

BYLAWS POLICIES  
& PROCEDURES  
2022-2024

*LADIES OF THE LAKE QUILT GUILD*  
*BYLAWS*

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# ***BYLAWS OF LADIES OF THE LAKE QUILT GUILD***

*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

- 2.01 The purpose of the 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.
  - D. To contribute to the growth and knowledge of quilt techniques, textiles, patterns, history, and quilt making through education, meetings, and fellowship.
- 2.02 The 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.
- 2.03 No 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 or distribution of statements) on behalf of any candidate for public office.
- 2.04 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

- 3.01 Membership in the GUILD is open to individuals who are interested in quilts, and quilting, and who subscribe to the purpose of the GUILD. Membership becomes valid upon payment of dues and completion of the yearly membership form. See Policies and Procedures, General Membership for detailed information.
- 3.02 GUILD members shall receive a GUILD member roster with the understanding that the list will NOT be used for commercial or solicitation purposes except by our affiliates. GUILD members who wish to be excluded from affiliate contact should indicate this on the membership form.
- 3.03 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.

### 3.04 THE ANNUAL DUES SHALL BE AS FOLLOWS:

A. Dues and membership forms are due on or before the February general meeting date or membership will be dropped until such dues are paid. B. \$20.00 for Charter Members:

1. Those members who joined and paid on or before May 18, 2001. Charter Members are indicated on a Roster with an \*.
  2. Those members whose dues and membership forms are not submitted and paid by the February general meeting will be dropped from Roster
- C. \$25.00 for Adult Members  
D. \$5.00 for Junior Members  
E. Dues will be prorated to \$12.50 for adults, \$ 2.50 for juniors joining after July 1.

3.05 All annual dues to the GUILD are set every two years by vote of the membership; this follows recommendation of the Executive Board in conjunction with the bylaw revisions. Dues change will be effective January 1 following the approval of the bylaw revision. 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.

3.06 A newsletter is available to members on the LLQG website and by other methods listed in Policy & Procedures.

## ARTICLE IV. AFFILIATES

4.01 Affiliates are businesses or community organizations wishing to support the GUILD.

4.02 Affiliates 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.

4.03 Affiliate owners or designated employees are not considered GUILD members. Affiliates may not have voting privileges, will not hold a committee chair position, and will not hold office, or constitute a quorum.

4.04 Upon joining, affiliates in good standing are entitled to the following:

- A. Receive a modified GUILD member roster for commercial or solicitation purposes. It will include ONLY the names of GUILD members, emails and birth dates. Members who do not wish to share their personal information will not be listed.
- B. Be named in our newsletter and website. They will also receive the GUILD's monthly Sew & Tell Newsletter either by email or by post if there is no e-email.
- C. Advertise twice a year maximum up to one quarter page in the newsletter at no additional charge.
- D. Given priority status in applying for quilt show vendor spaces.

- 4.05 The annual dues shall be \$30 per calendar 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.
- 4.06 Affiliate dues are renewable on the GUILD's February general meeting for the upcoming GUILD year. Those Affiliates whose dues are not paid by this date will automatically be dropped from the affiliate list until such dues are paid.
- 4.07 To enjoy all GUILD benefits, affiliate business owners may also join the GUILD as an individual GUILD member.
- 4.08 Affiliate owners or designated employees may be hired as program lecturer or workshop teachers.

## ARTICLE V. MEETINGS

- 5.01 The GUILD shall hold a minimum of ten general meetings a year, at a time and place designated by the Executive Board.
- 5.02 The agenda for the Executive Board meeting shall be posted at the Welcome Table prior to each general meeting. All members are invited to attend.
- 5.03 The general meeting held in November shall be known as the "Annual Meeting" and shall be for the purpose of electing officers and for any other business that may arise.
- 5.04 Fifty-one percent (51%) of the GUILD membership present shall constitute a quorum. There shall be no proxy votes.
- 5.05 The president must call a special meeting of the Executive Board upon written request by three members of the Executive Board or by written request by any ten members of the GUILD within 10 calendar days of the request. The Executive Board shall be notified of the special meeting date, time and purpose by email or telephone at least 24 hours in advance of the meeting. If no resolution is reached, the president must present the issue to the general membership at the next general meeting. The meeting shall be recorded by the secretary.
- 5.06 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

- 6.01 The current edition of "Robert's Rules of Order, Newly Revised", shall govern the GUILD in all cases not covered by these bylaws.

