

BAYTOWN AREA QUILT GUILD BY-LAWS

Effective 5/3/2021

ARTICLE I NAME

The name of this organization is the Baytown Area Quilt Guild.

ARTICLE II MISSION

The mission of the Guild is to encourage self-expression through the art of quilting, collaborating with artists and quilt organizations in an effort to facilitate mutual support, recognition, and exchange of quilting ideas for the novice as well as the most experienced quilters. Facilitate classes, lectures and exhibits in an effort to enrich and serve others in our surrounding community through charitable contributions.

ARTICLE III MEMBERSHIP

Section 1: Membership is open to any individual who has an interest in quilts.

Section 2: The annual required membership fee is payable on or before the January meeting or at the time a new member joins the Guild. New members who join after July 1st shall pay a reduced amount.

Section 3: Members of the Guild have the right to vote. Guild members may attend board meetings and all Guild sponsored activities.

Each Member is required to purchase a minimum of 5 booklets of donation quilt raffle tickets, in order to be a “member in good standing”. A member in good standing is defined as one who has paid their membership fee as well as having purchased or sold a minimum of 5 booklets of donation raffle tickets.

Section 4: A prospective new member is any person that is not a current member of the Baytown Area Quilt Guild. A prospective new member/visitor is welcome to attend two meetings prior to becoming a member and they will be invited to join the Guild.

ARTICLE IV MEETINGS

A meeting of the general membership shall be held monthly.

ARTICLE V OFFICERS

Section 1: The elected officers are:

President

First Vice-President/Programs

Assistant First Vice-President/Programs

Second Vice-President/Membership

Third Vice-President/Workshops

Assistant Third Vice-President/Workshops

Fourth Vice-President/Quilt Show, Auction

Immediate Past President

Fifth Vice-President/Community Projects

Secretary

Treasurer

Parliamentarian

Historian

Librarian

Donation Quilt

The President shall appoint, with approval of the elected officers, the chairmen of the organizational committees, and the chairmen of the project committees. The Board of Directors shall include the elected officers and the organizational committee chairmen and all shall have voting privileges, with the exception of the Immediate Past President, which is a non-voting officer. The Board shall meet in regular monthly sessions to attend to the affairs of the Guild and shall maintain the policies and guidelines to regulate the Guild activities. A quorum of two-thirds of the officers and organizational chairmen must be present in order to conduct business. If an elected officer or organizational committee chairman is not present at the board meeting, they may appoint a representative or agent to vote by proxy of absence. At the request of the President, a special session of the Board may be called.

A proxy of absence is a person who is designated by another to represent that individual at a meeting. It is the written authorization allowing one person to act on behalf of another. Each officer can hold one proxy. The guild has created a Proxy of Absence which will be used when needed.

Section 2: Duties of the Officers are:

- A PRESIDENT:** The President presides at all meetings, appoints all committee chairmen, with the approval of the officers, unless specified, is an ex-officio member of all committees except the nominating and auditing committees, and performs all other duties pertaining to the office. The President shall give a brief report on the Board Meeting to the membership via the Newsletter. The President will serve on the Social Media Committee.
- B FIRST VICE-PRESIDENT/PROGRAMS/:** The First Vice-President presides at all meetings in the absence of the President, prepares the Guild programs, approves the Guild workshops, and shall at all times render assistance to the President. The First Vice-President of Programs will serve on the Social Media Committee.
- C ASSISTANT FIRST VICE-PRESIDENT/PROGRAMS:** The Assistant First Vice-President is responsible for scheduling programs for the year following his/her tenure and assisting the Program Chairman when needed. This officer is expected to accept the nomination for First Vice-President the following year.
- D SECOND VICE-PRESIDENT/MEMBERSHIP:** The Second Vice-President is the Membership Chairman, collects dues, keeps correct attendance records and a current member roster, and publishes the year book after it has been proofread by the President and First Vice-President. The second Vice-President performs the duties of the President and First Vice-President in their absence.
- E THIRD VICE-PRESIDENT/WORKSHOPS:** The Third Vice-President is responsible for the scheduling and coordination of Guild workshops and will submit workshop plans to the First Vice-President for approval.
- F ASSISTANT THIRD VICE-PRESIDENT/WORKSHOPS:** The Assistant Third Vice-President is responsible for scheduling workshops and their locations for the year following his/her tenure and assisting the Program Chair-elect as needed. This officer is expected to accept the nomination for Third Vice-President the following year.
- G FOURTH VICE-PRESIDENT/QUILT SHOW, AUCTION:** The Fourth Vice-President is the quilt show and/or auction coordinator. This officer will appoint a committee to set the theme, time, place, and working procedures for the quilt show and/or auction and will submit all plans to the Board for approval.
- H FIFTH VICE-PRESIDENT/COMMUNITY PROJECTS:** The Fifth Vice-President is responsible for the selection and completion of community projects. The Fifth Vice-President will appoint a chairperson for these projects, and present project plans to the board for approval. The Fifth Vice-President will provide pictures of community projects to the Social Media Committee.
- I SECRETARY:** The Secretary keeps an accurate record of the Guild and Board meetings, submits the minutes to be published in the newsletter each month, and maintains a file of all official records pertaining to the Guild.
- J TREASURER:** The Treasurer receives and deposits all money in the bank, disburses money as authorized, submits an accurate report to be published in the newsletter each month, serves as Chairman of the Budget Committee, and submits the financial records for annual audit at the close of the fiscal year. The Treasurer makes any required filings to the Internal Revenue Service. See Appendix B.
- K PARLIAMENTARIAN:** The Parliamentarian advises upon points of order when called upon by the presiding officer and is the Chairman of the By-laws Committee.
- L HISTORIAN:** The Historian takes pictures of Guild activities, prepares and submits photos to website chairman to be published on website. These photos along with monthly newsletters will maintain an accurate history of the Guild activities. The Historian will serve on the Social Media Committee.

