

**GOLDEN TRIANGLE QUILT GUILD, INC**  
**Organized February 1981**  
**Bylaws**  
**Revised and Adopted August 2022**

**Article I – Name**

The name of this organization shall be known as the Golden Triangle Quilt Guild, Inc.

**Article II – Purpose**

The purpose of this organization shall be to develop an appreciation for the art of quilting and its history to provide a common organization of people who share the love of quilts and educate the public on the history and artistry of quilts.

**Article III – Membership**

SECTION 1

Membership shall be open to any individual who has interest in quilts, who is welcome to attend one meeting before joining, but member will pay dues before attending future meetings.

- A Dues are \$25 per year, per person and are due on or before January 31st.
- B Members not paying dues before February 25th will not receive Newsletters or be able to attend classes at member rates.
- C New members joining after September 1st will pay half of the full price, then pay regular dues starting the following January.
- D All members are encouraged to wear a handmade nametag. Members must be wearing their handmade name tag to be eligible for a door prize, if offered.

SECTION 2

Bill of Rights and Responsibilities

- A Members have the right to:
  - 1 Attend the monthly meetings
  - 2 Participate in organizational activities on a priority basis
  - 3 Cast a vote in Guild business
  - 4 Approve organizational activities and policies and bylaw amendments/revisions
- B Member have the responsibility to:
  - 1 Support and uphold the principles and rules of the Guild
  - 2 Take and active and interested part in Guild affairs

**Article IV – Officers**

SECTION 1 – Elected Officers

The elected Officers of this organization: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Parliamentarian.

Officers will serve a two-year term. The President, Secretary and Second Vice President will start their terms in ODD years. The Treasurer, Parliamentarian, New Second Vice President, and Third Vice President will start their terms in EVEN years. The Second Vice President becomes the First Vice President in the second year of his/her term.

A Officers may serve more than one term in the same office

B Any member of the Guild is eligible to run for office unless otherwise stated in the bylaws

#### SECTION 2 – Elections

A Nominating Committee will consist of three members minimum, who can volunteer or be appointed by the Executive Board. The Executive Board shall appoint the chairman. This committee will serve from September through November meetings. Elections shall be by show of hands at the monthly meeting, by simple majority vote. In the event of uncontested nominees/or slate of Officers, the election may be accepted by acclamation.

#### SECTION 3 – Vacancies

Offices left vacant due to resignation or other reasons before the term of office ends, shall be filled by nominations by the Executive Board or from the floor at the meeting at which the vacancy is announced. Nominations are subject to the approval of a majority of members present. Any Officer withholding the duties of their office, to the detriment of the Guild may be asked to resign.

#### SECTION 4 – Installation of Officers

Officers will be installed at the December meeting in ceremonies arranged by the Nominating Committee.

#### SECTION 5 – Transition to New Officers

All outgoing officers will assist incoming officers with duties for the first quarter of his/her term, if needed.

### **Article V- Meetings**

- 1 The G.T.Q.G. will hold a regular monthly meeting the third Thursday of each month.
- 2 The meeting will consist of a business meeting and program.
- 3 An Executive Board meeting will be prior to the regular meeting as needed.
- 4 If the meeting site becomes unavailable, or to accommodate special/unusual circumstances, the time and site of the meeting shall be set by the Executive Board. Members should be notified of the change within ten (10) days prior to the rescheduled meeting, if possible.
- 5 The majority vote of members present at a meeting shall constitute a quorum for regular business procedures.

### **Article VI – Executive Board**

#### SECTION 1 – Board Composition

The officers of the Guild shall constitute the Executive Board

#### SECTION 2 – Board's Duties and Powers

The Executive Board shall have general supervision of the affairs of the Guild between its business meetings, fix the hour and place of meetings, make recommendations to the Guild,

and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Guild, and none of its acts shall conflict with action taken by the Guild.

### SECTION 3 – Board Meetings

Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held prior to the monthly Guild meeting. Called meetings of the Board may be set by the President.

