

BY-LAWS of
Ladies of the Lake Quilt GUILD
May 9, 2009

A California Nonprofit Public Benefit Corporation

ARTICLE I: NAME

The name of this corporation shall be the LADIES OF THE LAKE QUILT GUILD, hereafter, the GUILD.

ARTICLE II: PURPOSE

Section 1: The purpose of this GUILD shall be: A. to contribute to the knowledge of Quilting. B. To promote the appreciation of fine quilts. C. To encourage quilt making and collecting, and D. To contribute to the growth and knowledge of quilt techniques, textiles, patterns, history, and quilt making through education, meetings, and fellowship.

Section 2: This GUILD is not organized for personal profit. All activities of the GUILD shall be conducted in such a manner so that no part of the net income benefits any individual except that an individual may be hired as a principal lecturer /teacher by the Executive Board.

Section 3: No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing of distribution of statements) on behalf of any candidate for public office.

Section 4: This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3), Internal Revenue Code. (As stated in Articles of Incorporation)

ARTICLE III: MEMBERSHIP

Section 1: Membership in the GUILD is open to individuals who are interested in quilts, and quilting, and subscribes to the purpose of the GUILD. Membership becomes valid upon payment of dues and completion of the membership form.

Section 2: THE ANNUAL DUES SHALL BE AS FOLLOWS:

- 1) \$20.00 for Charter Members (Members who joined and paid on or before May 18, 2001 and continue to pay membership when due). Those members whose dues are not paid by the next June General meeting will be dropped from the Charter Member list.)
- 2) \$30.00 for Adult Members
- 3) \$10.00 for Junior Members

All annual dues to the GUILD shall be set by vote of the membership following recommendation of the Executive Board. All dues paid to the GUILD become property of the GUILD, and shall be used exclusively for activities directly related to and in support of the purposes of the GUILD as defined in Article II.

Section 3: Dues are payable on or before the June general meeting date. Those members whose dues are not paid this date will be automatically dropped from membership in the GUILD.

Section 4: GUILD Members shall receive a membership list with the understanding that the list will NOT be used for commercial or solicitation purposes. GUILD Members who wish to be excluded from Affiliate contact should indicate this on the membership form.

Section 5: Junior members, 17 years old and under, shall be sponsored by a GUILD Member and supervised at all GUILD events. Junior members shall have all the privileges of adult members.

Section 6: Dues will be prorated to \$15.00 for anyone joining after December 1. (Junior-\$5.00)

ARTICLE IV: AFFILIATES

Section 1: Affiliates are places of business or community organizations (not individuals), wishing to support the GUILD.

Section 2: Affiliate owners are welcome to attend GUILD general meetings. Oral solicitation is not permitted; we welcome flyers, newsletters, and handouts for GUILD Members to pick up at our welcome table.

Section 3: Affiliate owners or designated employees are not considered GUILD Members. May not participate in other GUILD activities, shall not have voting privileges, will not hold a committee chair position, and will not hold office, or constitute a quorum.

Section 4: Upon joining, Affiliates shall receive a "GUILD Member Roster" for commercial or solicitation purposes. Affiliates in good standing will be named in our newsletter and website.

Section 5: THE ANNUAL DUES SHALL BE \$40 PER YEAR for the current year. (No prorates will be allowed.) All annual Affiliate dues to the GUILD shall be set by vote of the membership following recommendation of the Executive Board. All dues

paid to the GUILD become property of the GUILD, and shall be used exclusively for activities directly related to and in support of the purposes of the GUILD as defined in Article II.

Section 6: Affiliate dues are renewable on the GUILD's anniversary date of, on or before, June 1 for the upcoming GUILD year. Those Affiliates whose dues are not paid this date will automatically be dropped from the Affiliate List.

Section 7: Affiliates will be the source of awarding prizes to GUILD Members.

Section 8: Affiliate owners or designated employees may be hired only as an educational principal lecturer or teacher with the approval of the Executive Board.

Section 9: To enjoy all GUILD benefits, Affiliate business owners may also join the GUILD as an individual GUILD Member.