- M* **LIBRARIAN:** The Librarian maintains an accurate list of the Guild collection of libraries materials; makes them available to the Guild members at the monthly meetings; maintains accurate borrowing records; makes recommendations for the purchase of new materials.
- N* **IMMEDIATE PAST PRESIDENT:** The Immediate Past President will attend 3 months of the board meetings at the beginning of the year to facilitate a smooth transition. The Immediate Past President will offer advice or suggestions on any pending and/or new business. The Immediate Past President is not a voting member of the board.
- O* **DONATION QUILT TICKET CHAIRMAN:** The Donation Quilt Ticket Chairman is responsible for the printing, distribution of raffle tickets to all members to be purchased or sold by said members as well as setting up appointments with other guilds and venues if possible or working with social media for the Donation quilt to be displayed and tickets to be sold. This person is also responsible for collecting money from ticket sales and turning in said moneys to the treasurer for deposit into the guild bank account.

Section 3: Election of Officers

- A. The Nomination Committee will present a slate of officers at the October meeting. This slate of officers shall be published in the following Newsletter. Nominations from the floor will be accepted at the November meeting and the total list of nominees will be published in the following Newsletter.
- B. The membership will vote for officers at the December meeting using a written ballot, if there is more than one nominee for any office. If all nominated positions have only one candidate, then a vote by acclamation will be conducted by someone appointed by the current President. Installation of officers will follow the election.
- C. The term of office is one year commencing with the January meeting and ending with the December meeting. Officers may only serve two consecutive terms in the same office.

Section 4: Vacancies

In case of a vacancy in any office, a successor shall be elected at the next regular meeting. Nominations may be made by the Board or from the floor.

ARTICLE VI COMMITTEES

Section 1: The Organizational Committee Chairs are appointed by the President and approved by the elected officers. The Chairman of each committee shall select their committee members. The Organizational Committees are:

- A. Door Prizes: The Door Prize Chair is responsible for guest and member prizes to be given at the monthly meetings.
- B. Hospitality: The Hospitality Chair is responsible for organizing the refreshments at regular meetings of the Guild.
- C. Newsletter Editor: The Newsletter Editor collects information, creates, prints, and mails or emails “*The Patchwork Pipeline*” at least one week before the meeting. Newsletter policies should uphold the mission and bylaws of the Guild. The Newsletter Editor will maintain an email contact list of members and will send out messages when directed by the President. The Newsletter Editor serves on the Social Media Committee.
- D. Show and Tell: The Show and Tell Chair registers show and tell presenters and supervises the presentations at the regular meetings.
- E. Sunshine and Shadows: The Sunshine and Shadows Chair will send cards or call members who are ill, will send cards to members upon the death of an immediate family member, and will submit a list of impacted members to the Newsletter Editor with the permission of the listed member(s). Upon the death of a member shares the information with the newsletter chairman and the Social Media Committee. The Sunshine and Shadows Chair will facilitate the issuance of \$25 check, to be donated to the charity of choice of the family of the deceased or if no charity of choice will be used to purchase guild library materials. A note informing the family of the donation will be sent
- F. Mini-Raffle Chair: The Mini-Raffle Chair collects donated items and oversees the raffle at monthly meetings.
- G. Donation Quilt: The Donation Quilt Chair is responsible for selecting a pattern and arranging for the construction and quilting of the donation quilt.
- H. Social Media Committee: The Social Media Committee shall consist of the following Guild Officers or Committee Chairs: President; 1st Vice-President of Programs; Newsletter Editor; and Historian. Each member of the Social Media Committee will have authority to post to the Guild’s Facebook and Instagram page. The purpose of the Social Media Committee is to increase awareness of the Guild in the public and to keep the Guild’s social media presence current. Each member of the Social Media Committee will be responsible for **one post per week** on the Facebook Page “Baytown Area Quilt Guild” at <https://www.facebook.com/Baytown-Area-Quilt-Guild-788511001191508> including, but not