### **Article VII – Parliamentary Authority**

Parliamentary procedures shall govern this Guild in all cases unless inconsistent with these bylaws and any special rules of order the Guild has adopted.

### **Article VIII – Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Guild by a two thirds majority vote of the members present and voting, provided notice of the proposed changes has been printed in the prior month Guild Newsletter and announced to the members at the previous regular monthly meeting of the Golden Triangle Quilt Guild.

### **DESCRIPTION OF OFFICER DUTIES**

A set of Job Descriptions for all Officers shall be maintained by the President and the Secretary and appropriate sections distributed to the Officers when they assume office.

#### **PRESIDENT:**

- 1 Shall have the responsibility over the business and affairs of the Guild and shall preside at all meetings.
- 2 Shall appoint chairpersons annually to committees which may include, but not limited to: Audit, Community Service, Boy's Haven, Historian, Hospitality, Librarian, Membership, Communications, Publicity, Quilt Auction, Quilt Show, Website, Retreats, Nominating, and others as may be deemed necessary to conduct the business of the Guild.
- 3 Shall be an ex-officio member of all committees except the Nominating Committee
- 4 Shall have reporting responsibility of the Chairmen of the Website Committee.
- 5 Shall appoint an Audit Committee in November of each year to begin audit (after books are closed by Treasurer on December 31<sup>st</sup>). Before presenting at the February meeting, the President should review the report and recommendations
- 6 Shall have authority over the Executive Board as well as direct reporting responsibility of the Chairmen of all committees.
- 7 Shall have an unbudgeted expenditure not to exceed \$125.00, without vote of the membership.
- 8 Shall write a note for the monthly Newsletter
- 9 Shall maintain a President's notebook and/or electronic file with copies of all correspondence of guild-related business written by any officer, committee chairperson or member of the Guild which would assist his/her successor.

- 10 Shall keep the Executive Board informed of any business which occurs between board meetings.
- 11 Shall prepare an agenda for both Board and General meetings, bearing in mind the time element allowed for each meeting.
- 12 Shall appoint at least one additional member at large to attend meetings, retreats or special meetings of the Board.

**IMMEDIATE PAST PRESIDENT:**

- 1 Shall serve as a member of the Executive Board and have full voting rights.
- 2 Shall have reporting responsibilities for Community Service and Boy's Haven Committees
- 3 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 4 Shall maintain an inventory list of all Guild assets and their location, with a copy placed in the Guild Library. Any member wishing to borrow any Guild asset for a quilt related activity may do so through this officer.

**FIRST VICE PRESIDENT:**

- 1 Shall preside at both Board and General meetings in the absence of the President.
- 2 Shall arrange for the conducting of the programs and workshops planned during the previous year while serving as Second Vice President.
- 3 Review contracts and make follow-up contact to reconfirm 30 days before each presentation.
- 4 Shall decide and prepare for meetings and workshops
- 5 Shall arrange for housing, transportation, and meals for guest speaker(s).
- 6 Shall collect fees for workshops, keeping accurate records, turned in to Treasurer in a timely manner.
- 7 Shall operate within the established budget approved by the Budget Committee the prior year when current year programs were planned.
- 8 Shall arrange for media coverage in cooperation with the Publicity and Communications Chairmen.
- 9 Shall write an article for Communications and Website Chairmen in advance of lectures and workshops, giving brief biography of speaker and details of workshops with list of supplies needed for class.
- 10 Shall provide Treasurer with advance information regarding fees, travel expenses, and other pertinent information needed to conclude the financial arrangements with the speaker.
- 11 Shall introduce guest speaker at meetings and workshops.
- 12 Shall acknowledge thank you to speaker within one week after program.
- 13 Shall have reporting responsibility of the Chairmen for Publicity Committee.
- 14 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 15 Shall delegate any of the responsibilities to Third Vice President or other as needed.

