

Golden Triangle Quilt Guild, Inc.
Organized February 1981

Bylaws

Revised May 2009

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 to 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, and who is welcome to attend one meeting before joining, but will be required to pay dues before attending future meetings.

A. Dues are \$20.00 per year, per person and are due on or before January 31st.

B. Members not paying dues before February 25th will not receive future Newsletters until dues are paid.

C. New members joining after September 1st will pay \$10.00, then pay regular dues starting the following January.

D. New members will be allowed to attend three guild meetings before being required to wear a stitched nametag. Beginning with the fourth guild meeting the lack of such nametag will cost the member a .25 cent fine which will be deposited in a library fund.

Members must be wearing their stitched nametag in order to be eligible for the door prize(s).

Section 2. There shall be no "Inactive" membership status.

Section 3. Bill of Rights and Responsibilities.

A. Members have the right to:

1. Attend one or both of the monthly meetings.
2. Participate in organizational activities on a priority basis.
3. Cast a vote in the election of Officers.
4. Approve organizational activities and policies, and bylaw amendments/revisions.

B. Members have the responsibility to:

1. Support and uphold the principles and rules of the Guild.
2. Take an active and interested part in Guild affairs.
3. Observe courtesies.

Article IV - Officers

Section 1. The elected Officers of this organization shall be: a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer and a Parliamentarian. Officers will be elected to serve a two year term. The President, Secretary and Second Vice-President will be elected to start their terms in ODD years. The Treasurer, Parliamentarian, and a new Second Vice-President will be elected to start their terms in EVEN years. The Second Vice-President becomes the First Vice-President in the second year of his/her term.

A. Any officer may serve only 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 two daytime and one evening member minimum which can volunteer or be appointed by the Executive board. The first person to be appointed or volunteer shall serve as chairman. This committee will serve from September thru November meetings. Elections shall be by show of hands at the daytime meeting, by simple majority vote. In the event of uncontested nominees/or slate of Officers, their 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. The Presiding Officer shall appoint another Board Member to assume the duties of the resigning Officer in the interim.

Section 4. Officers will be installed at the December meeting in ceremonies arranged by the Nominating Committee.

Section 5. All outgoing officers will assist incoming officers with duties for the first quarter of his/her term, if needed.

DESCRIPTION OF OFFICER DUTIES:

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

PRESIDENT

1. The President shall have the responsibility over the business and affairs of the Guild and shall preside at all meetings.
2. Shall appoint chairmen to include, but not be limited to, the following committees: Audit, Bee Keeper, Block of the Month, Community Services/Boys' Haven, Historian, Hospitality, Librarian, Membership, Newsletter, Meeting Room Logistics, Publicity, Quilt Tickets Sales (Donation Quilt), Retreat, Quilt Auction, Quilt Show, Social, Sunshine and Shadows, Texas Network News, Website, 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. Appoint an Audit Committee in November of each year to begin audit after books are closed December 31st. Report and recommendations should be reviewed by the President before being presented at the February meeting.
5. Shall have authority over the Executive Board as well as direct reporting responsibility of the Chairman's for: Audit, Budget, Nominating, Quilt Auction, Quilt Show, Special Events, Sunshine and Shadows, and Website Committees.
6. Unbudgeted expenditure not to exceed \$100.00 may be approved by the President without vote of the membership.
7. Write monthly letter to the general membership to be published in the newsletter.
8. Shall maintain a President's notebook and/or electronic file with copies of all correspondence of guild-related business written by any officer, committee chairman or member of the Guild which would assist his/her successor.
9. Shall keep the Executive Board informed of any business which occurs between board meetings.
10. Shall prepare an agenda for both Board and General meetings, bearing in mind the time element allowed for each meeting.
11. Shall appoint at least one additional member at large to complete the Bylaws Committee.