ARTICLE V: MEETINGS

Section 1: The GUILD shall hold a minimum of ten general meetings a year, at a time and place designated by the Executive Board. Such meetings will be announced by telephone, email, or mail, in advance.

Section 2: The general meeting held in May shall be known as the "Annual Meeting" and shall be for the purpose of electing officers and for any other business that may arise.

Section 3: Fifty-One percent (51%) of the membership of the GUILD shall constitute a quorum. There shall be no proxy votes.

Section 4: The President may call special meetings of the general membership upon request by three members of the Executive Board or by ten members of the GUILD. The purpose of the meeting shall be stated in the call. Special meetings shall be announced by email, telephone, or by mail at least 24 hours in advance of meeting.

Section 5: Workshops, classes, excursions and special events for which the Executive Board may set an admission charge shall not be considered as a general GUILD meeting.

ARTICLE VI: ORDER OF BUSINESS AND DISCIPLINARY ACTION

Section 1: The current edition of Robert's Rules of Order, Newly Revised, shall govern the GUILD in all cases not covered by these By-Laws.

Section 2: The GUILD requires that all officers, chairpersons and members refrain from conduct injurious to the GUILD or its purpose.

Section 3: In order to protect the GUILD and the pursuit of its purpose, it may become necessary to take disciplinary action against an officer, chairperson, or member.

Section 4: Should attempts to resolve the matter informally fail, the elected members of the Executive Board and the Parliamentarian shall conduct a confidential investigation and an informal hearing in Executive Session, according to procedures as defined in the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE VII: NOMINATING AND ELECTIONS

Section 1: In January, at the General Meeting, the President shall appoint a special committee for the purpose of nominating officers for the next fiscal year. The committee shall consist of five members: two Board members and three members from the general membership.

Section 2: The Nominating Committee shall submit a slate of nominees for elected offices to the Executive Board at its March meeting. The Nominating Committee shall announce the proposed slate of officers to the Guild at the April General Meeting. The nominating committee will request nominations for elected officers, with the consent of the nominee, from the floor at the April General meeting. The Nominating Committee shall present all nominees at the Executive Board Meeting in April. The slate shall be submitted to the general membership by mail prior to the May annual meeting.

Section 3: Election of officers shall be held at the May annual meeting. Election shall be by voice vote for all uncontested offices. In the event of a contested office, the vote shall be by secret ballot conducted by the Nominating Committee.

Section 4: The Nominating Committee shall remain in existence until all elected officer positions have been filled.

ARTICLE VIII: OFFICERS

Section 1: The officers of the GUILD shall be the President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these By-Laws and the parliamentary authority adopted by the GUILD.

Section 2: Officers shall be elected at the May annual meeting and their term of office shall be for one year beginning June 1st.

Section 3: If the Executive Board determines that any elected officer is not fulfilling the duties of the office, the Board shall propose removal of that officer. Removal must be approved by a majority vote of the membership present at a general meeting.

Section 4: In the event of a vacancy in any office, with the exception of President, the Executive Board shall fill the office by appointment.

Section 5: A member may be elected to serve in the same office for no more than two consecutive terms of office.

Section 6: All officers are to maintain and update yearly a procedural notebook to be passed on to their successors.

ARTICLE IX: OFFICERS' DUTIES

Section 1: The PRESIDENT shall be the Chief Elected Officer and spokesperson of the GUILD and shall preside at all general, annual, and Executive Board meetings. The president shall be responsible for the maintenance of original documents, including, but not limited to, the Articles of Incorporation, any insurance policies, non-profit documents, etc. An Honorary Lifetime Membership shall be extended to all past presidents of the GUILD.

Section 2: The VICE PRESIDENT shall, in the absence, resignation, or removal of the President, serve as, and perform the duties of the President, shall be responsible for securing Programs and Classes.

Section 3: The SECRETARY shall be responsible for the records and correspondence of the GUILD and shall keep minutes of the general, annual, and Executive Board meetings and make them available for inspection by the membership by submitting a copy of the minutes to the Newsletter Editor to be printed in following month's newsletter.