**SECOND VICE PRESIDENT:**

- 1 Shall preside at both Board and General meetings in the absence of the President and the First Vice President.
- 2 Shall have responsibility of planning monthly meetings, programs, and workshops twelve (12) months hence, or further out for hard-to-get speakers.
- 3 Shall keep in mind the interests and recommendations of Guild membership regarding subject matter, dates, times, fees, housing, transportation, number of workshops with fees, supplies, student limit and technical equipment needed, etc.
- 4 Shall send contract and duplicate to prospective speaker once a tentative agreement has been reached. File copy in Second Vice President notebook.
- 5 Shall arrange with neighboring Guilds, when possible, to share expenses in securing out-of-town guests.
- 6 Shall prepare suggested budget for speakers, give to Budget Committee for approval and operate within such budget.
- 7 Shall prepare a list of speakers for publishing in Newsletter, upon approval of planned program format by the Executive Board.
- 8 Shall have direct reporting responsibility of the Chairmen for Historian Committee.
- 9 Shall keep an up-to-date notebook and/or electronic file for all activities concerning this position which might prove helpful to his/her successor.
- 10 Shall obtain signed contract and Form W9 from each speaker, and present to Treasurer for payment of speakers.

**THIRD VICE PRESIDENT:**

- 1 Shall assist the First Vice President and Second Vice President in whatever capacity needed.
- 2 Shall coordinate a suitable gift for the Retiring President at the December meeting in recognition of service to the Guild.
- 3 Shall coordinate to assimilate new Members to service in the Guild. This will include holding quarterly (more or less, as necessary) orientation meetings and processing the Buddy system.
- 4 Be the BEEKEEPER, by keeping a list of all current Bees, noting whether closed or open and encourage new Bees to begin as needed.
- 5 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

**TREASURER:**

- 1 Shall receive deposits and disburse all monies belonging to the Guild. NO cash disbursements are acceptable under any circumstances.
- 2 Shall have two signatures required on all checks signed by Treasurer and either President or Secretary.

- 3 Shall maintain accurate records of accounting. Keep escrow accounting of program and workshop income and expenses, Quilt Auction, Quilt Show, Raffle Quilt, and all expenses/income by itemization. Obtain and provide all records to Audit Committee and Executive Board requests. Fiscal year consists of Jan through December of each year.
- 4 Shall submit by copy or electronic file a financial report in a timely manner to President for record keeping and to Communications Chairman. Report will be published in monthly Newsletter.
- 5 Shall prepare a recap of accounts for Executive Board's review and budget comparison on a quarterly basis or by request.
- 6 Shall serve as Chairman of the Budget Committee along with First Vice President and Second Vice President in September to prepare budget for next year. Present budget to President for review in October and Present to Guild in November. Budget year and Fiscal year will run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 7 Shall pay P O Box rental on/or before July 1<sup>st</sup>.
- 8 Shall have reporting responsibility of the Chairmen for Hospitality and Library Committees.
- 9 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 10 Shall accumulate and present to CPA all necessary forms to file income tax relating to any activity of the Guild. Shall attend at least one annual visit with CPA to ensure all forms processed correctly and then report to Executive Board for inclusion in minutes.
- 11 Shall files State sales tax forms with State Comptroller by Jan 20<sup>th</sup> whether there are sales or not.

**SECRETARY:**

- 1 Shall attend all Board and General meetings or appoint someone to fill in.
- 2 Shall record minutes at all Board meetings, making note of all persons in attendance and distributing meeting minutes to all Executive Board members. Record minutes of General meetings and send condensed account to Communications Chairman, in a timely manner for including in the next issue of the Newsletter. Be sure to include date, time and place of the next Board meeting as needed.
- 3 Shall maintain notebook and/or electronic file with copies of minutes, incoming/ outgoing correspondence, current issue of newsletter and other pertinent information.
- 4 Shall have reporting responsibility of the Membership and Communications Committees.
- 5 Shall be the point of contact regarding death, illness, or personal information to be shared with members via the newsletter or social media.
- 6 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