IMMEDIATE PAST PRESIDENT

1. Shall serve as a member of the Executive Board and have full voting rights. Have reporting responsibility for Community Service/ Boys' Haven Groups.
2. 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.
3. 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. Preside at both Board and General meetings in the absence of the President.
2. Arrange for the carrying out 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. Make arrangements for meetings and workshops in conjunction with Meeting Room Logistics Chairman, regarding location and set-up (chair placement, tables, projector, podium, sound system, etc).
5. Arrange for housing, transportation, and meals for guest speaker(s).
6. Collect fees for workshops, keeping accurate records, turn in to Treasurer on a timely basis.
7. Operate within the established budget approved by the Budget Committee the prior year when current year programs were planned.
8. Appoint clean-up committee to prepare meeting and workshop rooms for next event.
9. Arrange for media coverage in cooperation with the Publicity Chairman.
10. Write an article, meeting newsletter deadline for publication, in advance of lectures and workshops, giving brief biography of speaker and details of workshops with list of necessary supplies. Also provide information to the Website for publication.
11. Provide Treasurer with advance information regarding fees, travel expenses, and other pertinent information needed to conclude the financial arrangements with the speaker.
12. Introduce guest speaker at meetings and workshops.
13. Within one week after program, write a thank you note and send any photographs, comments, etc., as may be appropriate.
14. Have direct reporting responsibility of the Chairmen for Meeting Room Logistics, Publicity, and Social Committee's.
15. 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.

SECOND VICE-PRESIDENT

1. Preside at both Board and General meetings in the absence of the President and the First-Vice President.
2. Have responsibility of planning monthly meetings, programs, and workshops to be conducted 12 months hence.
3. Keeping in mind the interests and recommendations of the Guild membership, plan programs and make contact with prospective speakers with regard to subject matter, dates, times of both day and evening meetings, fees, housing, transportation, number of workshops with fees, supplies, student limit, and technical equipment needed, etc.
4. Once tentative agreement has been reached, send contract and duplicate to prospective speaker. File copy in the Second Vice-President's notebook.
5. Make arrangements, when possible, with neighboring Guilds to share expenses in securing out-of-town guests.
6. Prepare suggested budget for speakers, give to Budget Committee for approval and operate with such established budget.
7. Upon approval of the planned program format by the Executive Board, prepare a list to be published in the Newsletter.
8. Have direct reporting responsibility of the Chairmen for Historian and Texas Network News 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 obtain signed contract and Form W9 from each speaker, then, present these documents to the Treasurer for payment of speakers.

TREASURER

1. Receives, deposits and disburses all monies belonging to the Guild.
2. No cash disbursements shall be made under any circumstances.
3. Checks require signature of Treasurer, President, and/or Secretary. Two signatures are required.
4. Checks may be written on the date of the Board Meeting and on the date of the General Meeting, or as needed. Treasurer shall make appropriate arrangements with the President when she will be unavailable.
5. Maintain accurate records of accounting for all receipts and disbursements. Keep escrow accounting of program and workshop income and expense, Newsletter costs, Quilt Auction, Quilt Show, Donation Quilt income and expense, and any other itemization as may be requested by the Executive Board or suggested by the Audit Committee. Books shall be closed for audit December 31st of each year.
6. Submit copy-ready and/or electronic file financial report, on a timely basis, to Newsletter Chairman for publication each month.
7. On a quarterly basis, prepare a recap of accounts listed in item 5 for Executive Board review and budget comparison.
8. Serve as Chairman of the Budget Committee and, upon approval of the Executive Board, present budget to general membership upon completion. The Budget year will run from July 1st thru June 30th of each year. The Fiscal year will run from January 1st thru December 31st.
9. Pay P.O. Box rent on/or before July 1st.
10. Have reporting responsibility of the Chairmen for the Hospitality and Library Committees.
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.
12. 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 insure all forms have been processed correctly and report to Executive Board for inclusion in minutes.
13. Shall file state sales tax forms with State Comptroller by Jan 20th whether there are sales or not.
14. The retiring President shall be presented a suitable gift at the December regular meeting in recognition of service to the Guild. The Treasurer is responsible for coordinating this.

