



TRI-COUNTY QUILT GUILD

Duties of Members of the Executive Board and Executive Committee

All members of the Executive Board and Executive Committee must be members in good standing. All officers must complete the IRS on-line exempt organization courses within sixty days of their election to office. Certificates of Completion must be filed with the Registered Agent.

All officers shall attempt to attend as many Guild and Board meetings as possible, arriving for Guild meetings no later than 6:15PM.

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 Guild's meeting minutes, as well as all governance documents.

Shall review and approve the Guild's two-year budget.

Executive Committee

Shall be comprised of the Executive Board and Standing Chairs.

Only the Executive Board has full voting rights.

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, the Registered Agent 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 and remain in the position for a year or more. The Registered Agent may choose to step down at that time, be removed at the Board's discretion, and replaced as outlined in the By-Laws and in the Certificate of Formation.

Shall be part of the Executive Board with all voting rights.

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, IRS and State of Texas representatives for inspection.

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 State of Texas regulations and oversee that the Guild complies with rules for a Texas 501(c)3 non-profit Corporation.

Shall be up to date on IRS regulations for the Guild and oversee that the Guild complies with the IRS rules for a 501(c)3 non-profit Corporation.

Must submit Secretary of State Form 802 – General Information (Periodic Report--Non-Profit Corporation) by the end of the year or whenever changes in Board membership occur.

Must submit all State of Texas reporting requirements by due date.

Shall submit all IRS forms by due date.

Shall provide the IRS on-line training modules to each new officer, requiring that Certificates of Completion be filed with the Registered Agent within sixty days of taking office.

Shall prepare check requests in January for annual donations to Fairfield Baptist Church and Cypress Crossing Christian Church in appreciation of use of their facilities for Guild events.

Shall participate in the execution of the Guild's Quilt show

Shall maintain an up-to-date list of the Guild's speakers and maintain copies of each lecture and workshop contract.

Shall submit two-year budget proposals for the Executive Board and Committee to the Vice President for Financial Oversight.

Directors of the Corporation

The initial Board of Directors (a minimum of three directors) will serve in this capacity until they choose to step down or are removed at the Board's discretion and 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 the IRS regulations for a 501(c)3 non-profit Texas corporation

Shall be up to date on State of Texas Rules and regulations for a 501(c)3 nonprofit corporation and oversee that the Guild complies with these regulations.

Shall participate in the execution of the Guild's Quilt Show.

Shall meet and interact with as many members and visitors as possible at Guild meetings.

Shall propose line items to the Vice President for Financial Oversight for the upcoming two-year budget.

Revisions Committee

Shall consist of Registered Agent, Directors and President.

Shall review and update the governance documents pertaining to "Bylaws," "Guild Policies," "Duties of Members of the Executive Board and Executive Committee," and "Responsibilities of Standing Chairs" as needed.

Shall present revisions to the entire Board for review and final approval and post updated documents on the website.

Elected Officers

Shall meet and interact with as many members and visitors as possible at Guild meetings.

Shall respond to Guild communications, both phone and email in a timely manner (recommended twenty-four hour maximum turnaround).

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, and other called Board meetings as needed.

Shall keep a record of Guild documents, minutes of meetings, and communications that deal with the functioning and business of the Guild during current term of office.

Shall visit all Guild-sanctioned Bees at least once a year to ask for suggestions and recommendations on how to grow 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 needed.

Shall communicate with the Executive Board and Executive Committee on all Guild business as it arises regarding old business, new business, and the appropriateness of Guild needs.

Shall act as an advisor to anyone 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 and Board members for archival information and advice on current needs of the Guild on an as-needed basis.

Together with the Executive Board and Executive Committee, shall approve all two-year budgets.

Shall approve all expenses and shall sign checks. Shall handle other banking business in the absence of the Treasurer. Check requests must be approved by the Vice President for Financial Oversight when signing checks for the Treasurer.

Shall call an Annual Meeting of the members and election of officers in December of each year, with notice delivered between ten and sixty days before the meeting in person, by email, and in the newsletter.

Shall appoint a Nominating/Election Committee comprised of at least three Guild members to nominate candidates for all elected positions each year.

Shall propose line items for the two-year Budget to the Vice President for Financial Oversight.