**PARLIAMENTARIAN:**

- 1 Shall have a copy of Roberts Rules of Order Newly Revised available at all Executive Board and General meetings.
- 2 Shall keep informed and be ready to advise on points of order when called upon by the presiding officer.
- 3 Shall assist in maintaining control of the President's agenda by making suggestions of points of order which would enhance the proceedings.
- 4 Shall have direct reporting responsibilities of the Retreat Committee and Raffle Quilt Committee.
- 5 Shall keep an up-to-date notebook and/or electronic file for all activities concerning this position which might prove helpful to his/her successor.
- 6 Shall have possession of the Bylaws, Standing Rules, and Amendments.

**STANDING RULES  
(Revised June 2022)**

- 1 Meetings will begin with social time at 10 am and business meeting will begin at 10:30 am on the third Thursday of each month.
- 2 Speakers (Guild members and non-Guild members) at the monthly Guild meetings are paid according to contracted agreement.
- 3 Except at the discretion of the 1<sup>st</sup> Vice President, workshop fees are paid in full at the time of registration. Workshop cancellations with full refund are allowed for the following reasons:
  - A Cancellation given prior to workshop.
  - B Cancellation because of illness or surgery.  
There will be a waiting list for filling cancelled spots. If space is available, non-Guild members may attend the workshop at a price higher than Guild members pay.
- 4 The Guild President and First Vice President (Program Chairman) may attend all Guild workshops free of charge.  
The Second Vice President, Third Vice President, Secretary, Treasurer, Parliamentarian and Past President may attend two one-day free workshops of their choice per year.  
Committee Chairmen may attend one free workshop of their choice per year.
- 5 Upon hosting an out-of-town guest speaker, the host may attend the workshop free of charge. Reimbursement for out-of-pocket expenses for the host.
- 6 Payment and reimbursements may be requested with signed form and receipts given to the Treasurer. Checks will be issued at the monthly Executive Board meeting and/or the monthly General Business meeting, or as needed. In case of emergency, the Treasurer shall make appropriate arrangements.

**DESCRIPTION OF SPECIAL COMMITTEE DUTIES**

A set of Job Descriptions for all Special Committees shall be maintained by the President and the Secretary and appropriate sections distributed to the Chairmen when they assume office.

All Committee Chairs are expected to be responsive to contact their Board liaison and any people that contact them in their capacity as chairperson in a timely manner (preferably within a day, at least).

#### **AUDIT COMMITTEE**

- 1 Shall report directly to the President
- 2 Shall consist of three members appointed by the President at the November meeting.
- 3 Shall audit all books of the Treasury and any other funds of the Guild. If deemed expedient, may recommend a professional audit.
- 4 Shall present findings and recommendations to the President. President will review before presenting to the Executive Board or the General meeting in February, and then file the written report.

#### **BUDGET COMMITTEE**

- 1 Shall report directly to the President
- 2 The Treasurer shall function as chair along with committee members to include First Vice President and Second Vice President.
- 3 Chairman shall obtain suggested budgets from appointed officers and standing committees as necessary for inclusion in the general budget.
- 4 Committee shall prepare and submit budget for approval by the Executive Board in October. President will review for approval to be presented to the general membership at the November Guild meeting.

#### **NOMINATING COMMITTEE**

- 1 Shall report directly to the President.
- 2 Shall consists of three members. These members may volunteer at the September meeting or elected by the Guild.
- 3 The Executive Board will appoint the Chairman.
- 4 The Committee will contact members and obtain consent for any nominee given or selected by Committee before presenting their name as candidate for any position.
- 5 Shall present a slate of nominated Officers at the October meeting and included in the November Newsletter. Nominations from the floor will be accepted at the November meeting.
- 6 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 7 Voting for nominated slate of Officers will occur at the November meeting. Election requires two third vote of members present.