limited to, Community Service Projects, Programs, Workshops, and Guild Members Quilting Activities. Outside information regarding upcoming Quilt Shows, Quilt Exhibits and other Textile Art Events.

- I. **Website Chair:** The Website Chair is responsible for the maintenance and publication of information on the Guilds website as provided from the Board Members including current By-Laws, Policies and Guidelines, Photos taken by the Historian, Newsletters, Guild Membership Application, Guild activities including but not limited to the Monthly programs/speakers, Workshops, Quilt Show information, Sign Up Genius and Contribute to the Guild's presence in the GroupWorks System. The Website Chair will share the User Name and Password for the guild's website with the current President and other Social Media Committee members, each year.

Section 2: The Project Committee Chairs are appointed by the President and approved by the elected officers. The Chairman of each committee shall select their committee members. The Project Committees may include but not be limited to the following committee's:

Block of the Month: The Block of the Month Project Chair will determine the size and design of each block. This committee encompasses Block Challenge and/or swaps.

Themed Blocks: The Themed Block Project Chair would be responsible for the collection and distribution of the themed blocks.

Education Chair: The Guild Sit and Sew and Education Project Chair coordinates scheduled sit and sews and/or retreats which are open to guild members on a first come basis. The purpose of the sit and sew sessions should be to share skills and knowledge with one another.

Quilt of Honor: The Quilt of Honor Project Chair would be responsible for distributing instructions for making and assembling a Quilt of Honor which will then be donated to a recipient of the guilds' choice.

Section 3: Annual Committees

- A. **Audit Committee:** The Audit Committee shall consist of three (3) members appointed by the President by the December meeting. The Audit of the financial records of the treasurer shall be completed by the February board meeting. No member of the board may serve on this committee.
- B. **By-laws:** The Parliamentarian will serve as Chair of the By-laws Committee and will appoint two members to review the By-laws and suggest revisions as necessary.
- C. **The Budget Committee:** shall be appointed by the November meeting. It shall consist of a total of three (3) members. Two (2) members will be appointed by the President. The Treasurer will serve as the Chairperson of this committee. The Chairperson shall present a balanced proposed budget to the Board by the January meeting and this proposed balanced budget shall be submitted for publishing in the next Newsletter. The Board will then approve the proposed balanced budget and recommend it be accepted by the members and voted on at the February general meeting.
- D. **Nominating Committee:** The President shall appoint three (3) members and designate a chairperson at the September meeting. This committee shall survey the membership for officer nominations to form a slate to be presented at the October meeting. The slate shall be submitted for publication in the newsletter. Nominations will be taken from the floor at the November meeting. No officer may serve on this committee.

ARTICLE VII AMENDMENTS

The By-laws of the Guild may be amended by the membership when the proposed changes are presented and read at the regular meeting, published in the following Newsletter, and are voted by a two-thirds majority of the members present at the next regular meeting.

ARTICLE VIII STANDING RULES

Section 1: Board and regular meetings shall be open to any Guild member

Section 2: Each Board member is responsible for designating a substitute to perform his/her duties in his/her absence.

Section 3: Each Officer and Committee Chairman shall keep a record of his/her Guild activities to be passed on to his/her successor.

Section 4: In order to be nominated for President, a member must have served one year as an officer.

Section 5: A Quilt Show shall be held at the discretion of the Guild. Only members in good standing may enter quilts to be judged into the Quilt Show. Members not in good standing can only enter quilts to be viewed and not judged.

Section 6: Audit results that reveal discrepancies, which cannot be explained or verified adequately to the current board members, will result in that member not being allowed to hold the any position in the future that involves the handling of guild funds.

ARTICLE IX GOVERNING BODIES OF THE BAYTOWN AREA QUILT GUILD

Section 1: The Board of Directors shall consist of all duly elected officers and the appointed organizational committee chairs. They alone have voting privileges at board meetings.

