



TRI-COUNTY QUILT GUILD

Duties of Members of the Executive Board and Executive Committee

All officers must complete the IRS on-line exempt organization courses within sixty days of their election to the office. Certificates of completion must be filed with the Registered Agent.

Executive Board:

- Shall be comprised of the Registered Agent, the Board of Directors, and the Elected Officers
- Shall have full voting rights
- Shall review and approve the annual Guild budget

Executive Committee:

- Shall be comprised of the Executive Board and Standing Chairs

Registered Agent:

- The corporation shall maintain a registered agent and a registered office address in Texas
 - If the registered agent or registered office address changes, must file a statement with the Secretary of State to effect a change to the Certificate of Formation.
- Must remain affiliated with the corporation for a year or more
- Must keep the records, books, and annual reports at its registered or principal office for three years after the close of the fiscal year and make the records available to the public and IRS representative for inspection
- Shall be part of the Executive Board with all voting rights
- Shall keep a record of Guild documents, minutes of meetings, and communications that deal with the functioning and business of the Guild
- Shall be up to date on IRS rules for the guild and oversee that the guild complies with IRS rules for a 501(c)(3) non-profit Texas corporation
- Must submit Secretary of State Form 802 – General Information (Periodic Report—Nonprofit Corporation) annually or whenever changes in Board membership occurs.
- Shall submit all required reports to the State of Texas and the IRS on a timely basis

- Shall chair the Revision Committees on Bylaws, Guild Policies, Duties of Elected Officers, Duties of Members of the Executive Board and Executive Committee and Responsibilities of Standing Chairs on an as-needed basis
- Shall participate in the execution of the Guild's Quilt Show
- Shall manage the ad sales on the Guild's blog and newsletter. Shall coordinate receipt of copy-ready ad materials and forward to the Newsletter Editor. Shall manage billings and forward payments received to the Treasurer.

Directors of the Corporation:

- The initial Board of Directors (a minimum of three directors) will serve in this capacity until they are replaced as outlined in the Bylaws and the Certificate of Formation.
- Shall be part of the Executive Board with all voting rights
- Shall be up to date on IRS rules for the Guild and oversee that the Guild complies with IRS rules for a 501(c)3 non-profit Texas corporation
- Shall participate in the Revision Committees on Bylaws, Guild Policies, Duties of Elected Officers, and Responsibilities of Standing Chairs on an as-needed basis
- Shall participate in the execution of the Guild's Quilt Show

Elected Officers:

- Shall attend as many Guild and Board meetings as possible, arriving for Guild meetings no later than 6:15PM
- Shall participate in "Meet and Greet" at the Guild meeting
- Shall respond to Guild communications, both phone and email, in a timely manner [recommended: twenty-four hour maximum turn around]
- Shall stay abreast of all government regulations that affect Guild operation
- Shall participate in the execution of the Guild's Quilt Show.

President:

- Shall preside at the monthly Guild and Board meetings
- Shall keep a record of Guild documents, minutes of meetings, and communications that deal with the functioning and business of the Guild during that term of office
- Shall visit all Guild-sanctioned Bees at least once a year to ask for suggestions and recommendations on how to build and improve the Guild. May assign some visits to the Vice President for Administration on an as-needed basis
- Shall appoint new committees and committee chairs as needs arise

- Shall communicate with the Executive Board and the Executive Committee on all Guild business as it arises with regard to old business, new business, and the appropriateness of the Guild's needs
- Shall act as an advisor to any on the Executive Board on an as-needed basis
- Shall act as an advisor to each Committee on an as-needed basis in the position of de facto member of all Committees
- Shall have the freedom to contact all Past Presidents for archival information and advice on current needs of the Guild on an as-needed basis
- Together with the Executive Board, shall approve all annual Board and Committee budgets
- Shall approve all expenses and shall sign checks and/or handle other banking business in the absence of the Treasurer
- Shall attend and/or host quarterly meetings of the Coalition of Quilt Guilds when possible
- Shall call an annual meeting of the members in December of each year, with notice delivered between ten and sixty days before the meeting, in person, by fax or email, or by mail
- Shall check the Guild's post office box at least once a month and coordinate with the Vice President for Administration
- Shall propose line items for the annual budget to the Vice-President for Administration
- Shall coordinate with Newsletter Editor and others to assure newsletter content, as well as all other printed materials, are accurate and current