Section 4: The TREASURER shall be the Chief Financial Officer of the GUILD. The Treasurer shall be responsible for the care and custody of the funds of the GUILD. The Treasurer shall maintain the accounting records in a timely manner according to appropriate accounting standards and the By-Law Finances. The Treasurer shall be responsible for the preparation of internal financial records for yearly internal audit and shall provide monthly and yearly recaps showing all sources of income and related detailed expenses corresponding to our account balanced bank accounts. The treasurer shall prepare, submit and record all required government related forms. Prior to submittal, required forms shall be viewed by the executive board. Copies of year end recap and government forms shall be placed with the GUILD's Original Documents held by the President and with Treasurer's records. In the event a cash donation is made, (Cash donations may only be given to a non-profit 501 (c) 3 organizations), the treasurer shall keep record of their non-profit federal identification number and proper documentation as required.

Section 5: In addition to the duties described in this Section, all officers shall perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the GUILD.

ARTICLE X: THE EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the four elected Officers and three committee chairmen.

Section 2: The three committee chairmen shall be chosen for the year by the President with advice of the Executive Board.

Section 3: Four members of the Executive Board shall constitute a quorum, two of which must be elected officers.

Section 4: The Executive Board shall meet monthly to conduct its business meetings and plan and supervise the activities of the GUILD.

Section 5: The Executive Board shall be responsible for conducting the affairs of the GUILD according to the Articles of Incorporation, the By-Laws and GUILD policies.

Section 6: The Executive Board shall be responsive to the wishes of the general membership. Members are encouraged and welcome to attend all Executive Board meetings.

Section 7: The President may call special meetings of the Executive Board, upon written request of two members of the Executive Board or by written request by any ten members of the GUILD. The GUILD president may poll the Executive Board for urgent decision making purposes. These meetings will be recorded and published in the following newsletter.

ARTICLE XI: FINANCES

Section 1: The Fiscal Year shall be from June 1 to May 31.

Section 2: In May of each year the current President shall appoint a special committee for the purpose of proposing the budget for the next fiscal year. The committee shall consist of four members: the current Treasurer, the Treasurer elect, and two members from the general membership. Should the treasurer serve a second term, the President shall appoint the fourth person from the general membership.

Section 3: The Budget Committee shall submit a proposed budget to the Executive Board at its June meeting for review, revision, and approval. The budget shall be submitted to the general membership prior to the August meeting. At the July meeting the Executive Board shall submit the budget for GUILD Membership approval. After approval, changes in the budget, except for use of the contingency fund, shall be approved by the majority vote of the general membership in attendance.

Section 4: Financial records of the GUILD shall be subject to audit by a qualified person as appointed by the President, or quorum of members, as deemed necessary and a written report of findings presented to the Board within 45 days of request.

Section 5: Any GUILD sponsored fund-raising event shall be directly related to and in support of the GUILD's purpose as defined in Article II.

ARTICLE XII: DUTIES OF CHAIRMEN AND COMMITTEES

Section 1: The purpose of Chairmen and Committees is to facilitate the organizational, educational, and philanthropic activities of the Executive Board. Committee Chairpersons are appointed by the President with the advice of the Executive Board Officers.

Section 2: Chairmen are, but not limited to, Block of the Month, Challenges, Community Service, Skills Day, Fundraising-(Quilt Show/Opportunity Quilts/Ways and Means, and Treasure Chest), Historian, Hospitality, Library, Membership, Newsletter Editor, Programs, Publicity, Secret Pal, and Show and Tell.

Section 3: All committee chairmen are to maintain and update yearly a procedural notebook to be passed on to their successors to be exchanged at the June Board meeting.

Section 4: Committee members are selected by the Chairperson.

Section 5: Description of current activities approved by the Executive Board with appointed chairmen shall be listed in the GUILD's Policies and Information and updated at least once a year.

Section 6: Chairmen will be encouraged to participate in a minimum of four Executive Board meetings announced in the Newsletter for the purpose of reviewing policies and procedures.

ARTICLE XIII: CHANGE OF BYLAWS

Section 1: In February of every even year, the President shall appoint a special committee for the purpose of reviewing and proposing revisions to the By-Laws. The committee shall consist of five members: one member of the Executive Board, the Parliamentarian, and three from the general membership.