- 6.02 The GUILD requires that all officers, chairpersons and members refrain from conduct injurious to the GUILD or its purpose.
- 6.03 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.
- 6.04 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. NOMINATIONS AND ELECTIONS

- 7.01 In August, the president shall appoint a nominating committee for the purpose of nominating officers for the next calendar year. The committee shall consist of five members: two Board members and three members from the general membership.
- 7.02 Nominating Committee
  - A. The nominating committee shall submit a slate of nominees for elected offices to the Executive Board at its September meeting.
  - B. The nominating committee shall then submit the proposed officer nominees to the general membership in the newsletter prior to the November meeting.
  - C. At the November meeting, the committee will present the slate and open the floor to further nominations.
- 7.03 Election of officers shall be held at the November 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.
- 7.04 The nominating committee shall remain in existence until all elected officer positions have been filled.
- 7.05 The installation of new officers shall take place at the end of the December general meeting.
- 7.06 The newly elected officers will assume their duties at the January general meeting.

## ARTICLE VIII. OFFICERS

- 8.01 The officers of the GUILD shall be the President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the GUILD.

- 8.02 Officers shall be elected at the November meeting and their term of office shall be for one year beginning January 1st.
- 8.03 A member may be elected to serve in the same office for no more than two consecutive terms of office. If no other member is nominated, another one-year term may be permitted.
- 8.04 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.
- 8.05 In the event of a vacancy in any office, with the exception of president, a member of the Executive Board shall interview prospective applicant/s with the intent of determining qualifications of the applicant/s for the vacancy. The applicant must be approved by a majority vote of the Executive Board.
- 8.06 All officers are to maintain and update yearly, a procedural notebook to be passed on to the President for review. The President gives the notebooks to their successors at the December general meeting.

## ARTICLE IX. OFFICERS' DUTIES

- 9.01 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. All past presidents of the guild will receive an honorary lifetime membership.
- 9.02 The VICE PRESIDENT shall, in the absence, resignation, or removal of the president, serve as, and perform the duties of the president. The program chairman be responsible for securing and facilitating programs and classes. The Vice President may appoint a committee that will assist her in facilitating programs and classes.
- 9.03 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. They are to be made available for inspection by the membership. The secretary will submit a copy of the minutes to the president for approval before submitting to the newsletter editor to be printed in the newsletter following each said meeting.
- 9.04 The TREASURER shall be the chief financial officer of the GUILD. The treasurer shall be responsible for
- A. Care and custody of the funds of the GUILD.
  - B. Maintaining the accounting records in a timely manner according to appropriate accounting standards and Bylaw's Article XI: Finances.
  - C. Conduct yearly internal audit. Audit committee should include incoming treasurer, outgoing treasurer, incoming president, and two members of the guild. The audit should be done as

soon as possible in January after the close of the annual year. Provide reports reconciling Quilt Show Income and Expense to the Guild summary Quilt Show Income and Expense. Provide December bank statement reconciled to year end and checking and savings accounts. Make available monthly reconciled bank statements, check register detail for the year, expense requests and receipts, deposit requests and receipts, and yearly government reports to provide findings report to the Executive Board at next general meeting following Audit.

- D. Preparing, submitting and recording all required government related forms.
  - 1. 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.
- E. Cash donations - keep a record of their non-profit federal identification number and proper documentation as required. Cash donations may only be given to a non-profit 501 (c) 3 organization. Possession of post office key and picking up GUILD mail located at P.O. Box 875, Kelseyville, CA 95451.
- G. Distributing mail to appropriate chairperson and members in a timely manner.
- H. Appointing an alternate member to be responsible for picking up mail.
- I. Checks above \$1,000 require two Officer signatures.
- J. Under supervision of the Treasurer and accountable to the Executive Board, an outside Accountant can be hired to perform some duties.

9.05 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 and described in the GUILD'S policies and procedures.

