this organization, and will appoint the chairpersons of all committees upon considering recommendations from the board.
- Guild marketing
- Send evite for bi-monthly General Membership meeting.
- Report pertinent membership information at General Membership and board meetings.
- Responsible for recruiting new members to the Guild/Membership Drive.

### **VICE PRESIDENT**

**Objectives.** The Vice President shall assume the duties of the President in that officer's absence; observe the workings of the guild and all the committees in preparation being elected President in the future.

**Duties:**

- Promote good will and act as the official host of the association.
- Generally, be available to assist the President when directed.
- Oversee Financial Annual Review w/ 2 non involved members in August of each year.

### **SECRETARY**

**Objectives:** To transcribe accurately, and timely distribute, all minutes of the association's meetings. To prepare correspondence as necessary, and to keep all files in an orderly manner and available upon request. To maintain attendance records, welcome and inform prospective members, and coordinate attendance information as necessary.

**Duties:**

- Prepare and provide minutes of all meetings (including board, membership, planning, and any special meetings) within two weeks of meeting.
- Remind members of the General Membership meetings with reasonable notice.
- Maintain running log of all motions passed at both Membership and Board meetings, by date.

### **TREASURER**

**Objectives:** *To oversee Guild financial matters in an accurate and timely manner.*

**Duties:**

- Oversee all SWG budgets.
- Promptly deposit in the bank all dues received from members, as well as any other payments received. Retain records of deposits.

- Maintain detailed account of receipts and disbursements. Treasurer has authority to pay bills on behalf of the Snohomish Wedding Guild as *approved* by the board. Retain copies of all bills sent for reimbursement.
- Prepare income and expense statements each month. Disburse a copy of this statement to board members each month.
- Accounts Payable may be paid once bills are submitted and approved. Notify the board when it appears expenses in a category may exceed the approved amount.
- Signed signature cards should be prepared by the outgoing Treasurer in time for the new Treasurer to have them at the joint meeting of the incoming and outgoing board.
- The Treasurer and President should be the two signatures on the card.
- Balance the checkbook with the bank statement each month and the savings account with the quarterly statement received from the bank.
- Review all canceled checks, bank statements, appropriate deposit slips with receipts, together with balanced ledger sheets for the fiscal year.
- Maintain and refer to copies of past Financial Annual Review reports.
- The outgoing treasurer shall attend the Financial Annual Review meeting to answer any questions they may have. Treasurer-elect is also to serve on committee.
- Invoice members when dues are due.
- Maintain attendance records of General Membership meetings.

### **SHOWCASE TOUR CHAIR**

**Objectives.** Shall preside over Tour meetings and report to the board and general membership.

**Duties:**

- Presides at tour meetings.
- Submit approved bills to the treasurer for payment.
- Report at each board and General Meeting.
- Responsible for recruiting general members to participate on this committee.
- May develop proposals and request bids from vendors for sub-committee specific projects.
- Submit Final proposals to the Board for approval.
- Submit approved expenses to the Treasurer for payment.
- Marketing and implementation of Wedding Showcase Tour

### **COMMITTEES**

Committee Chairs are selected by the Board. It is the responsibility of each chair to solicit committee members from the general membership. All members may submit their name for consideration. Members will be selected to a committee for a period of 1 year. Committees will consist of a minimum of 3 members and a maximum of 10. Any committee that falls below the required members may have a member selected by the Board to fill the remaining term.

All projects to be carried out shall have the approval of the Snohomish Wedding Guild Board of Directors.

All Board members must attend at least one committee meeting bi-monthly.

All Board members are voting members on all committees.

Committee Chairs will provide Board members with Final version on all proposals at the next scheduled Board meeting.

The standing committees are:

Snohomish Wedding Tour Committee

Technical (I.T.) Committee – Facebook/Blog/Twitter

The chairmen of the above committees will be appointed by the board.

### **CODE OF ETHICS**

Members of the Guild agree to abide by these ethical standards.

- Conduct their business in a professional and ethical manner.
- Provide customers and prospective customers with timely, complete and unambiguous information about all prices, products and services, options and contract provisions.
- Communicate professionally with customers, potential customers, suppliers and other business contacts, returning telephone calls and answering letters and emails promptly.
- Respect intellectual property rights of others, including trademarks and copyrighted materials.
- Honor all contracts and other agreements with customers, suppliers and other business associates.

Membership Requirements: Applicants for membership must meet these qualifications:

- Be in business, either full-time or part-time, providing goods and/or services for weddings and wedding-related events (e.g., showers, rehearsal dinners, etc.)
- Be legally entitled to do business in Washington State.
- Be in good standing with all contracts and agreements with Snohomish Wedding Guild and/or its affiliates.
- Pay membership dues annually.