#### **DESCRIPTION OF STANDING CHAIRMAN DUTIES**

A set of Job Descriptions for all Standing Committees shall be maintained by the President and the Secretary and appropriate sections distributed to the Chairmen when they assume office.



All Standing Committee Chairs should be responsive to contact their Board liaison and any people that contact them in their capacity as Chairman in a timely manner (preferably within a day, at least).

#### **COMMUNITY SERVICE CHAIRMAN**

- 1 Shall report directly to the immediate Past President of the Guild who shall function as a liaison between the Community Services Chairman and the Executive Board.
- 2 Shall function as coordinator between the Board, Guild and Community at Large in the matter of charitable work and donations for the benefit of non-profit organizations.
- 3 Shall select, with approval of Executive Board, the organizations to be assisted and the specific needs to be met.
- 4 Shall involve the Guild in any necessary preparations and completion of selected projects.
- 5 Shall initiate all publicity, in cooperation with the Guild Publicity Chairman, regarding donations, presentations, etc.

#### **BOYS' HAVEN COMMUNITY SERVICE CHAIRMAN**

- 1 Shall report directly to the immediate Past President who will function as liaison between the Boys' Haven Community Services Chairman and the Executive Board.
- 2 Shall Coordinate with Boys' Haven Director, delivery of quilts to Boys' Haven residents with contact at least twice yearly.
- 3 Shall solicit donations from Guild members.
- 4 Shall provide photos and information to Guild Historian, Communications and Publicity Chairman and Boys' Haven Director of presentation of quilts.
- 5 Appoint someone as an alternate if unable to attend a meeting.

#### **HISTORIAN CHAIRMAN**

- 1 Shall report directly to the Second Vice President who will function as liaison between the Historian and Executive Board.
- 2 Shall have custody of the Guild's scrapbook(s), safeguarding the recorded history of the Guild.
- 3 Shall archive any media relating to Guild activities.
- 4 Shall keep an up-to-date notebook and or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 5 Operate within a budget approved by the Executive Board.

#### **HOSPITALITY CHAIRMAN**

- 1 Shall report directly to the Treasurer of the Guild who will function as liaison between the Hospitality Chairman and Executive Board.
- 2 Shall be responsible for coffee pots and supplies such as cups, napkins, spoons, coffee, creamer, sugar, sweetener, etc.

- 3 Shall be responsible for securing entrée/main dish/meat and drinks for luncheons.
- 4 Shall present out of pocket expense receipts to Treasurer for reimbursement.
- 5 Shall keep an up-to-date notebook and/or electronic file for all activities concerning this position which might prove helpful to his/her successor.
- 6 Shall operate within a budget approved by the Executive Board.

#### **LIBRARIAN CHAIRMAN**

- 1 Shall report directly to the Treasurer of the Guild who will function as liaison between the Librarian and the Executive Board.
- 2 Shall maintain possession, inventory and control over all books and periodicals belonging to the Guild.
- 3 Shall maintain index catalog, according to the method already established, and label each new addition, noting any information regarding donor, in memoriam, etc.
- 4 Shall prepare Library at each regular meeting. Coordinate with volunteer to make library available, if unable to attend.
- 5 May charge overdue fine(s) at \$1.00 per month, per book, sell outdated books, and/or duplicate books.
- 6 Shall turn monies collected into the Treasurer, as needed.
- 7 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 8 Shall Operate within a budget approved by the Executive Board.