Section 2: Any proposed change to the Bylaws and GUILD policies shall be presented at the Executive Board monthly meeting.

Section 3: The proposed change will be presented to the general membership prior to the following general meeting.

Section 4: The proposed change will then be voted on at the next consecutive general meeting.

Approval of a change in Bylaws must be made by 2/3 vote of the members present.

Section 5: Any change of the Bylaws would necessitate the retyping of the By-laws text.

Section 6: The By-Laws may be amended at any general meeting of the GUILD by a 2/3 vote of members present following the steps in Section 2-5.

ARTICLE XIV: EQUIPMENT

Section 1: The GUILD shall maintain a postal box as a permanent mailing address. It is the responsibility of the President to distribute keys to the postal box as she deems appropriate.

Section 2: All rights to the logo remain the property of the GUILD. The right to reproduce the logo in any form by anyone requires the written permission of the Executive Board. The letter granting permission must be signed by the President and Secretary.

Section 3: All GUILD equipment currently not in use shall be maintained in the GUILD storage unit.

ARTICLE XV: DISSOLUTION

Section 1: Upon the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c)(3), Internal Revenue Code.

These By-Laws approved by the Membership and Executive Board on May 9, 2009:

Dottie Kauffman, President
 Donna James, Vice President
 Terry Phelps, Secretary
 Beverly Mohr, Treasurer
 Jane Alameda
 Cheryl Jones-Murray
 Shirley Viada

LADIES OF THE LAKE QUILT GUILD
POLICIES AND PROCEDURES

DONATIONS

1. The Treasurer must issue a receipt for all donations (cash or value) to the GUILD of \$250 or more. Additional information from the donor may be needed.

GENERAL MEMBERSHIP AND MEETING POLICIES:

1. The GUILD P.O. Box 875, Kelseyville, CA 95451 and website www.LLQG.org will be used as Official GUILD contacts in most instances.
2. Members shall participate in and support the projects and activities of the GUILD. Members may attend all general meetings of the GUILD, have the privilege of voting and holding office and will receive the monthly newsletter. Members may use the GUILD's library; participate in classes, workshops, activities, and other special events.
3. Future members are welcome to attend two (2) general meetings per year, after which they are expected to become dues paying members.
4. No oral soliciting is permitted at meetings: flyers are permitted at the designated hospitality table for Affiliate flyers, upcoming quilt shows from other GUILDS, or any information that may not be announced orally at a General Meeting.
5. GUILD Members are encouraged to make at least three baby quilts for Community Service and sell \$20 worth of Opportunity Quilt raffle tickets per year.
6. All communication to the general public shall be handled in a professional manner. To insure this policy, GUILD Members shall have flyers, letters, etc. reviewed by the Executive Board for accuracy before printing and distributing including use of logo.
7. The following items used for GUILD activities will be reimbursed from the appropriate pre-approved budget line item, such as: materials for GUILD related projects, telephone calls, postage, members costs associated with speakers including: meals, lodging, and mileage.
8. Any member may propose an idea for an event or fundraiser to the Executive Board for approval. This should be done before announcing such event at a General Meeting.
9. Any member may submit a quilt design and a proposed budget for a future Opportunity Quilt to the board for approval.
10. Members wishing to speak at a General Meeting must contact the President prior to the day of the meeting to be included on the agenda.
11. Name tags shall be worn at general meetings.
12. The use of cameras and/or tape recorders is by permission of the guest speaker only.
13. In order for everyone present to be able to enjoy themselves and hear the speaker, members and guests must remain quiet and attentive during the meeting.
14. Displaying and marketing Opportunity Quilts will be allowed at general meetings only by recognized Quilt GUILDS with which a reciprocal agreement exists and other non-profit groups.

