

## **ARTICLE I - NAME**

- 1.01** The name of this organization shall be the Quilters Guild of Plano.

## **ARTICLE II - PURPOSE**

- 2.01** The Guild is organized and will be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions or provision of any subsequent United States revenue law.
- 2.02** The purpose of this Guild shall be: (a) preserving the heritage of quilting, (b) promoting the knowledge and understanding of all aspects of quilting, and (c) providing opportunities for continuing education among those interested in the art of quilting.

## **ARTICLE III - MEMBERS**

- 3.01** Any person shall be declared a member of the Quilters Guild of Plano upon payment of the annual dues.
- 3.02** Each member present at a meeting is entitled to one vote on each matter submitted to a vote.
- 3.03** Any person may attend two meetings of the Guild as a guest; however, further attendance requires payment of the annual dues.
- 3.04** The amount of annual dues shall be determined by a recommendation of the Executive Board, subject to a vote of the members at a regular meeting.
- 3.05** Fiscal year begins June 1st. Dues paid after August 1st by rejoining members will be assessed a late fee.
- 3.06** Members whose dues are not paid by August 1st shall be automatically dropped from membership in the Guild and their voting rights suspended.
- 3.07** Membership in the Guild is not transferable or assignable. Dues are not refundable.
- 3.08** The Executive Board, by affirmative vote of two-thirds of all members of the Board, may suspend or expel any member for cause after an appropriate hearing, then followed by a two-thirds vote of all members - cause having been stated.

## **ARTICLE IV - MEETING**

- 4.01** Regular meetings of the members of the Guild shall be held each month (unless otherwise ordered by the Guild or by the Executive Board) for the purpose of transacting any business that may properly come before the meeting. Such meetings shall be at the place and time designated by the Guild President, Executive Board or by majority vote of the Guild members present at the preceding regular meeting.
- 4.02** The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees and for any other business that may arise.
- 4.03** Special meetings may be called by the President or by the Executive Board or may be called by the written request of at least twenty-five percent of the voting members of the Guild. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least three days notice shall be given.
- 4.04** The President, the Executive Board or the Guild members calling any special meeting may designate any place as the place of meeting for a special meeting.
- 4.05** A quorum shall be twenty-five percent of the current membership as determined by the Vice-President of Membership. If a quorum is not present at any meeting of members, no business shall be conducted except that a majority of the members present may adjourn the meeting. A majority vote of the members in attendance at the meeting shall rule unless otherwise noted in the bylaws.
- 4.06** The President votes only to break a tie.

## **ARTICLE V - BOARD OF DIRECTORS**

- 5.01** The Board of Directors shall be comprised of the following officers of the Guild (President, Vice-President of Membership, Vice-President of Programs, Vice-President of Community Service, Secretary, Treasurer and Quilt Show Chairman) and shall have authority to manage the affairs of the Guild in a manner consistent with the policies of the Guild as outlined in the Articles of Incorporation and these bylaws. (See Article VI - 6.01)

- 5.02** The number of Directors shall be at least seven. They shall serve a one-year term being elected at the May annual meeting by the membership. (See Article VI - 6.04)
- 5.03** The annual meeting of the Board of Directors shall be held without notice other than this bylaw in conjunction with the annual meeting of members in May of each year. Other regular meetings may be held at the time and place designated for meetings of the Executive Board. (See Article VII – 7.05)
- 5.04** Special meetings may be called by the President or upon the written request of three members of the Board of Directors. The person(s) calling such meeting shall designate the time and place of such meeting and shall provide at least three days notice.
- 5.05** A majority of the Board of Directors shall constitute a quorum. In the event of a quorum not being present, a majority of the Board of Directors present may adjourn the meeting from time-to-time without further notice. (See Article VI for compensation (6.02), vacancy (6.07) and removal (6.08) regulations)

#### **ARTICLE VI - OFFICERS**

- 6.01** The elected officers of the Guild shall be a President, Vice-President of Membership, Vice-President of Programs, Vice-President of Community Service, Vice President of Guild Activities, Vice President of Media, Secretary, Treasurer, Librarian and Quilt Show Chairman. These officers comprise the Executive Board. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Guild. All officers shall be members of the Guild.
- 6.02** Officers, as such, shall not receive any compensation for their services, but may serve the Guild in any other capacity and receive just compensation.
- 6.03** The Nominating Committee shall present the published slate of officers at the April regular meeting. Nominations from the floor will be accepted at the May meeting. Nominees from the floor must be present to accept their nomination.
- 6.04** The officers shall be elected by ballot by the members present to serve for one year, with the exception of the Quilt Show Chair, who will serve for a

term of the two years prior to the quilt show. Officers will serve until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. If there is only one nominee for a position, that person may be voted by acclamation.