SECRETARY

1. Attend all Board and General meetings or have Secretary pro-tem attend.
2. Record minutes at all Board meetings, making note of all persons in attendance, typing, copying, emailing, and distributing to all Executive Board members. Record minutes of General meeting and send condensed account to Newsletter Chairman, on a timely basis, for inclusion in the next issue of the newsletter. State in the published minutes the date,

- time, and place of the next Board meeting for membership information. Ask Newsletter Chairman to include board meeting in calendar of events listed in newsletter.
3. Maintain notebook and/or electronic file with copies of minutes, incoming and outgoing correspondence, current issue of newsletter and other pertinent information.
 4. Obtain newsletters from other Guilds from Newsletter chairman or Membership chairman and place in loose-leaf binder in library on a monthly basis.
 5. Pick up mail from post office box weekly and distribute promptly to appropriate personnel.
 6. Keep supply on hand, and send get well and sympathy cards to members and immediate family members including spouse, children and parents, coordinating with Sunshine and Shadows Chairman.
 7. Maintain inventory of Guild letterhead and envelopes and furnish to Executive Board, appointed Officers, and Chairmen upon request.
 8. Have direct reporting responsibility of the Chairmen for Bee Keeper, Membership, and Newsletter 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. Notify Librarian and Treasurer of need to purchase "In Memoriam" book upon death of a member.

PARLIAMENTARIAN

1. Have a copy of Roberts Rules of Order Newly Revised available at all Executive Board meetings and at the day General meeting.
2. Keep informed and be ready to advise on points of order when called upon by the presiding officer.
3. Assist in maintaining control of the President's agenda by making suggestions of points of order which would enhance the proceedings.
4. Have direct reporting responsibility of the Chairmen for Block-of-the-Month and Retreat Committees.
5. Serve as Chairman of the Bylaws Committee.
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. Will review annually and revise if necessary, bylaws and standing rules. Make copies to be distributed to Executive Board and membership with copy going to Guild Secretary and Website Chairman.
8. Have possession of the original typed copy and electronic version of the Bylaws and Standing Rules.

Article V - Meetings

1. The G.T.Q.G. will hold a regular monthly meeting the third Thursday of each month.
2. The daytime meeting will consist of a business meeting and program. The evening meeting will consist of announcements and program, with no business meeting.
3. An Executive Board meeting will be held prior to the regular meeting if there is current business.

4. In the event the meeting date falls on a legal holiday, the meeting site becomes unavailable, or to accommodate special circumstances, the time and site of the meeting shall be set by the Executive Board. Members must be notified of the change within 10 days prior to the rescheduled meeting.
5. Special meetings may be called by a majority of the Executive Board, or by right of petition by a quorum of the membership. Members must receive written notice or electronic notice within 10 days prior to the meeting.
6. 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. Special meetings of the Board may be called by the President and shall be called upon in written request of three members of the Board.

Article VII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Guild in all cases where they are not 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 written 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.

GOLDEN TRIANGLE QUILT GUILD
STANDING RULES
Revised May 2009

1. The day group will meet at 12:00 noon for social time and the business meeting will begin at 12:30 p.m. The evening group will meet at 6:30 p.m. for social time and the meeting will begin at 7:00 p.m.
2. Speakers at the monthly Guild meetings (guild members and non-guild members) will be paid according to contracted agreement. All speakers will be guests of the Guild for dinner the day of the meeting.
3. Workshop fees must be paid in full at the time of registration. Workshop cancellations with full refund will be allowed for the following reasons:
 - A. Cancellation given more than one month prior to workshop.
 - B. Cancellation because of illness or surgery of member [or spouse or child needing care].

If a member has paid for the workshop and desires to cancel within the month of the workshop being held, upon discretion of the 1st VP, the member's check may be held for another or different workshop. Refunds will not be given for cancellations within the month of the workshop except for the reasons listed above. A waiting list will be kept to fill cancelled spots. If space is available, non-guild members will be allowed to attend the workshop.
4. The Guild President and First Vice-President (Program Chairman) may attend all Guild workshops free of charge. The Second 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 hostess may attend the workshop free of charge. The hostess will be reimbursed for out-of-pocket expenses.
6. Requests for payment and reimbursements must be made to the Treasurer with signed receipt upon making the request for payment. Checks will be issued at the monthly Executive Board meeting and at the monthly General Business meeting, or as needed. In case of emergency, the Treasurer shall make appropriate arrangements.
7. Upon the death of a member, a book shall be purchased for the Guild library as an "In Memoriam" with an acknowledgement card sent to the family. All members are requested to notify the Secretary of these needs.