CHAIRMEN POLICIES:

1. Chairmen are expected to communicate and work with committee members. Appointed Chairmen shall review current policy; any changes require Executive Board approval prior to announcing to the General Membership.
2. Chairmen may serve a two year term. At the end of the term, if another GUILD Member shows interest in accepting the position, preference should be given to change for allowing GUILD Members creative opportunities. If no others are interested, and presiding Chair would like to continue this position, another one year term may be permitted. The GUILD Members shall thank them all!
3. Chairmen shall submit yearly, a request to the Budget Committee by June 1, projecting their planned funds/expenses for the upcoming year.
4. Chairmen shall have all GUILD expenses approved by the Executive Board prior to any purchases or reimbursement.
5. Upon approval of the budget, (Art. 11-Finances) Chairmen may submit expenses to the Treasurer up to the approved budgeted amount. Expenses that exceed a budget shall require Executive Board approval before the expense is paid.
6. Chairmen must submit receipts and account for funds to the Treasurer. No monies shall be held by chairmen for any reason apart from petty cash.

7. Chairmen shall review the monthly and yearly Treasurer Recap to insure accurate accounting practices.
8. Chairmen are encouraged to attend a minimum of four executive Board meetings a year to review policy and procedures.
9. Chairmen committee chairs are ineligible to receive any payment for services performed under their normal scope of responsibility.
10. All correspondence representing the GUILD must be submitted to the President for review and approval.
11. Chairmen are expected to keep a journal of the current activities, forms used, or any other communication tools to be handed to the new chairmen at our May Birthday General Meeting.
12. Chairmen may hold a vote or contest to encourage participation in GUILD activities. Awards will be limited to a budgeted maximum expenditure of \$30 per quarter per activity. (Funds may not accumulate if not used; use it or lose it.) The GUILD treasurer shall award checks made payable to a current Affiliate in good standing, of the winning GUILD Member's choice.

EXECUTIVE BOARD POLICES:

1. In a case by case situation, the President shall re-appoint a new chairmen if the current chair is unable to fulfill the requirements of the position.
2. The immediate past president will Chair the committee in charge of making a quilt for the current year's President. Sufficient funds will be allocated in the budget to cover expenses. The Lady of the Lake Block design shall be displayed somewhere on the quilt. One quilt is sufficient should the current President serve a second year term.

CHAIRMEN JOB DESCRIPTION AND PROCEDURES FOR CURRENT YEAR 2008-2009:

Adopt A Highway

The GUILD has agreed to be responsible for highway clean up from State Highway 29 - Highland Springs Rd to Junction of Highway 175 to Hopland. GUILD Chairmen participating are required to attend an orientation meeting with the Caltrans District Adopt-a-Highway coordinator. Chairmen are required to contact the local Caltrans office 5 days prior to the date of scheduled clean up to ensure that there is no planned roadwork in the area. Submit quarterly reports to the Caltrans District Adopt-a-Highway coordinator. Insure that all participants in cleaning the highway have seen the training video. Set up cleaning days and notify members of day, time and meeting location. Give a safety briefing prior to the start of each cleanup. Insure that all participants have gloves, glasses, vest, picker, bags, and recycle containers. Provide water for all participants. Submit articles to GUILD newsletter to share work that has been completed and/or communicate about upcoming events. Conduct drawings. Work within the budget for refreshments after cleanup events. Attend board meetings.

AFFILIATE LIAISON-

Working within a budget, handle the main correspondence between the Affiliates and the GUILD. Keeps a roster of Affiliates in good standing, additions, and renewals and provides information to GUILD newsletter editor. Working with Membership Chairman, provide Affiliates with a GUILD roster for solicitation purposes. May place flyers on hospitality table at request of Affiliate. Remind Affiliates of Benefits as Referred to ARTICLE IV: AFFILIATES. In addition, Affiliates are allowed to advertise twice a year maximum up to one quarter page in our Sew and Tell newsletter at no additional charge. Affiliates shall receive priority status in applying for Quilt Show Vendor spaces. The Affiliate Liaison working within a budget shall work with Quilt Show Vendor Chairmen and Newsletter editor to streamline communications with Affiliates. Chairmen are encouraged to attend board meetings.

CHALLENGES -

Create the challenge rules and present to the Executive Board for approval. Working within a budget, purchase fabric to make kits, if necessary, kits may be sold to participating GUILD Members. Choose a deadline. Submit articles to newsletter. Set up table display at general meetings. Chairmen are encouraged to attend board meetings.