Section 2: The Board shall meet on a monthly basis to attend to the affairs of the Guild between regular meetings, perform duties as specified in the rules or by the order of the Guild, and determine the place and time of meetings and workshops.

Section 3: A quorum of two-thirds of the elected officers and appointed organizational chairmen must be in attendance in order for the Board to convene. If an officer or organizational chair is absent, they may give their proxy in absence to another guild member. A member may only hold one proxy for an officer or organizational chair, at a time.

Section 4: Board decisions must carry a majority vote of members in attendance. Decisions requiring major budget adjustments must be brought before the membership for approval. Major decisions or budget adjustments requiring the expense of \$100 or more requires approval from the general membership.

Section 5: The Board shall maintain and amend the policies and guidelines to regulate Guild activities and functions. By-laws, Policies, and Guidelines shall be published annually on the Guild website and shall be provided to new members.

Section 6: At the request of the President, the Board may be called for a special session. A quorum Of two-thirds of the Board must be in attendance in order to convene and majority vote again applies.

ARTICLE X PARLIAMENTARY AUTHORITY

The parliamentary authority in all matters not covered by these By-laws shall follow Robert's Rules of Order, Newly Revised.

ARTICLE XI INTERNAL REVENUE STATUS

Section 1: The Baytown Area Quilt Guild meets the conditions for a 501C7 organization or a social club.

Section 2: Dues paid by the members are not deductible on an individual tax return.

Section 3: Items donated to the guild by members are not deductible on an individual tax return.

Section 4: Overall receipts shall be in adherence to current IRS regulations.

Section 5: Gross revenue from non-members may not exceed 35%. If revenue exceeds 35% an income tax return should be filed.

Section 6: The guild will maintain \$250.00 in the budget for tax preparation fees each year to be used if needed for that purpose.

ARTICLE XII DISSOLUTION

Section 1: Baytown Area Quilt Guild may cease to exist upon vote in favor of such a motion by a minimum of 65 percent of current members that the guild should dissolve. If 65 percent of members do not vote in favor of dissolution, or if fewer than 65 percent of current members vote, the guild cannot dissolve. If membership falls to ten members or fewer, all current members must vote in order for the guild to dissolve. Voting for dissolution must be done by written ballot.

Section 2: Should the Baytown Area Quilt Guild disband, any funds remaining after paying all debts will be given to a museum that collects, exhibits and/or contributes to education about quilts and quilting, such as the Texas Quilt Museum or Bayou Bend Collection of the Museum of Fine Arts, Houston. After a vote to dissolve the guild is successful, the members present will vote as to which museum shall receive any remaining monies; a simple majority is needed for this vote.

BAYTOWN AREA QUILT GUILD POLICIES & GUIDELINES

In addition to the By-laws of the Baytown Area Quilt Guild (BAQG), the Board members have drafted the following guideline and policies to be attached to the By-laws. These guidelines are written to be an aid to the officers and members in conducting the affairs of BAQG and can be changed by the BAQG Board members.

SECTION I - GENERAL

Any group, individual, or Guild member seeking the participation of BAQG members in a project shall present the idea or project to the appropriate chair and she/he shall present the idea to the Board for their recommendation for Guild participation.

All items for discussion must be presented to the President prior to the Board or General Meeting by phone or mail, so that an agenda may be prepared. Each Board member is responsible for designating a substitute to perform his/her duties if absent for a General Meeting.

No group or individual may sell items at BAQG meetings, other than the invited speaker, workshop teacher, or committee chair as a function of the committee. An information table will be available near the entry for shop flyers, show flyers, and any other printed matter concerning quilting.

Members are encouraged to wear their name tags at meetings. All officers and committee chairs will keep a record of Guild activities including an inventory of Guild materials that will be given to their successors.

Reduced membership rate will be offered to members living in multiple membership households. The first member will pay full price with each additional member paying only half the general dues. Only one Newsletter will be mailed to each household.

All requests for approved disbursements and reimbursements shall be submitted in accordance with the BAQG Accounting Procedures (Appendix B.)

All duties shall be performed in a timely manner so that another officer or committee chair will not be delayed in fulfillment of his or her duties.