DESCRIPTION OF COMMITTEE DUTIES

AUDIT COMMITTEE

1. The Committee 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 be reviewed by the President before being presented to the Executive Board or the general meeting in February, along with a written report.

BEE KEEPER

1. This position shall report directly to the Secretary of the Guild who shall act as liaison between the Bee Keeper and the Executive Board.
2. Keep a current membership roster.
3. Make contact with each new guild member as soon as possible.
4. Keep a list of members interested in joining or organizing a Bee. In making contact for forming new Bees, attempt to keep members in close/convenient residential areas.
5. Assist in initial Bee organizational meetings, if necessary, or appoint someone to assist. After Bee is organized, it will set its own rules and goals.
6. Keep in contact with each individual Bee Keeper to form a network of information.
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. Operate within a budget approved by the Executive Board.
9. Shall have responsibility to assign greeters and quilt holders for the day meeting.
10. Submit information to Website Chairman for monthly posting.

BLOCK-OF-THE-MONTH

1. This position shall report directly to the Parliamentarian of the Guild who shall act as liaison between the Block of the Month Chairman and the Executive Board.
2. Choose an appropriate block design for eleven months of the calendar year. December block exchange is optional.
3. Make sample block to have on display at Guild meetings one month prior to inclusion in *The Pieceful Times Newsletter*.
4. Prepare a copy of instructions, noting color coordination and construction details, and deliver to Newsletter Chairman on or before news deadline.
5. At day meetings, receive blocks, noting name of each member that participates, conduct drawing, then present blocks to winner.

6. At time of drawing BRIEFLY explain the participation aspects for the information of guests and new members.
7. Furnish Secretary with number of blocks contributed and name of winner.
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. Operate within a budget approved by the Executive Board.
10. Submit information to Website Chairman for monthly posting.

BUDGET COMMITTEE

1. This Committee shall report directly to the President.
2. The Treasurer shall act as Chairman of the Budget Committee which shall also 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 an annual budget for approval by the Executive Board in June. Upon approval, the budget shall be presented to the general membership at the July meeting.

COMMUNITY SERVICES

1. This position shall report directly to the Immediate Past President of the Guild who shall act as liaison between the Community Services Chairman and the Executive Board.
2. Act 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. Select, with approval of Executive Board, the organizations to be assisted and the specific needs to be met.
4. Involve Guild in any necessary preparations and carrying out of selected projects.
5. In cooperation with the Guild Publicity Chairman, initiate all publicity with regard to donations, presentations, etc.
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. Operate within a budget approved by the Executive Board.
8. Submit information to Website Chairman for monthly posting.

COMMUNITY SERVICE - BOYS' HAVEN

1. This position shall report directly to the Immediate Past President who shall act as liaison between the Community Services-Boys' Haven Chairman and the Executive Board.
2. Shall coordinate with Boy's Haven Director, delivery of quilts to Boys' Haven residents, contact should be at least twice yearly.
3. Shall solicit donations from Guild members.
4. Shall provide photos to Guild Historian and Boys' Haven director of presentation of quilts.

HISTORIAN

1. This position shall report directly to the Second Vice-President who shall act as liaison between the Historian and Executive Board.
2. Have custody of the Guild's scrapbook(s), safeguarding the recorded history of the Guild.
3. Newspaper articles, flyers, programs, and pictures, relating to the Guild's activities are to be placed in the current scrapbook attractively and with care.
4. Above information is to be provided by Historian and members of the Guild at large.
5. Consideration should be given to displaying the current scrapbook at Quilt Shows, Special Events and other such times as may be deemed appropriate.
6. Plan lay-out of such displays as may be necessary.
7. Have scrapbook available for review by the Executive Board or the General Membership upon request by the President.
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. Operate within a budget approved by the Executive Board.

HOSPITALITY

1. This position shall report directly to the Treasurer of the Guild who shall act as liaison between the Hospitality Chairman and Executive Board.
2. Responsible for coffee pots and supplies, i.e. cups, napkins, spoons, coffee, creamer, sugar, sweetener, etc.
3. Make decision when other refreshments, i.e., cookies, finger foods, etc., are appropriate at a regular meeting.
4. Present out-of-pocket expense receipts to Treasurer for reimbursement.
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. Operate within a budget approved by the Executive Board.