## ARTICLE X. THE EXECUTIVE BOARD

- 10.01 The Executive Board shall consist of the four elected officers, three members-at-large, and the Parliamentarian who is a non-voting member. The three members-at-large shall be chosen for the year by the president with the advice of the other elected officers.
- 10.02 Four members of the Executive Board shall constitute a quorum, two of whom must be elected officers.
- 10.03 The Executive Board shall meet monthly to conduct its business meetings to plan and supervise the activities of the GUILD.
- 10.04 The Executive Board shall be responsible for conducting the affairs of the GUILD according to the Articles of Incorporation, the bylaws and GUILD policies.
- 10.05 The Executive Board shall be responsive to the wishes of the general membership. Members are encouraged and welcome to attend all Executive Board meetings.
- 10.06 The president must call a special meeting upon written request of three members of the Executive Board or by written request by any ten members of the GUILD within 10 calendar days of receipt of the request. The Executive Board shall be notified of the special meeting date,

time and purpose by email or by telephone at least 24 hours in advance of the meeting. Refer to Article V - 5.05.

## ARTICLE XI. FINANCES

- 11.01 The annual year shall be from January 1 to December 31.
- 11.02 In November of each year, the current president shall appoint a special committee for the purpose of proposing the budget for the next annual year. The committee shall consist of five members: the current treasurer, the treasurer elects, the Quilt Show chairman, and two members from the general membership. Should the treasurer serve a second term, the president shall appoint the fifth person from the general membership. Minimum for quorum is 3.
- 11.03 The budget committee shall submit a proposed budget to the Executive Board at its January meeting for review, revision, and approval. The budget shall be submitted to the general membership prior to the January meeting. At the February meeting the Executive Board shall submit the budget for GUILD membership approval. Subject to approval by the membership, changes in the budget, except for use of the contingency fund, shall be approved by the majority vote of the general membership in attendance.
- 11.04 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. Refer to Article IX - 9.04C.
- 11.05 Any GUILD sponsored fund-raising event shall be directly related to and in support of the GUILD'S purpose as defined in Article II and approved by Executive Board.
- 11.06 Any fees charged by the bank that are not the fault of the Guild may be charged back to the person or organization that incurred the fees. This includes bounced check fees, stop payment fees and any other fees that are not the direct responsibility of the Guild.

## ARTICLE XII. DUTIES OF CHAIRPERSON AND COMMITTEES

- 12.01 The purpose of chairperson and committees is to facilitate the organizational, educational, and philanthropic activities of the GUILD. Committee chairpersons are appointed by the president with the advice of the executive Board officers and are required to be a member in good standing.
- 12.02 Chairperson are, but are not limited to, Block of the Month, Challenges, Community Service, Skills Day, Quilt Show, Opportunity Quilts, Ways and Means, Treasure Chest, Historian, Hospitality, Library, Membership, Newsletter Editor, Programs, Publicity, Secret Pal, and Show and Tell.

- 12.03 All committee chairpersons are to maintain and update yearly a procedural notebook to be given to the President in December for review. The President gives the notebooks to the new chairperson at the January meeting.
- 12.04 Committee members are selected by the chairperson.

### ARTICLE XIII. CHANGE OF BYLAWS

- 13.01 In February of every even numbered year, the president shall appoint a special committee for the purpose of reviewing and proposing revisions to the bylaws. The committee shall consist of seven members: the president, an additional member of the Executive Board, the parliamentarian, and four from the general membership.
- 13.02 Any proposed change to the bylaws and GUILD policies shall be presented, reviewed and approved at an Executive Board monthly meeting. If not approved, it is returned to the Bylaws Committee.
- 13.03 Once approved by the Executive Board, the proposed change will be presented to the general membership prior to the following general meeting.
- 13.04 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.
- 13.05 Any change of the bylaws would necessitate the updating and reprinting of the bylaws and making them available to membership.
- 13.06 The bylaws may be amended at any general meeting of the GUILD by a 2/3 vote of members present following the steps in Article XIII 13.02 – 13.05.

### ARTICLE XIV. EQUIPMENT

- 14.01 The GUILD shall maintain a postal box as a permanent mailing address.
- 14.02 All rights to the logo remain the property of the GUILD.
- 14.03 GUILD equipment is stored as specified on the Assets & Equipment List.
- 14.04 The GUILD does not loan/rent any GUILD equipment. Equipment can ONLY be used for GUILD purposes.

### ARTICLE XV. DISSOLUTION

- 15.01 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 Bylaws approved by the Executive Board and the general membership on

March 8,2023

Linda Morrison, President  
Suzanne Lee, Vice President  
Carol Maxwell, Secretary  
Deb Strickler, Treasurer

**LADIES OF THE LAKE QUILT GUILD  
POLICIES AND PROCEDURES**

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**LADIES OF THE LAKE QUILT GUILD**  
**POLICIES AND PROCEDURES**

## I. GENERAL ITEMS

### 1. Donations

- A. The treasurer must issue a receipt for all donations (cash or value) to the GUILD of \$250 or more. Donation letters for lessor amounts will be given upon request. Additional information from the donor may be needed.