SECTION II - OFFICERS' DUTIES

- A. President
 - 1 Responsible for one of two mail box keys and the disbursement of mail to the appropriate officer or committee chair. MAILING ADDRESS: BAQG, P.O. BOX 1531, BAYOWN, TX 77522.
 - 2 Sign all checks issues by the Guild with the Treasurer.
 - 3 Arrange the installation of the incoming officers of BAQG.
 - 4 Will be the Guild liaison with the meeting room organization.
 - 5 The President shall give a brief report on the Board Meetings to the members via the Newsletter.
 - 6 Serve on the Social Media Committee

- B. First Vice-President/Programs
 - 1 Supervise the cleanup of the meeting place after meeting.
 - 2 Facilitates the presentation of the program from beginning to end. (See Program Guidelines, Appendix A.)
 - 3 Present outgoing President a quilt top. (min. size, full).
 - 4 Serve on the Social Media Committee

- C. Assistant First Vice-President/Programs
 - 1 Will prepare programs for the following year.
 - 2 Contact guest speakers, negotiate contracts, finalize program schedule. (See Program Guidelines, Appendix A.)
 - 3 Aid First Vice-President in all areas in order to be ready to assume office the next year.

- D. Second Vice-President/Membership
 1. Responsible for guest book, sign in sheets and attendance records.
 2. Will collect dues and turn money in promptly, issue receipts and membership cards, and keep a current membership roster.
 3. Publish the Guild's annual Yearbook.
 4. Present the Yearbook to the membership at the March meeting.
 5. Compile a new member information brochure that will be available at the general meetings.
 6. Set up Welcome Table containing guild information and shop flyers, show flyers and other printed material concerning quilting.
 7. Follow-up via phone call, text or email with guild visitors in the week following the guild meeting inviting them to join the guild.

- E. Third Vice-President/Workshops
 1. Arrange and coordinate all workshops with approval from the First Vice-President/Programs and the Executive Board.
 2. Give scheduled workshop information to newsletter editor.
 3. Conduct workshop sign-up, collect fees, and turn in money promptly.
 4. Aid the workshop teacher in all matters or appoint someone to help.

- F. Assistant Third Vice-President/Workshops
 1. Plan January Meeting for the following year
 2. In conjunction with the Assistant First Vice-President schedule workshops and their locations for the year following his/her tenure.
 3. Assist the program Chair-elect when needed.
 4. Expected to accept the nomination for Third Vice-President the following year.

- G. Fourth Vice-President/Quilt Show/Auction
 1. Appoint all working committees for the quilt show, to be held at the discretion of the guild
 2. Select theme, time, place, and working procedures and present the committees' plans to the Board for approval.
 3. Coordinate the making of a donation quilt with the Donation Quilt Chair, in advance.
 4. Present quilt show budget to the Board for approval, preferably six months before the date of the quilt show, but no later than three months before the quilt show.
 5. Provide the Board with a final accounting of all receipts and expenditures related to the quilt show.

- H. Fifth Vice-President/Community Service Projects
1. Coordinate community service projects and present to the Board for approval. Projects are selected based on budget availability, need, and Guild participation.
 2. Supervise the completion of projects and provide the Board with a final accounting of costs.
 3. Provide photos and information to the Social Media Committee.
- I. Secretary
1. Write a summary of all General and Board Meetings and give to the Newsletter Editor to be included in "*The Patchwork Pipeline.*"
 2. Keep an up-to-date file of all minutes of meetings.
 3. Provide any correspondence required by the Guild or directed by the President.
 4. Keep an up-to-date list of all motions passed during his/her tenure. Submit a copy to the President and retain a copy with minutes at end of the year.
- J. Treasurer
1. Follow the BAQG Accounting Procedures (Appendix B.)
 2. Establish the bank accounts of the Guild.
 3. Pay the annual mail box fee by May 1st of each year.
 4. Chair the Budget Committee and formulate a proposed budget for the next year by November.
 5. Give the Secretary, President, and Newsletter Editor a copy of the Treasurer's report.
 6. Provide and instruct each officer and committee chair of the proper forms to keep a record of income and expenses pertaining to their allotted budget.
- K. Parliamentarian
1. Advise the presiding officer on proper meeting procedure according to *Robert's Rules of Order Newly Revised.*
 2. Chair the By-laws Committee and make recommendations for By-laws or policies revisions.
 3. Provide any newly adopted By-laws to the Website Chair to be uploaded to the guild's website page.
- L. Historian
1. Responsible for taking photos of Guild activities
 2. Send select photos to guild newsletter editor for publishing in upcoming newsletters; and sending select photos of events to the website chair to be uploaded to the guild's website.
 3. Serving on Social Media Committee.
 4. Keep an accurate history of Guild activities.
- M. Librarian
1. Maintain an accurate list of library materials, and makes them available to guild members for the purpose of checking out the books/materials, coordinating the check-out system.
 2. Make recommendations to purchase books, tapes, or literature for the Guild library, according to the allotted budget.
 3. Write a short article for the newsletter or make an announcement at the general meeting about books that members may be interested in checking out.
- N. Immediate Past President
1. Attend the monthly board meetings and offer advice or suggestions on any pending or new business, for 3 months following the election of new president. This is a non-voting board member.