LIBARIAN

1. This position shall report directly to the Treasurer of the Guild who shall act as liaison between the Librarian and the Executive Board.
2. Maintain possession, inventory and control over all books and periodicals belonging to the Guild.
3. Maintain index catalog according to the method already established and label each new addition accordingly, noting any special information, i.e., donor, in memoriam, etc. Attach card pocket in back of each book, affix due-date slip, repair or replace books as is deemed necessary.
4. Have the Library available at each regular day meeting. Coordinate with volunteer to make library available at night meeting if unable to attend.
5. Have available pens, due-date stamp, return box, and check-out rules.
6. Supply report to Newsletter chairman monthly on the new additions, number of books checked out prior month, monies collected and disbursements. Supply on or before established deadline.

7. Overdue fine(s) shall be \$1.00 per month, per book.
8. Outdated books, donated magazines, and articles, etc., may be offered to the membership for sale at prices established by the Librarian.
9. Monies collected shall be itemized and reported monthly.
10. Appoint someone as 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.
12. Operate within a budget approved by the Executive Board.
13. Purchase "In Memoriam" book upon death of a member when notified by Secretary.
14. Submit information to Website Chairman for monthly posting.

MEETING ROOM LOGISTICS

1. This position will report directly to the First Vice-President who shall act as liaison between the Chairman and the Executive Board.
2. Coordinate times and days for meeting location.
3. Ensure needed equipment is set up for meetings, speakers, and workshops.

MEMBERSHIP

1. This position shall report directly to the Secretary of the Guild who shall act as liaison between the Membership Chairman and the Executive Board.
2. Collect all dues and maintain up-to-date membership roster.
3. Furnish Newsletter Editor with current membership list for mailing labels monthly. Furnish Bee Keeper and President current membership rosters at least by-monthly.
4. Furnish to Newsletter chairman, a list of new members, changes of address, phone numbers, etc., periodically for addendums to be published in *The Pieceful Times*.
5. Provide quarterly addendum of membership roster for inclusion in the newsletter (provided by Membership Chairman).
6. Keep updated original of membership application form.
7. Furnish Nominating Committee with current roster for balloting confirmation at November meeting.
8. Shall make necessary copies of papers needed for new member packets, to keep track of members, guests and show-n-tell participation at meeting, as well as copies of current roster.
9. At each day and evening meeting:
 - a. Have three sign-in books: 1) members, 2) guests, 3) show & tell.
 - b. Have peel-off name tags available
 - c. Collect nametag fees from members when applicable.
10. At time specified by the President's agenda, introduce new members, and guests, give a count of members present, and total number of membership for permanent record by the Secretary.
11. Have membership applications available at all regular meetings, public events, exhibits, demonstrations etc., if allowed. Promote membership at such activities.

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. Operate within a budget approved by the Executive Board.
14. Provide quarterly addendum of membership roster for inclusion in the newsletter.
15. Keep updated original of membership application form.
16. Be responsible for door prizes. Winner(s) of door prize(s) at each meeting is responsible for furnishing door prize(s) at next meeting.

NEWSLETTER- *"The Pieceful Times"*

1. This position shall report directly to the Secretary of the Guild who shall act as liaison between the Newsletter Chairman and the Executive Board.
2. The Executive Board shall establish all policies regarding the newsletter.
3. Responsible for obtaining current membership list from Membership Chairman for monthly mailing labels.
4. The deadline for receiving items to be included in the Newsletter is 25th of each month.
5. Responsible for editing, printing, emailing, and distributing the newsletter. Information should be kept to items of interest to Guild members, keeping "filer" copy to a minimum. Whenever possible, combine articles on pages to conserve printing costs.
6. Every effort should be made to keep cost of producing newsletter as low as possible. Obtaining bids for printing costs, on a regular basis, would assist the Chairman in maintaining an economic stance.
7. Deadline for the mailing/emailing of the newsletter shall be at least two weeks prior to general meeting.
8. Bills for circulating, printing and postage expenses shall be sent to the Treasurer for payment.
9. Extra copy of the newsletter should be mailed to the Secretary for record keeping.
10. Mail or email newsletters to other Guilds as approved by the Executive Board.
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.
12. Operate within a budget approved by the Executive Board.