### 2. Participation with Other Guilds

- A. Invitations from other guilds to participate and share activities shall be presented to the Executive Board for approval, then listed in the newsletter and written details may be made available at the welcome table.

### 3. Financial

- A. 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, and members' costs associated with speakers including meals, lodging, and mileage.

## II. GENERAL MEMBERSHIP AND MEETING POLICIES

### 1. Communications

- A. The GUILD, P.O. Box 875, Kelseyville, CA 95451 and website [www.LLQG.org](http://www.LLQG.org) will be used as official GUILD contacts in most instances.
- B. All communication to the general public shall be handled in a professional manner. To ensure this policy, GUILD members shall have flyers, letters, etc., reviewed by the Executive Board for accuracy before printing and distributing, including use of logo.

### 2. Fundraising

- A. Any member may propose an idea for an event or fundraiser to the Executive Board for approval. This should be done before announcing such an event at a general meeting.
- B. Any member may submit a quilt design and a proposed budget for a future opportunity quilt to the Board for approval.
- C. Displaying and marketing opportunity quilts will be allowed at general meetings only by recognized quilt guilds with prior approval of the Executive Board.

### 3. Member Participation and Meetings

- A. Members shall participate in and support the projects and activities of the GUILD.
- B. Members may attend all general meetings of the GUILD, have the privilege of voting and holding office and will receive the monthly newsletter.
- C. Members may use the GUILD's library, participate in classes, workshops, activities, and other special events.
- D. 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.
- E. Members are encouraged to wear name tags at general meetings.

- F. During speaker presentation, the use of cameras and/or tape recorders is by permission of the guest speaker only.
- G. 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.
- H. GUILD members are strongly encouraged to make at least three baby quilts for community service to maintain 501c3 non-profit status.
- I. Members are strongly encouraged to purchase \$20 worth of opportunity quilt raffle tickets per year in support of our Guild activities.
- J. Guests are welcome to attend two (2) general meetings per year, after which they are expected to become dues paying members.

#### 4. Solicitation

- A. Solicitation, as it pertains to the GUILD, is the request by members, visitors, or affiliates to advertise the purchase or services for personal profit (Article II – 2.02).
- B. No oral soliciting is permitted at meetings. Members may not advertise commercial business unless the member is also an affiliate. The one exception to this solicitation rule will be the paid program presenter. Members may not advertise for personal profit or gain unless the member is also an affiliate.
- C. Welcome Table: flyers for upcoming quilt shows or quilt related information from other guilds or affiliates are permitted at the designated welcome table.

### III. EXECUTIVE BOARD POLICIES

#### 1. Reappoint Chairperson

- A. In a case-by-case situation, the president shall appoint a new chairman if the current chair is unable to fulfill the requirements of the position.

#### 2. Retiring President

- A. The immediate past president will enlist volunteers from the membership to determine a gift for the retiring president. The past president will be in charge of organizing and obtaining the gift. Sufficient funds will be allocated in the budget to cover expenses. One gift is sufficient should the current president serve a second-year term.

#### 3. Newly Elected Officers

- A. Newly elected officers are strongly encouraged to attend the December Executive Board meeting.

### IV. CHAIRPERSON POLICIES

#### 1. General

- A. Chairpersons are expected to keep a journal of the current activities, forms used, and costs incurred or any other communication tools to be handed to the new chairperson at our January general meeting.
- B. Chairpersons may hold a vote or contest to encourage participation in GUILD activities. Awards will be limited to non-monetary recognition.

#### 2. Term

- A. The Chairperson 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 the presiding chair would like to continue this position, another one-year term may be permitted.

### 3. Participation

- A. Chairperson are encouraged to attend a minimum of four Executive Board meetings a year to review policy and procedures.
- B. Chairpersons are expected to communicate and work with committee members. The appointed chairperson shall review current policy. Any changes require Executive Board approval prior to announcing to the general membership.
- C. No member shall chair more than 2 Guild committees at a time.