#### **MEMBERSHIP CHAIRMAN**

- 1 Shall report directly to the Secretary of the Guild who will function as liaison between the Membership Chairman and the Executive Board.
- 2 Shall collect all dues and maintain an up-to-date membership roster. Provide roster to all membership on a quarterly basis via email.
- 3 Shall keep current roster and "unpaid dues" list at every meeting to assist members in keeping dues current.
- 4 Shall provide new member information to Communications Chairman and Third Vice President (Beekeeper) monthly.
- 5 Shall file original membership application form
- 6 Shall continue stock of New Member Packets.
- 7 Shall provide current roster to Nominating Committee to confirm balloting in November meeting.
- 8 Shall maintain sign in sheets for "Members", "Guests", "Show & Tell", "New Members", etc. and provide name tags, as needed.
- 9 Shall provide membership applications at all meetings, public events, exhibits, demonstrations, etc., if allowed. Promote membership.
- 10 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 11 May offer and be responsible for door prizes

- 12 Shall appoint someone as an alternate, if unable to attend a meeting. Notify President of alternate, in advance of meeting.
- 13 May delegate any of these responsibilities to other members

#### **COMMUNICATIONS (NEWSLETTER) CHAIRMAN**

- 1 Shall report directly to the Secretary of the Guild who will function as liaison between the Communications Chairman and the Executive Board.
- 2 Shall consult The Executive Board for all policies regarding the Newsletter and other means or type of communication.
- 3 Shall be responsible for editing, printing, emailing, distributing all communication for the Guild as needed. All information should be of interest to Guild members.
- 4 Shall distribute Newsletter at least two weeks prior to General meeting.
- 5 Shall mail or email Newsletter/information to other Guilds as approved or directed by the Executive Board.
- 6 Shall delegate any aspect of this position to other members.
- 7 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 8 Shall email current roster from Membership Chairman to membership at least quarterly.

#### **PUBLICITY CHAIRMAN**

- 1 Shall report directly to the First Vice President of the Guild who will function as liaison between the Publicity Chairman and the Executive Board.
- 2 Shall publicize all Guild-related activities with as much media coverage as possible throughout Southeast Texas and Southwest Louisiana.
- 3 Shall maintain current list of addresses and names of contacts of all area media sources, i.e., television, radio, newspapers, periodicals, libraries, and any other bulletin board type publications, as well as social media maintained by our Guild. Be aware of deadlines for submitting information in a timely manner.
- 4 Shall operate within a budget approved by the Executive Board.
- 5 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.
- 6 Shall provide information to Website and Communications Chairmen, as needed.

#### **RAFFLE QUILT CHAIRMAN**

- 1 Shall report directly to the Parliamentarian who will function as a liaison between the Chairman and the Executive Board.
- 2 Shall coordinate the making of the donation quilt in a manner decided and agreed upon by the membership, Executive Board, and Quilt Auction/Show Committee Chairs.
- 3 Shall present quilt to other Guilds and opportunities to sell tickets.
- 4 Shall arrange for printing of tickets. Suggestion to secure a donor to pay for printing of tickets in exchange for advertising on ticket.

- 5 Shall issue tickets to membership as each member is strongly urged to sell a batch of tickets).
- 6 Shall supply photographs of the quilt to include on flyers and tickets to help in sales.
- 7 Shall make every effort to get ticket bundles to members for selling. This is accomplished by members picking up at meetings, delivery to Bee meetings for distribution and even mailing bundles, if necessary.
- 8 Shall schedule other Guild members to take Quilt to other Guild meetings in the months ahead of the event.
- 9 Shall collect ticket monies, keeping accurate records, accounting for all tickets and monies collected and delivered to Treasurer.
- 10 Shall appoint an alternate if unable to attend a meeting.
- 11 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