NOMINATING COMMITTEE

1. This committee shall report directly to the President.
2. Shall consist of two daytime and at least one evening members to be elected by the Guild or accepted by volunteers at the September meeting.
3. The first person to be elected or to volunteer shall act as Chairman.
4. The committee shall obtain consent of any nominee before presenting their names as candidates for any position.
5. Shall present, at the October meeting, a slate of officers to be published in the November newsletter. At the November meeting, nominations will be accepted from the floor. Consent must be obtained before presentation for nomination.

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. A copy of written report should be presented to President and Secretary.
7. Voting will be at November meeting. A two-third vote of members present is needed for election.
8. Operate within a budget approved by the Executive Board.

PUBLICITY

1. This position shall report directly to the First Vice-President of the Guild who shall act 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. 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. Be aware of any established deadlines for submitting information for publication.
4. Obtain information with regard to activities from First Vice-President in charge of current programs, with additional information from guests, when viable, for inclusion in publicity releases.
5. Maintain supply of mailing labels, post cards, stamps, envelopes, for such purposes.
6. Provide Special Event Chairmen with appropriate information and assistance as may be needed.
7. Make every effort to keep the Guild and its activities in the forefront of the public eye at all times.
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. Operate within a budget approved by the Executive Board.

QUILT AUCTION

1. The Chairman is appointed by and reports directly to the President of the Guild who shall act as liaison between the Quilt Auction Chairman, her 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. Appoint Committee Chairman as follows, if applicable:

<i>Commentator</i>	<i>Donations</i>	<i>Decorations/Door Prizes</i>
<i>Entries</i>	<i>Secretary</i>	<i>Information/Membership</i>
<i>Invitational</i>	<i>Show Set-Up</i>	<i>Show Take downs</i>
<i>Publicity</i>	<i>Luncheon Tickets</i>	<i>Volunteers -Quilt Walkers</i>
<i>Distribution of Quilts</i>	<i>Programs</i>	<i>Silent Auction-Mini Quilts</i>
<i>Donation Quilt Design Accountant/Bidder Cards</i>		
5. Appoint, with Presidential approval, an Assistant Chairman who will be willing to chair the committee for the Quilt Auction two years hence .
6. The Treasurer of the Guild shall act as Treasurer of the Quilt Auction.

7. Quilt Auction will be held approximately the first quarter of odd-numbered years.
8. Prepare a budget to be presented to the Budget Committee for inclusion in the general budget.
9. Appoint someone as an alternate if unable to attend a meeting.
10. Negotiate with managers of Quilt Auction location and initiate contract, making copy for the President and Treasurer.
11. Arrange for professional auctioneer services for event. Negotiate set fee for time.
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. Issue welcome and thank you announcements as needed.
14. Operate within a budget approved by the Executive Board.
15. Submit information to Website chairman for monthly posting.

ASSISTANT QUILT AUCTION CHAIRMAN

1. The Assistant Chairman shall report directly to and act as assistant to the Quilt Auction Chairman.
2. Be active in all phases of planning and producing the auction in order to act as Quilt Auction Chairman for the auction two years hence.
3. Work with each committee, 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 basis.
4. Establish date for quilt auction two years hence. Negotiate date with managers of location site.
5. Assist the Auction Chairman in any way necessary to assure a smooth-flowing and successful quilt auction.