### 4. Financial

- A. Chairpersons shall submit a request to the budget committee by November 1 each year, projecting their planned funds/expenses for the upcoming year.
- B. Chairpersons without a budget shall have all GUILD expenses approved by the Executive Board prior to any purchases or reimbursement.
- C. Upon approval of the budget (Bylaws Article XI. Finances), chairperson 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.
- D. Chairpersons must submit receipts and account for funds to the treasurer.
- E. The treasurer will provide selected committee chairperson with a refundable deposit, not to exceed \$35, to facilitate their committee sales during the year. This deposit must be returned to the treasurer by the end of the current fiscal year. The amount of the refundable deposit cannot exceed \$35 without approval from the Board.
- F. Chairpersons shall review the monthly and yearly treasurer recap to ensure accurate accounting practices.
- G. Chairpersons are ineligible to receive any payment for services performed under their normal scope of responsibility.

## ***CHAIRPERSON JOB DESCRIPTIONS AND PROCEDURES***

All chairpersons are encouraged to attend Board meetings. It is recommended that the following GUILD activities be reviewed yearly for interest and participation: Block-of-the-Month, Challenge, Mystery, and Round Robin.

### **AFFILIATE LIAISON**

- Recruit new affiliates.
- Working within a budget, the liaison handles the main correspondence between the affiliates and the GUILD.
- Keeps a roster of affiliates in good standing including additions, and renewals and provides information to the GUILD newsletter editor.
- Working with membership chairman, provide affiliates with a modified GUILD roster for solicitation purposes.
- May place flyers on hospitality table at request of affiliate.
- Reminds affiliates of benefits as referred to Article IV.
- Notify affiliates on December 1 dues are due by the February general meeting date. If dues are not received by the January general meeting date, the affiliate is dropped as an affiliate until dues are paid.
- Notify the newsletter editor of affiliate changes.

### **BLOCK OF THE MONTH**

- Create a block each month.
- Set up table display at general meeting including instructions and samples.
- Provide patterns and directions to the membership via email, newsletter editor, and website chairman.
- Collect blocks and hold drawing for the monthly winner of the blocks. Work with the Executive Board and within an approved budget.

### **CHALLENGE**

- Create the challenge rules, including the schedule and deadline and present them to the Executive Board for review.
- Work within a budget. If necessary, kits may be sold to GUILD members. Submit articles to newsletter after sending to Executive Board for review.

### **COMMUNITY SERVICE**

- Coordinate the preparation and donation of baby quilts to Adventist Health Clear Lake, 15630 18<sup>th</sup> Avenue, Clearlake, CA 95422.
- Work within a budget when purchasing supplies and/or ask for donations for supplies.
- Assemble kits for home sewing by members.
- Prepare labels.
- Prepare supplies for a GUILD workshop day.

- Keep records of quilts made
- Submit articles to newsletter when necessary.
- Set up table display at general meetings to have kits available.

### EQUIPMENT CHAIR

- Keep a record of all locations of GUILD equipment.
- Records should include but not be limited to keys, ironing boards, quilt show supplies, opportunity quilts, quilt car cover, banners, etc.
- A list of GUILD equipment shall be given to and reviewed by the Executive Board meeting to show the location of GUILD property.
- Equipment will be used for OUR GUILD USE ONLY. No loaning or renting of equipment.

### FREEBIES

- Be 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.
- Be responsible for prioritizing items:
  - Any fabric or supplies that are appropriate to use for our baby quilt community project should be donated to the community service chairman.
  - 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, Silent Auction or any quilt show related fundraising - door prize, etc., should be donated to those chairpersons for their use.
- After sorting donated items, organize and set-up a Freebie table during general meetings for GUILD members to take the “leftovers”.
- This chairman does not have a budget
- Any person donating more than \$250 in value will obtain a receipt from the treasurer. Donations letters for lessor amounts will be given upon request.

### 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 and archive all printed newsletters.
- Work within a budget and keep receipts of expenses to be turned in to treasurer.
- Create a scrapbook or an electronic device and make it available for viewing by GUILD members.

### HOSPITALITY

- Arrange food set-up and clean-up duties for all general meetings.
- Arrange for refreshments at all general meetings and work within an approved budget.
- For our GUILD May birthday and December Christmas general meetings, duties will also include planning the events with the program chairman. (Example: planning and organizing gift

exchange in December, planning activities related to a birthday party in May.) Submit articles to our newsletter.