O. Donation Quilt Ticket Chairman

1. Responsible to printing and distributing raffle tickets to all members.
2. Set up appointments with other guilds and venues for the purpose of selling raffle tickets
3. Responsible for the collecting of money from raffle ticket sales and deposit to be given to the Treasurer for deposit into the guild's bank account.

These elected officers shall convene in a special meeting after the election in December and before the January General Meeting to discuss and appoint the Organizational Committee Chairmen. These appointments will be announced at the January Guild meeting.

SECTION III – ORGANIZATIONAL COMMITTEES

- A Door Prize Chair
- 1 Provide at least one small gift for a member and a guest at each General Meeting.
 - 2 Gifts may be purchased from budget allotment or solicited from vendors.
 - 3 Conduct drawing at General Meeting using the number by members/guests' names at sign-in table.
- B Hospitality Chair
- 1 Decide guidelines for refreshments at meetings and solicit volunteers. Each member is responsible to participate at least once a year.
 - 2 Extend greetings and welcome to members and guests at the General Meetings
- C Newsletter Editor
- 1 Collect articles, put Newsletter together, and publish.
 - 2 Newsletter to be mail to members without internet access and email to those with internet access, members a week before the General Meeting.
 - 3 Advertisement rates:
Business cards - \$30.00/six months, \$50.00/year
¼ or 1/3rd page - \$45.00/ six months, 80.00 a year
½ page - \$66.00/six months, \$110.00/ year
Full page - \$90.00/six months, \$150.00/year
All business ads will be taken for six months or one year only.
 - 4 Members may put quilt related ads in the newsletter at no cost, space permitting. Deadline: Article and information will be given to the Newsletter Editor by the date specified by the newsletter editor.
 - 5 Mail only one copy of the Newsletter to homes having multiple members in residence, when no internet access is available.
 - 6 Serve on the Social Media Committee
- D Show and Tell Chair
- 1 Determine procedures for Show and Tell at the General Meetings.
 - 2 Keep a record of all items shown at the Guild Meetings and give to the Newsletter Editor.
 - 3 Coordinate plans with Historian so that pictures may be taken.
 - 4 Maintain Show and Tell Sign-up sheets with authorization to publish photos.
- E Sunshine and Shadows Chair
- 1 Phone or send cards to members who are ill. Send card to a member on the death of an immediate family member.
 - 2 Request the issuance of a \$25.00 check to the charity of the family's choice.
 - 3 When no donation to a charity is requested the Sunshine and Shadow chair will notify the Librarian to purchase a book for the guild Library in memory of the deceased member, member's spouse or member's child.
 - 4 A note acknowledging this dedication will be sent to the family.
- F Mini-Raffle Chair:
1. Collects donated items.
 2. Chooses two or more items to be raffled at monthly meetings.
 3. Oversees the ticket sales and drawings.
 4. Delivers all money collected to the Treasurer monthly.

G Donation Quilt Chair:

- 1 Select a pattern and arrange for the construction and quilting of the donation quilt. If it is a quilt show year the selection should be in consultation with the Quilt Show Committee. The quilt should be completed by August so that it can be photographed.
- 2 Arrange for printing and distribution of tickets to members.
- 3 Collect money from ticket sales.
- 4 Arrange for transport of donation quilt to other guilds for ticket sales.

H Social Media Committee: Post Guidelines which must be adhered to are as follows:

1. All posts are to be positive in nature to promote engagement and sharing of the information.
2. Posts are to be informative and include a link to the speaker, workshop, exhibits, etc., when possible.
3. A post that includes images is helpful to draw attention.
4. Comments and questions should be responded to. If a negative comment is made on a post, it should not be deleted but rather addressed and owned. When necessary, please consult with the current President in regards to how the negative comment should be addressed.
5. All posts are to further the guilds mission statement in order to maintain the brand of the Guild.
6. Advertising of sales, both personal and retail related are not allowed. The Guild's social media pages are not to be used as advertising arms for retail establishments or individuals. There are other avenues for those platforms.
7. First Vice-President will be responsible for posting upcoming information related to the guild program, and creating an event for the program and/or workshop. This will occur on the Tuesday following the guild meeting so members are aware of the follow months' program. When possible, include a link to the speakers' website or Facebook page.
8. Newsletter Editor shall post following publication of the newsletter each month. Focus shall include but is not limited to monthly Community Service activities.
9. Historian shall take and post photos taken during the general meeting including but not limited to Show and Tell, Speaker Presentation and member activities.