- 6.05** No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.
- 6.06** Each officer shall submit an annual report to the President, the incoming officer, with an additional copy to the Secretary.
- 6.07** A vacancy in the office of President shall be filled by the Vice-President of Membership. Vacancies in any office, other than the President, shall be filled by a majority vote of the Board. An officer elected to fill a vacancy shall be elected for the unexpired term of her/his predecessor in office.
- 6.08** Any officer may be removed by the unanimous vote of the remaining members of the Executive Board and by a two-thirds vote of the members present at the next regular meeting whenever, in their judgment, the best interests of the Guild would be served.
- 6.09** **President:** The President shall be the principal executive officer of the Guild and shall, in general, supervise and control all of the business and affairs of the Guild. She (she is generic and shall refer to he/she for the sake of brevity) shall preside at all meetings of the members, the Executive Board and the Board of Directors. Except for the Nominating Committee, the President shall serve as ex-officio member of all committees. She may also sign, in the absence of the Treasurer, any checks on the Guild's behalf and, with the Secretary or any other proper officer of the Guild authorized by the Executive Board, may sign any bonds, contracts, or other instruments which the Executive Board has authorized to be executed. In addition, the President shall generally perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time-to-time. In particular, the President:
1. Establishes the schedule for Executive Board meeting agendas.
  2. Composes Board and general meeting agendas.
  3. Calls additional meetings, as necessary, including a Board vote via email.
  4. Has final approval of the newsletter.
  5. Or her designee, is responsible for Post Office Box keys and

disperses the contents of the box in a timely manner to officers and committee chairs.

6. May create any temporary committee for a specific purpose, which committee will cease to exist after its specific function is completed.
7. Audits the Treasurer's books with two volunteer members of the Guild at mid-year and at the end of the fiscal year.
8. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision

**6.10 Vice-President of Membership:** In the absence of the President or in the event of the President's inability or refusal to act, the Vice-President of Membership shall perform the duties of the President; and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President of Membership shall also perform such other duties as from time to time may be assigned by the President or Executive Board. In particular, the Vice-President of Membership:

1. Notifies the President that a quorum is present before each meeting.
2. Keeps an up-to-date record of Guild members (including name, address, telephone number, and areas of interest).
3. Records and greets all Guild members and guests at the Guild meeting.
4. Collects and forwards dues and name badge fines received from Guild members to the Treasurer.
5. Issues membership cards and name badges.
6. Maintains a supply of membership forms, membership cards, name badges and information packets for new members.
7. Distributes door prizes at monthly meetings.
8. Updates the electronic membership rolls monthly with new members and/or current members' changes in information. Forwards these changes in information to the Newsletter Editor for use in the mailing process and to print in the Newsletter itself.
9. Furnishes electronic file of membership to Directory Publisher for annual publication.
10. Appoints and oversees the following standing committees:
  - 1) **Directory** – Assembles the annual directory with the updated membership rolls as of August 1<sup>st</sup> of each year. Collects estimates for printing and binding of the directory. The Executive Board will have the final decision of which firm to use. Distributes the directory within a timely manner from

membership roll close. Submits a written report to the Vice-President of Membership for inclusion in her annual report.

- 2) **Bee Keeper** – Maintains a list of small groups, including those groups seeking new members. Assists members in finding small group affiliations. Provides the Directory committee an annual list of the active small groups, including a contact person, by July 1<sup>st</sup> of each year. Assists the Vice-President of Membership with New Member Teas or other social events designed to create or add to small groups. Submits a written report to the Vice-President of Membership for inclusion in her annual report.
- 3) **Nine-Patch** - Announces the names of members moving away from the Guild. Coordinates collection of nine-patch blocks for a three- month period. Mails nine-patch blocks to departing members. Provides Guild muslin at a nominal cost to the Guild members for the purpose of said block construction. Submits a written report to the Vice-President of Membership for inclusion in her annual report.
- 4) **Hospitality/Welcome** – Provides greeters for new members and guests at each meeting. Assists the Vice-President of Membership with New Member Teas or other social events designed to welcome new members. Submits a written report to the Vice-President of Membership for inclusion in her annual report.
- 5) **Door Prizes** – Solicits door prizes from local quilt shops as needed. Submits a written report to the Vice-President of Membership for inclusion in her annual report.
11. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.11 Vice-President of Programs:** The Vice-President of Programs shall be responsible for coordinating, arranging and following up on programs and workshops throughout the fiscal year and shall also perform such other duties as from time-to-time may be assigned by the President or Executive Board. In particular, the Vice-President of Programs:

1. Publicizes advance notice of such programs and workshops with the Newsletter Editor and other appropriate outlets or assigns someone to do so.
2. May plan programs up to two (2) years in advance. Contracting with high profile speakers beyond two years must be approved by the board on a case-by-case basis.

3. Arranges local accommodations and transportation for guest speakers or assigns someone to do so..
4. Signs up members for workshops, collects workshop fees and forwards the fees to the Treasurer in a timely fashion.
5. Manages workshop facilities and equipment, or assigns someone to do so.
6. Manages speaker item sales during membership meeting or assigns someone to do so.
7. Appoints and oversees the following standing committees:
  - 1) Programs committee:
    - Speaker Liaison: Picks up speaker at airport, transports to hotel, dinner and guild meeting.
    - Friday Assistant: Transports speaker to and from workshop, set-up and tear-down of workshop, attendee check-in, etc. Takes speaker to dinner.
    - Saturday Assistant: Same activities as Friday assistant and transports speaker to airport.
  - 2) **Facilities:** This committee is on an as needed basis. When facilities are needed, locates an appropriate facility for Guild meetings and/or workshops. Facilities need to include sufficient electrical outlets, lighting, table and seating accommodations, sound and projection systems, etc.
8. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.12 Vice President of Guild Activities:** The Vice-President of Guild Activities would coordinate and oversee the running of the committees listed below and shall also perform such other duties as from time-to-time may be assigned by the President or Executive Board. In particular, The Vice-President of Guild Activities:

1. Coordinates advance notice of such activities with the Newsletter Editor.
2. Appoints and oversees the following standing committees:
  - 1) **Block of the Month** - Prepares and makes available at the monthly meetings directions for a quilt block. Collects blocks from the previous month's meetings. Conducts a drawing(s) from among the contributing participants for the blocks. When feasible, provides quilt block directions to the Newsletter Editor and Webmaster. Submits a written report to the Vice-President of Guild Activities for inclusion in her annual report.

- 2) **Fat Quarter Lotto** – Determines monthly fabric choices for the drawing at the guild meeting. Collects fabrics at the meeting. Conducts a drawing(s) from among the contributing participants for the fabric. Provides advance notice of fabric choices to the Newsletter Editor and the Webmaster. Submits a written report to the Vice-President of Guild Activities for inclusion in her annual report.
- 3) **Retreat** - Coordinates plans for guild retreat(s). Attends (or appoints a delegate to attend) board meetings during the term of duty. All costs of Retreat shall be paid by the attendees and no cost shall be incurred by the Guild. The Retreat chair determines the fees for retreat with input from the Treasurer, collects these funds, and gives them to the Treasurer in a timely fashion. Submits a written report to the Vice-President of Guild Activities for inclusion in her annual report.
- 4) **Show 'n' Tell** – Provides forms for members to use to describe quilts and/or other items during the Show 'n' Tell portion of the Guild meeting. Assists members in displaying quilts during the meeting. Submits member and quilt names to the Secretary, Newsletter Editor, and Webmaster. Submits a written report to the Vice-President of Guild Activities for inclusion in her annual report.
3. Compile an annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### **6.13 Vice-President of Community Service:**

1. Coordinates involvement in local community activities in which the Guild is invited to demonstrate the craft of quilting.
2. Allocates charitable donations as per members and Board recommendations.
3. Keeps track of guild members' individual volunteer efforts in the community (e.g. educational programs, quilt donations and equipment donations).
4. Appoints and oversees the following standing committees:
  - 1) **Education** – Evaluates requests and recruits and coordinates volunteers as needed to fulfill requests made to the Guild for educational opportunities within the community. Submits a written report to the Vice-President of Community Service for inclusion in her annual report.