Vice-President for Administration:

- Shall preside in the absence of/or at the request of the President at Executive Committee and Executive Board meetings, as well as monthly Guild meetings
- Shall assume the duties of the President if that office becomes vacant
- Shall have the authority to approve disbursements when acting as President
- Shall advise the President and the Executive Board on an as-needed basis
- Shall coordinate with the President to visit Guild-sanctioned Bees at least once a year
- Shall check the Guild's post office box in coordination with the President and oversee that the rental on the box is paid each February
- Shall be responsible for the monthly Show and Tell segment of each meeting, and may appoint an assistant if necessary
- Shall serve as an assistant to the President/Executive Board upon request
- Shall be responsible for blog inquiries and provide a copy of the response to the President

- Shall collaborate with the Secretary on any administrative forms needed for the Guild on an as-needed basis (i.e. letterhead, sign-up sheets, etc.)
- Shall propose line items for the annual budget
- Shall provide the proposed Administrative annual budget to the Vice-President of Financial Oversight for approval by the Executive Board
- Shall arrange for the meeting venue for monthly Board meetings and advise the Board members
- Shall work with the Membership Chair to back up membership data via the monthly exchange of a flash drive containing current information or other methods deemed more efficient
- Shall coordinate with Newsletter Editor and others to assure newsletter content, as well as all other printed materials, are accurate and current

Vice-President for Financial Oversight

- Shall have reimbursement forms at all guild functions
- Shall provide oversight to guild members regarding monies collected and disbursed
- Shall monitor income and expenses to ensure that the Guild is operating within its budget
- Shall collaborate with the Secretary on any forms needed for the Guild on an as-needed basis
- Shall propose Finance line items for the annual budget
- Shall compile budget proposals from the Executive Committee and Standing Chairs and present to the Executive Board for review in October and approval at its December meeting
- Shall assist the Treasurer during the Quilt Show
- Shall work with the Treasurer to back up financial data via the monthly exchange of a flash drive containing current information or other methods deemed more efficient

Secretary:

- Shall provide minutes of each monthly Guild and Board meeting to the Executive Board and Standing Chairs and shall maintain a file of these minutes
- Shall provide minutes of each monthly Guild meeting to the Newsletter Editor for posting on the Guild's blog
- Shall collaborate with the President, Vice Presidents for Financial Oversight and Administration, Treasurer, and others to create letterhead, forms, donation receipts, etc. on an as-needed basis
- Shall maintain the Guild's ballots for a period of one year after each annual election
- Shall participate in the Revision Committee on Bylaws, Guild Policies, Duties of Elected Officers, and Responsibilities of Standing Chairs on an as-needed basis
- Shall propose line items for the annual budget to the Vice-President of Administration

- Shall coordinate with Newsletter Editor and others to assure newsletter content, as well as all other printed materials, are accurate and current

Treasurer:

- Shall maintain the Guild's financial records in accordance with regulations governing a 501(c)3 organization
 - Must maintain current and accurate financial records with complete entries and backup of each financial transaction of the corporation; reconciliation must be available within 30 days of the close of each period
 - Must work hand in hand with the Vice President for Financial Oversight
 - Shall work with the Vice President for Financial Oversight to back up monthly financial data and reports via the monthly exchange of a flash drive containing current information or other methods if deemed more efficient
 - Must prepare the following annual reports in accordance with generally accepting accounting standards: a statement of support, revenue and expenses, a statement of changes in fund balances, a statement of functional expenses and, Profit & Loss Statement and Balance Sheet
 - Must submit appropriate IRS forms every tax year by their respective filing due dates
 - Must maintain a list of donors and grantors and the amount of cash contributions or grants received from each
- Shall make monthly financial reports to the Board of Directors and the Executive Committee and quarterly reports to the Guild
- Shall provide a copy of the Guild's monthly financial statements, as well as monthly bank statements, to the Executive Board on an as-needed basis
- Shall monitor income and expenses to ensure that the Guild is operating within its budget
- Shall have the most current financial statement available at each meeting should a Guild member request it
- Shall have Tri-County's checkbook at all Guild functions and be prepared to write reimbursement checks as needed
- Shall mail out reimbursements in a timely manner when members are not available for personal contact
- Shall keep a record of all financial documents of the Guild
- Shall collaborate with the Vice President for Financial Oversight and Secretary on any forms needed for the Guild on an as-needed basis
- Shall propose line items for the annual budget to the Vice-President for Financial Oversight

- Shall assist the Vice-President for Financial Oversight with preparation of the annual budget

Membership:

- Shall maintain an alphabetical list of the Guild's membership database and back up the database monthly via exchange of updated flash drives with the Vice President, Administration or other methods if deemed more efficient
- Shall provide an updated membership list to the Executive Board quarterly, with addendums each month to list new members (or sooner on an as-needed basis)
- Shall track visitors in the database and send invitation to join the Guild
- Shall keep an updated list of Board members and Committee chairs and provide updates to the Board on an as-needed basis, as well as provide updates for posting on the Blog
- Shall advise the membership that renewal membership dues are payable in October; shall keep record of membership dues and fees paid, send reminders to those members who have not paid their dues, and purge unpaid members after November
- Shall provide membership renewal/purge information to the Board and to all Beekeepers
- Shall provide Guild information to new members, prospective members, and visitors
- Shall supervise the Hospitality chair and provide Guild information to be distributed to new members, prospective members, and visitors
- Shall send the Newsletter Editor a monthly birthday list and a list of new members
- Shall track monthly Guild meeting attendance and volunteer hours and report this information at each monthly Guild meeting
- Shall provide membership cards to all paid members upon request
- Shall turn in all income and required paperwork to the Treasurer
- Shall send out communications to the Guild on an as-needed basis or at the request of the President, Vice Presidents or others
- Shall act as the Administrator for the Guild's GroupWorks account
- Shall be responsible for all Gmail inquiries and channel inquiries to appropriate officers for handling
- Shall propose line items for the annual budget to the Vice-President for Financial Oversight

Program Chairs:

- Shall arrange for speakers/instructors for the Guild meetings and workshops
 - Shall execute a written contract for each speaker and provide a file copy to the Registered Agent

- Shall execute a written contract with quilt shop owners for workshop venues and provide a file copy to the Registered Agent
- Shall prepare appropriate paperwork/check request for speaker expenses
- Shall provide the quilt shop owners with information regarding upcoming speakers
- Shall maintain a list of speakers during the Chair's term for Guild records
- Shall maintain a list of all workshops and provide that information to the Treasurer when submitting workshop income
- Shall coordinate speaker schedules with other guilds in an attempt to defray speaker costs
- Shall oversee all transportation, housing, and care of speakers
- Shall email the speaker in advance of the program to ensure all needs are met
- Shall make the speaker feel like a guest of the Guild
- Shall offer dinner before the meeting and lunch during workshops
- Shall ensure the building is set up for the speaker's needs
- Shall facilitate the speaker's needs during the Program
- Shall attend the workshop or designate another attendee to facilitate the speaker's needs
- Shall send a thank you note after each presentation/workshop
- Shall arrange for other types of programs on an as-needed basis
- Shall propose a yearly Program budget including speaker and workshop fees, transportation costs, lodging, and meals
- Shall promote the workshops at Guild meetings and through social media

March 31, 2011
 Revised June 2012
 Revised June 2014
 Revised August 2016
 Revised January 2018
 Revised July 2020