I Website:

- 1 Maintain Guild Website
- 2 Update regularly to include information on the upcoming monthly meeting, speakers and workshops, along with other guild events.
- 3 Provide access to bylaws, polices and guidelines on the website as well as the membership benefits.
- 4 Upload photos submitted by Historian.
- 5 Upload guild membership application.
- 6 Monitor and maintain the Sign-Up Genius System.
- 7 Maintain the GroupWorks System.
- 8 Provide current guild President with user name and password for website access.

PROJECT COMMITTEES

Block of the Month Chair

1. Select a pattern for each month, give directions to Newsletter Editor, and prepare sample block to Show members ahead of time.
2. Establish show and tell of BOM's and prizes to be awarded.

Themed Blocks Chair

1. Choose size of block and specify rules about fabric.
2. Collect submitted Themed blocks.
3. Distribute rules and guidelines for Themed blocks.

Education Chair:

1. Coordinate regularly scheduled sit and sew or retreats which are open to guild members.
2. Arrange for location and time of sit and sew or retreats.

Quilts of Honor Chair:

1. Suggest a quilt pattern/design to the Board for approval.
2. Distribute instructions to guild members.
3. Responsible for the completion of the quilt of honor and work with guild members to identify the Recipient, which will be submitted for the approval of the board of officers/directors.
4. Responsible for getting quilt to selected recipient.

APPENDIX A
**BAYTOWN AREA QUILT GUILD
PROGRAMS/SPEAKER GUIDELINES**

The First Vice-President and the Assistant First Vice-President will present a written contract agreement to all speakers and Workshop teachers on behalf of BAQG. Out of town speakers should be shared with other guilds whenever possible.

These officers shall aid and assist the guest speaker/teacher with any and all matters pertaining to the meeting as set forth in the contract. These officers shall recruit members to help display quilts during lectures for speakers and assist in selling any merchandise following the presentation. The Third Vice-President/Workshops shall attend any and all approved workshops sponsored by BAQG at no cost.

- A. Airfare: All airfare must be purchased at least 21 days in advance of said lecture date as documented in the contract. Travel expenses should be shared with other area guilds when possible.
- B. Lodging: Hotel arrangements shall be made at a reasonable rate when requested by the speaker. If the speaker makes their own hotel reservations the maximum the guild will reimburse will be as stated in the current guild contract.
- C. Meals: The Guild shall reimburse the hostess for meal expenses incurred for a guest speaker not to exceed the amount stated in the guild contract for a maximum of two (2) days, or a maximum of four (4) days when a weekend workshop is scheduled. The Guild member hosting a guest speaker shall also be reimbursed for his/her meal expenses at the same rate as the guest speaker. The hostess is required to submit receipts to the Treasurer within ten days of lecture in order to be reimbursed.
- D. Travel: The Guild shall pay the current IRS rate per mile for transportation expenses incurred by or for the guest speaker which may include the following:
 - to & from the airport
 - to & from the lecture (if within driving distance)
 - to & from workshop (if applies)
 - transfer point (if sharing speaker with another guild only)
 - to & from lodging (if applies)

WORKSHOP GUIDELINES

Service and educational workshops are open to all Baytown Area Quilt Guild members on a first- come, first-serve basis. All workshops shall be approved by the Board prior to contract signing. All workshop fees shall be collected at the time of sign ups and these funds shall be submitted to the Treasurer upon receipt. If a non-required workshop does not have at least two-thirds participation according to the approved contract, then the workshop shall be canceled.

Non-members are eligible to participate in workshops only after BAQG members have had an opportunity to sign up for a workshop. There are no refunds for workshops. In the event a person is unable to attend a workshop, a substitute may be used and all financial arrangements are the sole responsibility of the person unable to attend. Refunds will be issued only in the event a workshop is canceled by BAQG.

All workshop fees shall be determined according to the cost of the approved workshop and cost of location divided by the number of required participants.