## LIBRARY

- Arrange to provide books and/or equipment to loan to members during general meetings and work within an approved budget.
- Keep a record of books checked out and to whom. Review and update inventory.
- Prepare sales of old books to raise funds.
- Only GUILD members may check out books.
  - Books may be checked out for a two-month period (meeting to meeting).
  - Renewal after the two-month period is at the discretion of the librarian. To renew, the book must be brought back to the library (no book, no renewal).
  - Books shall be returned in good condition. Loss or severe damage to the book will require that the borrowers pay or replace the book.
- Overdue books
  - A book is considered overdue if not returned by the second general meeting after it is checked out.
  - The borrower will be notified by phone first. If the book is still not returned, the borrower's name will be printed in the newsletter.
  - The borrower will be sent an invoice for the replacement cost of the book after the 3rd month is overdue.

## MEMBERSHIP AND WELCOME HOSTESS

- Greet members and guests at general meetings with a big smile!
- Keep track of guest attendance and encourage guests to follow policy and join after two (2) visits.
- Use sign in sheets to record monthly attendance of members. Share information with programs and sharing/caring committees to identify the needs of members.
- Be responsible for general meeting sign-in and show & tell sign-up sheets.
- Report totals of members, affiliates, and guests in attendance to the secretary to be recorded in minutes.
- Create and dispense new membership cards.
- Provide new members with a welcome folder.
- Keep records on charter membership using a numbered system and an \* on the roster.
- Shelley Aldrich is listed on the roster with \*\* to indicate founder and lifetime member.
- Working with the Treasurer, create an annual roster in February. Update quarterly and distribute one to each member via email or USPS.
- Work with affiliate liaison to create a membership roster for affiliate solicitation purposes deleting GUILD members' names who do not wish to be solicited.
- Keep the roster up to date and notify newsletter editor of changes.

- Publish member information changes and new member information in newsletter so members may update their copy of the roster.
- Make appropriate announcements in the newsletter, such as dues renewal reminders.
- Monthly drawing for a fat quarter to member wearing name tag at end of general meeting.
- Collect yearly dues. Notify members in the December newsletter, dues are due by the February general meeting or member will be dropped from the Roster until dues are paid.
- Welcome Hostess
  - This could be a shared position.
  - Set up and man the welcome table.

### MYSTERY QUILT

- Present project to the Executive Board for scheduling and work within approved budget.
- Determine quilt mystery pattern, deadlines and distribute monthly clues.
- Determine if finished projects will be presented to membership for viewer's choice award, distribute ballots and present non-monetary prize.

### NEWSLETTER EDITOR

- Receives articles and submissions from the Board and committee chairperson on or before the due date for the newsletter, Sew & Tell.
- Obtain President approval before publication.
- Constructs and edits newsletters to be distributed via email and US mail. Also constructs label documents for US mail delivery.
- For members with email, there is no print fee. For members with no email, the newsletter will be mailed with no print fee.
- For members with email who choose to receive a newsletter by mail, it will be mailed.
- The members should receive the newsletter at least one week prior to the general meeting. The chairman works in conjunction with membership chair and affiliate liaison to maintain current contact information.
- E-mail newsletter to printer with instructions.
- **Printed Distribution Person**
- Inform newsletter editor how many newsletters are to be printed for distribution.
- Print labels
- Pick up newsletters from printer. Bring extras to the general meeting to be given to guests. (add)
- Mail newsletters and Quarterly Rosters

### NOMINATING COMMITTEE

- A meeting to be called in August.
- Committee contacts prospective nominees for permission to be considered for office/s.
- Multiple members can be nominated for one office.
- Be prepared for a paper ballot at the November meeting.

- Notify new Executive Board members to attend the December Executive Board Meeting.

### OPPORTUNITY QUILTS

- Select pattern, design, idea, plan, etc., for a quilt to be used as a fundraiser.
- Obtain copyright approval in writing when necessary.
- Submit to the Executive Board.
- Work within a budget.
- Quilts should be started 1 to 2 years before year to be raffled.
- Quilts should be ready and waiting to be offered up for ticket sales as soon as possible after the winner is drawn for the previous one at the quilt show.
- 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 the printing of tickets.
- Prepare the distribution and maintain record keeping 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.

### PARLIAMENTARIAN

- Must attend regular and Board meetings, read and be familiar with GUILD bylaws, 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 GUILD's yearly activities and calendar of events.
- In December, present the Annual Schedule to the new Executive Board (according to the Bylaws).
- Must chair the bylaws committee.