QUILT SHOW

1. The Chairman is appointed by and reports directly to the President of the Guild who shall act as liaison between the Quilt Show Chairman, her committee and the Executive Board.
2. Shall have served as Assistant Chairman of the previous quilt show.
3. Shall be responsible for coordinating all aspects of the bi-annual quilt show.
4. Appoint Committee Chairman as follows, if applicable:

<i>Antique Quilts</i>	<i>Information</i>	<i>Show Tickets</i>
<i>Booth Space(Vendors)</i>	<i>Invitational</i>	<i>Show Set-Up</i>
<i>Boutique</i>	<i>Judges</i>	<i>Volunteers (White Gloves)</i>
<i>Challenges</i>	<i>Publicity</i>	<i>Donation Quilt Design</i>
<i>Ribbons</i>	<i>Photographer</i>	<i>Entries</i>
<i>Calligraphy</i>	<i>Secretary</i>	<i>Silent Auction-Mini Quilt</i>

or any committees deemed necessary to carry out the business of the Quilt Show.
5. Appoint, with Presidential approval, an Assistant Chairman who will be willing to chair the committee for the Quilt Show two years hence.
6. The Treasurer of the Guild shall act as Treasurer of the Quilt Show.

7. Quilt Shows shall be held approximately the first quarter of even-numbered years.
8. Prepare a budget to be presented to the Budget Committee for inclusion in the general budget.
9. Appoint someone as an alternate if unable to attend a meeting.
10. Negotiate with managers of Quilt Show location and initiate contract, making copy for the President and Treasurer.
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.
12. Operate within a budget approved by the Executive Board.
13. Submit information to Website chairman for monthly posting.

ASSISTANT QUILT SHOW CHAIRMAN

1. The Assistant Chairman shall report directly to and act as assistant to the Quilt Show Chairman.
2. Be active in all phases of planning and producing the show in order to act as Quilt Show chairman for the show two years hence.
3. Arrange for insurance for current show.
4. Work with each committee, 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 basis.
5. Establish date for quilt show two years hence. Negotiate date with managers of location site.
6. Assist the Show Chairman in any way necessary to assure a smooth-flowing and successful quilt show.

QUILT TICKETS SALES - DONATION QUILT

1. This position shall report directly to the Treasurer who shall act as liaison between the Chairman and the Executive Board
2. Arrange for the making of the donation quilt in a manner decided and agreed upon by membership, Executive board, and Quilt Auction/Show committees.
3. Assure that quilt is finished on a timely basis in order to sell tickets in advance and to show at special events.
4. Arrange for printing of tickets. Attempt to secure a donor who will pay for the printing of the tickets in return for advertising on the tickets.
5. Issue tickets to membership and have tickets available at special events and other times when quilt will be on display.
6. Supply photographs of the quilt to include with tickets to help in sales.
7. Collect monies, keep accurate records, accounting for all tickets and monies collect.
8. Appoint someone as an alternate if unable to attend a meeting.

SOCIAL

1. Reports to First Vice President who shall act as liaison between the Chairman and the Executive Board.
2. Coordinates social for February Birthday, July joint group meeting, and December Christmas party.

TEXAS NETWORK NEWS

1. This position shall report directly to the Second Vice-President of the Guild who shall act as liaison between the Network News Chairman and the Executive Board.
2. Maintain a network of information flow throughout the State of Texas, Southwest Louisiana and nationally, when appropriate.
3. Keep current mailing list of Guilds and guild contacts through the Texas Network News and send notices to selected guilds of major events, i.e., Quilt Show and Quilt Auction.
4. Prepare an article for *The Pieceful Times* on events of real interest to the membership.
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. Operate within budget approved by the Executive Board.

RETREAT CHAIRMAN

1. Shall report to the Parliamentarian who shall act as liaison between the Retreat Chairman and the Executive Board.
2. Shall schedule and plan semi-annual quilt retreats, negotiating prices and services at retreat site.
3. Shall collect and account for all monies from attendees.
4. Shall plan additional activities as desired, such as mystery quilts, door prizes, donation block, and/or special projects.
5. Publicize retreat deadlines in Newsletter and announce at Guild Meetings.
6. Submit information to Website Chairman for monthly posting.

SUNSHINE AND SHADOWS

1. Shall report to the President who shall act as liaison between the Chairman and the Executive Board.
2. Shall obtain and verify information of any news pertaining to Members, being especially sensitive to privacy issues.
3. Submit monthly article for Newsletter Editor, meeting the deadline.

WEBSITE

1. Shall Report directly to the President who shall act as liaison between the Website Chairman and the Executive Board .
2. Shall update and maintain new information on Website by contacting Officers and Chairpersons.
3. Insure that the Web Hosting Service fees are competitive and paid on a timely basis.