COMMUNITY SERVICE -

Coordinate the preparation and donation of baby quilts to St. Helena Hospital Clearlake - 15630 18th Ave. Clearlake, CA 95422. Work within a budget when purchasing supplies and/or stump for donations for supplies. Submit receipts and account for funds used to Treasurer. Assemble kits for home sewing by members. Prepare labels. Prepare supplies for a GUILD workshop day. Keep records of quilts made and hold quarterly drawing. Submit articles to newsletter when necessary. Set up table display at general meetings to have kits available. Chairmen are encouraged to attend board meetings.

EQUIPMENT CHAIR -

Keep a record of the location of all GUILD equipment. Records should include but not limited to: keys, ironing boards, Quilt Show supplies, Opportunity Quilts, Quilt Car Cover, banners, etc. A list of GUILD equipment shall be given to the Executive Board EVERY Quarter (August, November, February, and May) Board Meeting to show location of GUILD property. This list should be compared quarter to quarter to account for ALL equipment. Equipment should be used for OUR GUILD USE ONLY or Executive Board approval will be required. Encouraged to attend board meetings, if absent, a written report should be submitted.

FREEBIE

Responsible for the collection, distribution, and disposal of donations to the GUILD which can be made by members of the GUILD or by the community at large. This chairman will be responsible for prioritizing items, 1) any fabric or supplies that are appropriate to use for our baby quilt community project should be donated to the Community Service Chairman, 2) any items donated that are appropriate to use for fundraising such as Ways and Means, Treasure Chest, Quilt Show Theme Baskets, Quilt Show Country Store, or any Quilt Show related fundraising - door prize, etc should be donated to those Chairman for their use. After sorting donated items, organize and set-up a FREEBIE table during General Meetings for GUILD Members to take the "leftovers". Any persons donating more than \$250 in value must see the Treasurer as a receipt must be issued. This chairman does not have a budget.

HISTORIAN -

Arrange pictures to be taken at meetings, classes, quilt show, or any event of the GUILD. Keep a scrapbook of published articles, pictures, etc. pertaining to GUILD events. Work within a budget and keep receipts of expenses to be turned in to Treasurer. Make scrapbook available for viewing by GUILD Members. Chairmen are encouraged to attend board meetings.

HOSPITALITY -

Arrange set-up and clean-up duties for all general meetings. Arrange for refreshments at all general meetings. For our May Birthday and December Christmas General meetings, duties will also include planning of the Program activities. (Example: planning and organizing gift exchange in December, planning activities related to a Birthday Party in May.) Submit articles to our newsletter. Chairmen are encouraged to attend board meetings.

LIBRARY -

Arrange to provide books and/or equipment to loan to members during general meetings. Keep a record of books checked out and to whom. Review and update inventory. Prepare sales of old books to raise funds to make new book purchases. Chairmen are encouraged to attend board meetings.

Additional GUILD Policies:

- A. Only GUILD Members may check out books.
- B. Books may be checked out for a two month period (meeting to meeting) except when library is not accepting items. Renewal after the two month period is at discretion of the librarian. To renew, the book must be brought back to the library. (No book, no renewal).
- C. Books shall be returned in good condition. Loss or severe damage to the book will require that the borrowers pay or replace the book.
- D. Overdue books:
 1. A book is considered overdue if not returned by the second general meeting after it is checked out.
 2. The borrower will be notified by phone first. If the book is still not returned, borrower's name will be printed in the newsletter.
 3. The borrower will be sent an invoice for the replacement cost of the book after the 3rd month overdue.

MEMBERSHIP AND WARM WELCOME HOSTESS -

Greet members and guests at general meetings with a big smile! Set up the Hospitality Table for Affiliate flyers, upcoming quilt shows from other GUILDS, or any information that may not be announced orally at a General Meeting. Create an annual roster in July and distribute one to each member. Publish member information changes and new member information in newsletter so members may update their copy of the roster. Keep records on Charter/General membership using a numbered system. Make appropriate announcements in the newsletter, such as dues renewal reminders. Keep the roster up to date; responsible for General Meeting sign-in sheet. Report totals of Members, Affiliates, and Guests in attendance to the Secretary to be recorded in minutes. Collect yearly dues. Work with Affiliate Liaison to create a member roster for Affiliate solicitation purposes deleting GUILD Members' names who do not wish to be solicited. Chairmen are encouraged to attend board meetings.