Shall coordinate with the Newsletter Editor and Communications Chair to assure newsletter content, as well as 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 and Committee meeting, 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 prepare a Timeline of the Guild's tasks and review with Board members monthly so that essential tasks are completed on a timely basis.

Shall assist & 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 regularly and prepare a check request so the rental on the box is paid by due date.

Shall be responsible for the monthly Show and Tell segment of each Guild meeting. Can assign another member to do sign-up as needed.

Shall announce a Show and Tell theme for each meeting, if desired.

Shall act as Data Storage Manager to transfer all Guild documents to cloud-based storage. Shall monitor ongoing file storage and usage of Guild documents.

Shall be responsible for website inquiries and provide a copy of the response to the President.

Shall collaborate with the Secretary on any administrative forms needed on an as-needed basis (i.e. letterhead, sign-up sheets, etc.)

Shall provide the proposed Administrative two-year budget line items to the Vice-President of Financial Oversight.

Shall arrange for meeting venues for monthly Board meetings and advise the membership.

Shall review the Guild's timeline at each Board meeting so that essential duties are performed in a timely manner.

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 administrative forms ~~needed~~ for the Guild on an as-needed basis (i.e. letterhead, sign-up sheets, etc.).

Shall prepare the documentation necessary to update the signees on the Guild's bank accounts.

Shall review and approve Speaker contract prior to finalization of the contracts.

As head of the Budget Committee, each year in January shall review the previous year's budget performance. In May of even numbered years, shall invite Board Members, Standing Chairs and Quilt Show Chairs to submit any budget requests for the next two years. In June of even numbered years, the proposed budget shall be submitted to the Executive Board for review. In August of even numbered years, a budget overview shall be presented to the Board for review and approval. Any proposed changes to the budget for the upcoming year shall be submitted to the Board for discussion and potential approval by October of the year preceding the proposed change. Copies of the Approved budget should be provided to the Executive Board and to all who submitted funding requests.

Each year in July, shall create a committee (a minimum of three Guild members) to audit at least three months' financial records for the previous year and report their findings to the Board and Guild members in August and to the membership in September. Shall provide a copy of the audit report to the Executive Board.

In the event the Treasurer is unavailable, shall sign checks. If both the President and Treasurer are unavailable, shall sign checks for expenses approved by the Vice President of Administration.

Shall manage the Guild's Business Owners Insurance policy and Directors and Officers Liability policy and provide check requests for annual payments. Should a claim arise, should manage such claims.

Shall assist the Treasurer during Quilt Shows.

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 a signed copy of the Guild's Annual Meeting minutes to the Vice President of Financial Oversight to be included with the documentation necessary for change to the signees on the Guild's bank accounts.

Shall provide minutes each monthly Guild meeting to the Website Chair for posting on the Guild's website.

Shall maintain the Guild's ballots for a period of one year after each annual election.

Shall collaborate with Board members to create needed forms such as letterhead, donation receipts, etc. on an as-needed basis.

Shall propose line items for the two-year budget to the Vice-President for Financial Oversight.

Shall coordinate with the Newsletter Editor and others to assure newsletter content, as well as 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. Reconciliations must be available within thirty days after the close of each period

Must prepare the following annual reports in accordance with generally accepted accounting standards: a statement of support, revenue and expenses, a statement of changes in fund balances, a statement of functional expenses, Profit and Loss statement and Balance Sheet.

Must back up the financial records monthly.

Must submit appropriate IRS forms for all Guild contractors every tax year by due date.

Must maintain a list of donors and grantors and the amount of cash donations or grants received each year.

Shall provide quarterly reports to the membership.

Shall provide a digital copy of the Guild's monthly financial statements, as well as monthly bank statements to the Registered Agent, the Directors, the President and the Vice-President of Financial Oversight.

Shall monitor income and expenses to ensure that the Guild is operating within its budget.

Shall have the most current financial statements 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. If unable to attend, should coordinate with the President and/or the Vice-President for Financial Oversight to ensure that the checkbook is made available.

Shall mail out reimbursements in a timely manner when requestors are not available for personal delivery.

Shall keep a record of all the Guild's financial documents during his/her term of office.

Shall collaborate with the Vice-President for Financial Oversight and Secretary on any administrative forms for the Guild on an as-needed basis (i.e. letterhead, sign-up sheets, etc.).