### PROGRAMS

- Position is well suited for a committee with the vice president as chairman.

- Arrange to provide speakers and other related entertainment program fillers for all months except May, October and December. Work with hospitality chair on our birthday and Christmas celebrations.
- Approval by the Executive Board must be given to the program chairman prior to contracting a GUILD member as a principle/lecturer/teacher. Refer to Article II, 2.02 of the bylaws.
- 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.
- Priority will be given to GUILD members. Classes are open to all.
- 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 chairman shall turn monies over to treasurer and obtain check to pay speaker and/or teacher.
- Use monthly attendance records to develop future programs. The Program Chairman is not required to pay for classes.

## PUBLICITY

- Coordinate all press releases and media advertising for GUILD publicity.
- Work within a budget, provide other general publicity as needed.
- Distribute aforementioned to quilt shops, etc., where the public has access.

## QUILT SHOW CHAIRMAN/CHAIRPERSON

- Coordinate everything to do with the current quilt show in an overseer capacity, including such responsibilities as: appointing chairperson and/or committees, calling and presiding over regular meetings, keeping track of every committee's progress and picking up slack where necessary.
- Refer to the quilt show chairman's previous procedural notebook for more details.
- Encouraged to frequently attend Executive Board meetings.
- This is an all-encompassing job and can well be shared by 2 or more members.
- Maintain newsletter correspondence necessary.
- Conflict of Interest - In order to avoid conflict of interest the following shall apply:
  - No vendor shall hold the position of vendor chairperson for the GUILD's quilt show. All vendors are required to have a current resale license.
  - Committee chairs are ineligible to receive any payment for services performed under their normal scope of responsibility.
  - To be fair to vendors and members, Country Store member entry for 75% payment is limited to 100 items.

## ROUND ROBIN

- Present project to the Executive Board for scheduling and work within approved budget.
- 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 other's 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 it by deadlines.
- Information should be posted in the GUILD newsletter after obtaining approval by the Executive Board.

## SECRET PAL

- Communicate to the participants the rules of the activity by making appropriate newsletter announcements.
- Distribute and collect information sheets (may be included in the February newsletter by sending it to the newsletter editor), from interested participants and assign "pals" from March to December.
- Keep a list for reference only. Provide tables 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 the chairperson is unable to attend a meeting, have a replacement take over recording of gifts. Submit appropriate newsletter announcements.

## SET UP AND TAKE DOWN

- Set up and take down all tables and chairs for all general meetings.
- Clean tables as needed.
- Place signs on tables.
- Remind members to push in chairs after meeting.

## SHOW AND TELL

- Provide sign-up sheets to membership chair at every meeting for members and guests who have brought show and tell items.
- Preside over showing – keep eye on the clock and prevent oral solicitation.
- Publish article in newsletter if special "themed" show and tell is to be announced and notify President.
- Encourage participation.

## SKILLS DAY

- Set up dates at a location preferably on the third Saturday.

- Coordinate GUILD members to share projects and/or techniques for a 2 - 6-hour workshop. A minimum of five participants is required.
- Set up a 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. Members may choose to donate the \$10 deposit to the 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 skills day.
- Make material lists available to participants.
- Prepare articles for newsletter and update website information as necessary.
- Members who teach shall be offered a \$50 honorarium and have the choice to accept it or not. An IRS form 1099 misc. income will be issued if \$50 is accepted.
- Notify facility and the treasurer of any changes i.e., cancellation, as soon as possible. The chairman should also notify participants of any cancellation.

### SHARING AND CARING

- Be the recipient of good and bad news.
- Send cards and gifts as needed.
- Chairman is responsible to update membership at meetings.
- Remind members via newsletter to notify sharing and caring chair of newsworthy items. Use monthly attendance to follow up with members as needed.

### TREASURE CHEST

- Announce by newsletter article, the theme of donations needed for treasure chest.
- Arrange for donated items collected from members to be raffled off during general meetings.
- Work within the budget.
- Hold drawings for winners and turn in monies and receipts to treasurer.

### WAYS AND MEANS

- Form a committee with the goal of brainstorming various fundraising ideas and activities that follow the purpose of the GUILD 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.
- Track 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](http://www.LLQG.org)

- Create and maintain the website showing current activities of the GUILD.
- Receive updates to website from chairperson and members. Forward invoices to treasurer for billing purposes.

Policies and Procedures revised March, 2023