NEWSLETTER EDITOR -

Receives articles and submissions for "Sew and Tell", on or before the due date from board members and committee chairs. Creates an email newsletter to members and also, creates newsletter print ready (for members not able to accept email) and arranges for the correct number of copies to be printed. Arranges for labels to be printed. Notifies mailing chairman when ready. Members should receive newsletter one full week before the general meeting. Chairmen are encouraged to attend board meetings.

NEWSLETTER MAILING -

Arrange to obtain printed newsletter and labels from editor. Fold, gather, stuff, fold, tape, label and stamp newsletters. Make bundles and take to the Post Office. Members must receive newsletter one full week before the general meeting. Works in conjunction with Membership Chair and Affiliate Liaison to maintain current contact information. Chairmen are encouraged to attend board meetings.

OPPORTUNITY QUILTS -

Submit pattern, design, idea, plan, etc., for a quilt to be used as a fundraiser, for approval by the Executive Board. Work within a budget. Quilts should be started 1 to 2 years before year to be used. Quilts should be ready and waiting to be offered up for ticket sales immediately after winner is drawn for previous one.

Arrange for a construction committee and coordinate all plans to get quilt done including quilting and binding. Keep all purchase receipts to be handed over to the Treasurer. Communicate with GUILD through newsletter when necessary. Encouraged to attend board meetings and report progress.

OPPORTUNITY QUILT MARKETING -

Working within a budget, coordinate marketing of opportunity quilt for fund raising purposes. With Board approval, arrange for printing of tickets. Prepare the distribution and maintain recordkeeping of at least \$20 worth of raffle tickets to EACH member. Book the quilt at other GUILD meetings, festivals, shops, and other appropriate venues. Arrange for members to accompany the quilt. Write articles for newsletter. This position is well suited for two members. Chairmen are encouraged to attend board meetings.

PARLIAMENTARIAN -

Must attend regular and board meetings, read and be familiar with GUILD by-laws, procedures and policies, and Robert's Rules of Order. Be prepared to be called upon to answer questions regarding the aforementioned or remind the presiding officer of procedure. Keep an agenda file for the GUILDS yearly activities and calendar of events such as when dues are due, etc. and report to the Board upcoming projected activities and dates required of By-Laws. Must serve on By-Laws Committee.

POSTMISTRESS-

Responsible for Post Office key and picking up GUILD mail from our P.O. Box 875, Kelseyville, CA 95451. Distributes mail to appropriate chairmen and members in a timely manner. Recommended additional job of Treasurer.

PROGRAMS -

Arrange to provide speakers and other related entertainment program fillers for all months except May and December. Staying within Program budget, negotiate contracts, arrange housing, meals, transportation, etc., advertise in newsletter, website, and at meetings. If class is included, obtain samples and materials' lists and advertise to get maximum sign-ups to help recoup expenses. Classes must be pre-paid. Keep records of signups, waiting list, income and expenses. Classes are intended for GUILD Members, however if class attendance doesn't cover the instructors fee, the Program Chair may offer classes to non-members, by the prior General Meeting, to break even in costs. To receive a full refund on a pre-paid class, a participant must notify the GUILD 10 days in advance of the class that they are canceling, thereafter funds will be forfeited OR the participant may find a replacement for reimbursement. The Program Chairmen shall turn monies over to Treasurer and obtain check to pay speaker and/or teacher. Chairmen are encouraged to attend board meetings. Position is well suited for 2 members one of whom is Vice President.

PUBLICITY -

Coordinate all press releases and media advertising for GUILD publicity. Working within a budget, provide other general publicity as needed, such as pocket folders. Distribute these to quilt shops, etc., where the public has access. Chairmen are encouraged to attend board meetings.

QUILT SHOW -

Coordinate everything to do with the current Quilt Show in an overseer capacity. Including such responsibilities as: appointing chairmen and/or committees, calling and presiding over regular meetings, keeping track of every aspect's progress and picking up slack where necessary. Refer to the Quilt Show Chairman's previous procedural notebook for more details. If a Quilt Show Chairman is not on the Executive Board, the board should consider this Chairman's position when selecting a non-elected Board Member. This is an all encompassing job and can well be shared by 2 or more members. A very rewarding experience. Keep up all newsletter correspondence necessary and attend board meetings.