Appendix B
BAYTOWN AREA QUILT GUILD
BAQG Accounting Procedures

Treasurer's Responsibilities

1. The Treasurer is the only one duly appointed by a vote of the membership to handle guild funds. Therefore, the Treasurer shall always be the lead in handling funds for any guild activity. There will be no other appointed guild member to handle funds unless the Treasurer opts to appoint an assistant. This includes such activities as guild quilt shows and auctions/fundraisers.
2. The Treasurer Report shall be a formal document and if changes are made to the report an amended report shall be submitted and stapled to the first one. No pencil or pen additions should be made after it is prepared. The document must reflect the bank statement.
3. The Treasurer shall give a monthly report at all guild meetings and shall give a report in every newsletter. If the treasurer is absent, the president will give the report.
4. The Treasurer shall keep a monthly record on the income and expenses as they apply to the budget. This record shall be a part of the Treasurer's monthly report to the board. This will allow the board to know where the guild stands budget-wise as the year progresses.
5. The Bank statement shall be reconciled monthly on a separate form to reflect checks or deposits that are not on the statement. All outstanding checks shall be listed and brought forward to the next monthly form until they are cleared.
6. Treasurer shall Deposit Information Sheet (DIS) forms from all individuals detailing all monies received and then shall verify the DIS form for correctness (cash, check amount, check number, name on check, budgeted account affected, total monies) before deposit is made. This form shall be signed by the Treasurer to verify monies and checks submitted, are actually included.
7. There shall be an indication of the makeup of a deposit, when deposits are made with multiple DIS forms, Ex. Membership (amt) workshop (amt), etc. Treasurer shall staple or secure the multiple DIS forms with an attached cover sheet.
8. Treasurer will make all deposits within three days of receipt. Ensure that bank receipt matches all supporting DIS Bank receipts for money deposited shall be attached to the monthly bank statements for audit especially if there is cash money included in the deposit.
9. All disbursements checks shall be signed by both the President and the Treasurer, with no exceptions, regardless of bank requirements.
10. The Treasurer and the President are to meet once a quarter to reconcile the last three months' bank statements with the Treasurer's report and sign off that they are correct and present to the board and general membership.
11. The Board is to be made aware of any returned checks. Treasurer is to daily contact the bank that the returned check is drawn on until funds are available. Then, once funds are available in that account, personally return the check to that bank to obtain payment.

Guild Member Responsibilities

1. All guild members who collect funds must be good documentarians. Each person is to keep their own accurate record of monthly income and deposits as supporting documents to ensure that their records reflect the treasurer's report and budget activity.
2. Any funds collected on behalf of the guild must be turned into the Treasurer before the close of the meeting where the funds were collected. Any funds collected between guild meetings on behalf of the guild must be turned in to the Treasurer. If the Treasurer is not present, then funds are to be turned in to the Treasurer at the next available meeting. This includes all monies collected to benefit the guild.

3. Disbursements (checks) will be written with supporting receipts of authorized purchases and written only at guild meeting as long as the amount is an approved, budgeted amount that does not exceed the budget for that amount.
4. Reimbursement for printing must be accompanied by a valid receipt from a print store for approved, budgeted expenses.
5. Volunteer work done on behalf of the guild will not receive any monetary reward.

Baytown Area Quilt Guild
Reimbursement Request Form

All requests for reimbursement MUST HAVE attached expense receipts.

Complete this form fill and submit to the Treasurer for payment.

Note: If multiple budget accounts are to be charged, please specify.

DATE: _____

OFFICE/COMMITTEE: _____ AMOUNT: \$ _____

Purpose of Expenditure: _____

Payable to: _____

Submitted by: _____

Total Amount of Reimbursement: \$ _____

Please DO NOT write below the line!

Check Number: _____ Date Paid: _____

Paid To: _____ Approved by:

Budget Account(s): _____

Budget Balance: \$ _____

Baytown Area Quilt Guild
Deposit Information Sheet

Date: _____

Office/Account: _____

Remitted By: _____

**If more room is
 needed to list
 checks, please list
 on the back of this
 sheet. Thanks!**

Accounting Detail:

Cash	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$
Check #	\$

Total Cash: \$_____ Total Checks: \$_____ Total Deposit: \$_____

NOTE: Please submit one sheet per committee/budget account.



For Treasurer's Use Only:
Please DO NOT write below the line!

Date Rec'd: _____

Rec'd By: _____

Deposit Date: _____

Budget Account: _____

Data Entered: _____

PROXY FORM

I _____ (the "Member") of the following address:

Being a member of The Baytown Area Quilt Guild (the "Club") hereby appoints _____ (the "Proxy") of the following address:

As my proxy to vote on my behalf at the monthly board meeting of the Club which will be held by 6 PM on

Month _____ Day _____ Year _____ at the following address:

3811 N. Main, Baytown, TX 77521

By this appointment, all other appointment previously made by the member is hereby revoked.

The Proxy shall vote in the following manner:

For any old/new business brought before the board members that requires a vote for approval.

Signed on: _____ (Date)

Signature of Board Member: _____

SHOW AND TELL FORM

Name	Project Description

All parties hereby give permission for photos of themselves and their projects to be displayed on social media, including but not limited to the Baytown Area Quilt Guilds' Facebook, Instagram, Website and Newsletter editions.