Shall propose line items for the two-year budget to the Vice-President for Financial Oversight.

Shall assist the Vice-President for Financial Oversight with preparation of the two-year budget.

Shall handle all financial transactions during the Guild's Quilt Shows, make daily deposits of income received, and provide preliminary income and expense reports by the March Board meeting, with final totals reported in April.

Membership

The Guild's database is a "live" document created annually by the webmaster/designee to reflect the new membership year.

The membership chair shall:

- Review entries frequently and edit the document to remove abandoned or duplicate entries to ensure an accurate total membership count.
- Contact individuals with partial or erroneous entries and offer assistance to complete the membership process.
- Export data as requested by the Board, such as membership lists, sign-in sheets for meetings, or the birthday and convert to a user-friendly format such as an alphabetical list or table.
- Shall maintain an alphabetical list of the Guild's membership. Maintain a digital copy on the Guild's Google drive as a backup.
- Shall notify the appropriate Chair of requests to join a Bee, assist with Guild activities, etc.
- Shall provide an updated membership list to the Executive Board quarterly, with updates as needed.
- Shall keep an updated list of Board members and Committee
- Shall send a list of new members to the Newsletter Chair each month

- Shall send a list of members with birthdays in the upcoming month to the Newsletter Chair each month for posting in the newsletter
- Shall track visitors on the Google drive and send invitations to join the guild
- Shall advise the membership that renewal dues are payable in October
- Shall keep records of membership dues and fees paid, send reminders to those members who have not paid their dues
- Shall provide membership renewal/purge information to the Board, all Beekeepers, head Beekeeper, and as needed to Quilt Show Chairs.
- Shall coordinate with the Hospitality Chair to provide Guild information to all new members, prospective members and visitors.
- Shall provide membership cards to all paid members. Mail cards on request.
- Shall turn in all income and required paperwork to the Treasurer
- At General meetings the Membership Chair shall:
 - Assist with meeting sign in and membership queries
 - Provide attendance numbers and volunteer hours recorded.
 - Introduce new members attending the meeting
- Shall update MailChimp with the new renewal year tag as members renew their membership each year
- Shall send out emails to the Guild as assigned., coordinating with the Communications Chair that all information is accurate and correct.
Shall monitor the Guild's Gmail account, responding as needed, and copying the President on communications.

Sr. and Jr. Program Chairs

Shall arrange for speakers/instructors for Guild meetings and workshops.

Shall provide a copy of each Speaker lecture/workshop contract to the Vice-President for Financial Oversight for review and approval prior to completion of the contract.

In a timely manner, shall forward each signed Speaker Contract to the Registered Agent for retention, as required by the State.

Shall arrange a venue for "Dinner with the Speaker" and invite members to attend.

Shall prepare appropriate paperwork/check requests for speaker expenses.

Shall provide information to the quilt shop owners regarding speakers and supplies they may wish to stock.

Shall maintain a list of speakers during the Chair's term for Guild records.

Shall provide the name of the Workshop and a list of attendees to the Treasurer in a timely manner when submitting income for each Workshop.

Shall provide copies of speaker contracts, invoices, and expense receipts to the Treasurer in a timely manner when submitting check requests for Lectures and Workshops.

Shall forward signed speaker contracts to the Registered Agent for the Guild's permanent records.

Shall coordinate speaker schedules with other Guilds in an attempt to defray speaker costs.

Shall coordinate with quilt shop owners for workshop venues.

Shall oversee all transportation, housing, and care of the speakers.

Shall email the speakers in advance of the programs to ensure all needs are met.

Shall make the speaker feel like a guest of the Guild.

Shall offer the speaker/presenter dinner before the meeting and lunch during the workshop.

Shall ensure the venue is set up for the speaker's needs. Collaborate with the Property Manager to set up for the lecture.

Shall facilitate the speaker's needs during the workshop. Shall attend the workshop or designate another attendee to facilitate the speaker's needs.

May create a committee to assist with speaker transportation, etc. as needed.

Shall send a thank you note after each presentation/workshop.

Shall propose a two-year Program budget including speaker and workshop fees, transportation costs, lodging and meals to the Vice-President for Financial Oversight.

May suggest other opportunities for Guild member participation, such as "free sew days" at selected venues.

Shall promote the workshops at all Guild meetings and through social media.

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