

MINNESOTA VALLEY PHOTOGRAPHY CLUB (MVPC)  
POLICY STATEMENT #2 (PS #2)

TITLE: Use of MVPC Funds for Non-Budget Purposes (health and wellness of club members)

EFFECTIVE: 4-17-19

AUTHORIZED BY: Minnesota Valley Photography Club board

POLICY: The use of MVPC funds for non-budget purposes (i.e. Health and wellness of club members) must be controlled. Individual requests should be referred to the board. A maximum, up to and including \$100\*, can be expended for this purpose.

PURPOSE: To insure fiscal guidelines are adhered to in the use of club funds and are used in the club's interest.

PROCEDURE: Any member can make a request to the board through email or in person at a monthly board meeting.

The board will decide what the recipient will receive and determine the amount of funds\* to be used from the MVPC treasury (i.e. in cases of illness or death – memorials, gifts, flowers).

This process occurs on an "as needed" basis. If the decision needs to be made quickly, an email vote can be done by the board.

Once the approval process is complete, the president or his/her designee will delegate the treasurer to release the funds for the determined need or purchase.

NOTE: all occasion cards would be handled per request by the secretary. Reimbursement would be through normal channels.