Additional Quilt Show Policies:

1) Conflict of Interest: In order to avoid conflict of interest the following shall apply:

- A. No vendor shall hold the position of Vendor Chairperson for the GUILD's Quilt Show.
- B. Committee chairs are ineligible to receive any payment for services performed under their normal scope of responsibility.

ROUND ROBIN -

Organize a Round Robin using rules or a theme such as a continuous group exchange of blocks, a medallion with border additions, or get creative and think out of the box. Members can work on each others items, or their own, in a "round" or by taking turns. This can be creative on the Chairman's part as they organize this activity. Members who choose to participate are expected to contribute their best work and complete by deadlines. Information should be posted in the GUILD newsletter and are encouraged attend board meetings to report activity.

SECRET PAL

Secret Pal Chairman should communicate to the participants, rules of the activity by making appropriate newsletter announcements. Distribute and collect information sheets (may be included in the April Newsletter by sending it to the newsletter editor), from interested participants and assign "pals" for June - May year. Keep a list for reference only. Provide table at general meetings for collection and recording of gifts and cards. Take note of participants not receiving either and on the third occurrence take appropriate action. If chairperson is unable to attend a meeting, have a replacement take over recording of gifts. Make appropriate newsletter announcements. Encouraged to attend board meetings to report activity.

SHOW AND TELL -

Provide sign-up sheet at every meeting for members who have brought show and tell items. Preside over showing. Take charge of drawing every quarter from sign-up sheets for a prize. Publish article in newsletter if special "themed" Show and Tell is to be announced. Be a cheerful Chairperson and encourage participation. Chairmen are encouraged to attend board meetings.

SKILLS DAY -

Set up monthly dates at a location preferably on third Saturday. Coordinate GUILD Members to share projects and/or techniques for a 2 - 6 hour workshop. Set up table at general meeting to advertise and obtain sign-ups. Collect and record the \$10 deposit during sign-up. Return said deposit to participant on day of workshop. Member may choose to donate the \$10.00 deposit to GUILD. Workshops are free to members if they participate. GUILD Members who do not participate shall forfeit their \$10. Funds will be given to the GUILD Treasurer for deposit. Funds may not roll over to another Skill's Day. Make material's lists available to participants. Prepare article for newsletter every month and update website information when necessary. Encouraged to attend board meetings to report activity. Members who teach shall be offered a \$50 honorarium and have the choice to accept it or not.

SHARING AND CARING -

Be the recipient of good and bad news and publicize same in newsletter. Send cards and gifts as needed. Encouraged to attend board meetings to report activity.

TREASURE CHEST -

Announce by newsletter article, the theme of donations needed for Treasure Chest every month. Arrange for donated items collected from members, to be raffled off during general meetings. Working within the budget, set up a table of items to be raffled in an attractive manner at meetings and take in money for raffle tickets. Hold drawings for winners and turn in monies and receipts to Treasurer. Chairmen are encouraged to attend board meetings to report activity.

WAYS AND MEANS -

Form a committee with the goal of brainstorming various fundraising ideas and activities that follow our purpose as stated in ARTICLE: II Section- I of the GUILD By-Laws. Plan and organize meetings. Follow up on group ideas through research and investigation and communicate with committee. When the committee has an idea, assign yourself, or delegate a potential chairman to head up a particular activity that has been chosen, and present it, along with details, to the Board for Approval (and a board approved budget, if needed). Other responsibilities include recording fundraising inventory such as GUILD T-shirts, pins, CD photo, etc. Also, tracking funds received and expenses, to balance inventory records. All funds collected shall be given to the Treasurer. Encouraged to attend board meetings and report brainstorming ideas and fundraising activity.

WEBSITE- www.LLQG.org

Creates and maintains the website showing current activities of the GUILD. Receives updates to website from Chairmen and Members. Forwards invoices to Treasurer for billing purposes. Chairmen are encouraged to attend board meetings.