### **QUILT SHOW & Assistant CHAIRMAN**

- 1 Show Chairman is appointed by and reports directly to the President of the Guild who will function as liaison between the Quilt Show Chairman, all committee chairs, and the Executive Board.
- 2 Should have served as Assistant Chairman of the previous quilt show, if possible.
- 3 Shall be responsible for coordinating all aspects of the bi-annual quilt show.
- 4 Shall appoint Committee Chairman in all areas of the show. Such as:  
Ticket Sales, Vendors, Judges, Volunteers, Challenges, Ribbons, Entries, Calligraphy, Silent Auction/Mini Quilts, Quilt layout, setting up and taking down, Programs, Signs, Quilts for Sale, Hospitality Room, White gloves/floor angels, Boutique, or any committee chairpersons needed for the Quilt Show. (Committee Chairs are not prohibited from holding their position for more than one show.)
- 5 Shall encourage Committee Chairman to sign up volunteers to help in a tangible way for the show. This prevents everybody volunteering and no one showing up to help.
- 6 Shall appoint, with Presidential approval, an Assistant Chairman who will be willing to chair the Quilt Show two years hence. (Show Chair and/or Co-Chair are not prohibited from holding their positions for more than one show).
- 7 The Treasurer of the Guild shall function as Treasurer of the Quilt show in all aspects.
- 8 Quilt Shows shall be held the same weekend in the first quarter of even-numbered years (or as close to the same as possible). Always double check that other major Quilt Shows, such as Dallas area, are not on the same weekend scheduled, (causes fewer vendors!).
- 9 Shall prepare a budget to be presented to the Budget Committee for inclusion in the General budget.
- 10 Shall appoint Co-Chairman or alternate if unable to attend a meeting.
- 11 Shall negotiate with managers of Quilt Show location and initiate contract, keeping President and Treasurer informed of all decisions.
- 12 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

13 Shall submit information to Website, Publicity and Communications Chairman as needed.

#### **Assistant Chairman**

1 The Assistant Chairman shall report directly to and function as assistant to the Quilt Show Chairman.

2 Should be active in all phases of planning and producing the show to function as Quilt Show Chairman for the show two years hence.

3 Shall arrange for insurance for current show.

4 Shall collaborate with each Committee Chairman, assuring that it operates within its designated budget. Assist the Treasurer in accounting for each committee budget and payments made thereto, and in making deposits in a timely manner.

5 Shall secure date for next show two years hence, immediately after show, negotiating same weekend date with managers of show location site.

6 Shall assist Show Chairman in any way necessary to assure a smooth-flowing and successful Quilt Show.

7 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

#### **QUILT AUCTION CHAIRMAN**

1 The Chairman is appointed by and reports directly to the President of the Guild who will function as liaison between the Quilt Auction Chairman, the committee, and the Executive Board.

2 If possible, have served as Assistant Chairman of the previous Quilt Auction.

3 Shall be responsible for coordinating all aspects of the bi-annual quilt auction.

4 The Treasurer of the Guild shall function as Treasurer of the Quilt Auction.

5 Should schedule the Quilt Auction in the first quarter of odd-numbered years. (Close to same timeframe each year).

6 Shall prepare a budget for the Budget Committee for inclusion in the general budget.

7 Shall appoint an alternate if unable to attend meetings.

8 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

9 Shall determine whether to schedule an in-person auction or online auction at Chairman's discretion.

10 Shall operate within a budget approved by the Executive Board.

11 Shall submit information to Website, Communications and Publicity Chairmen, as needed

#### **RETREAT CHAIRMAN**

1 Shall report to the Parliamentarian who will function as liaison between the Retreat Chairman and the Executive Board.

2 Shall schedule and plan at least one Guild Quilt retreat per year, negotiating prices and services at retreat site of choice (within budget.)

3 Shall collect and account for all monies from attendees and deliver to Treasurer.

- 4 Shall plan additional activities as desired, such as mystery quilts, door prizes, donation blocks, and/or special projects.
- 5 Shall publicize retreat deadlines and other information through Communications Chairman for Newsletter and/or email to members and Website Chairman for Facebook page. Be sure to announce at Guild meetings.
- 6 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

**WEBSITE CHAIRMAN**

- 1 Shall report directly to the President who will function as liaison between the Website Chairman and the Executive Board.
- 2 Shall update and maintain new/added/changed information on Website; updating Officers and Standing Committee Chairs each year (as these change); updating Classes each month, as needed, and posting any information sent by Chairpersons or Officers.
- 3 Shall ensure that the Web hosting service fees are competitive and paid in a timely manner.
- 4 Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.