- 2) **Service Quilts** – Evaluates requests and recruits and coordinates volunteers as needed to make service quilts needed to fulfill requests made to the Guild for charitable opportunities within the community. May collect, sort, store, distribute and kit fabric and other materials donated to the Guild for use by members. May organize workshops as needed to produce service quilts. The Executive Board will approve the groups that will be recipients. Submits a written report to the Vice-President of Community Service for inclusion in her annual report.
- 3) **Texas Association of Quilt Guilds** – Acts as a liaison between the Guild and TAQG. Attends meeting of TAQG and reports information to the Vice-President of Community Service and the Newsletter Editor, as necessary. Submits a written report to the Vice-President of Community Service for inclusion in her annual report.
- 4) **Special Projects** – From time to time, a member may be assigned to chair a committee that deals with a special project, to be determined by the Executive Board and/or the Guild as a whole.
- 5) **Christmas Stocking Project** – Determines, with Executive Board approval, which charitable organization(s) will receive sewn Christmas Stockings, made by the membership. Recruits and coordinates volunteers as needed to make stockings. May collect, sort, store, distribute and kit fabric and other materials donated to the Guild for use in this project. May organize workshops as needed to produce stockings. Collects completed stockings and stocking stuffers, as requested by the charitable organization. Submits timely information on the stocking project to the Newsletter Editor. Submits a written report to the Vice-President of Community Service for inclusion in her annual report.
5. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.14 Vice-President of Media:** The Vice-President of Media coordinates all guild communication with the community and the media and:

1. Shall be responsible for solicitation and management of advertising for inclusion in guild newsletter, collection and recordkeeping of payments of ads and processing payments to the Treasurer in a timely manner and electronically transmitting ads to Newsletter Editor in a

timely manner.

2. Oversees the management of the following standing committees:

**1. Newsletter:**

- 1) Obtains Board approval of newsletter at monthly board meeting, prior to publishing.
- 2) Publishes and mails a monthly newsletter notifying Guild members of general meetings, programs and workshops (coordinated with the Vice-President of Programs).
- 3) Publishes the minutes of regular Guild meetings, as provided by the Guild Secretary.
- 4) Publishes a monthly financial summary, as provided by the Treasurer.
- 5) Publishes membership roster revisions and additions in the monthly newsletter, as provided by the Vice-President of Membership.
- 6) Publishes a list of new items in the Guild library, as provided by the Librarian.
- 7) Publishes in the April newsletter the slate of officers presented by the Nominating Committee.
- 8) Publishes the annual Treasurer's report.
- 9) Publishes in the July newsletter the proposed Guild budget as provided by the Treasurer.
- 10) Submits a written report to the Vice-President of Media for inclusion in her annual report.

2. **Publicity**– Posts the notice of monthly meetings in local newspapers and other media sources. Promotes guild activities in the media, and prepares and distributes information to local quilt shops. Maintains a file of possible publicity sources. Maintains an FYI table at the monthly guild meetings to keep members informed about area quilt-related activities. Submits a written report to the Vice-President of Media for inclusion in her annual report.

3. **Webmaster** – Maintains and updates the guild's website. Maintains a list of member's internet addresses and contacts members at the request of the President or Board of Directors with information deemed suitable for dispersion by this method. Submits a written report to the Vice-President of Media for inclusion in her annual report.

4. **Historian** – Photographs Guild activities and makes copies available to the Newsletter Editor and the Webmaster. Keeps a scrapbook of newspaper articles, photos, programs, and assorted

memorabilia of the Guild's activities. Submits a written report to the Vice-President of Media for inclusion in her annual report.

3. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.15 Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Guild; receive and give receipts for monies to the Guild from any source whatsoever, and deposit all such monies in the name of the Guild in such banks or other depositories as shall be selected in accordance with procedures established by the Executive Board; and in general performs all the duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned by the President or Executive Board. In particular, the Treasurer:

1. Maintains all corporate financial records ready for audit on request.
2. Provides a financial report to be given at each Board Meeting and publishes it in each month's newsletter.
3. Shall make the financial report available to Guild Members for viewing at the monthly general meeting.
4. Has the books audited semi-annually by the President and two volunteer members of the Guild.
5. Completes all State and Federal forms regarding finances of the Guild in a timely manner.
6. Completes financial records through May 31st. Prepares a full financial report to be presented to the Executive Board prior to the June meeting and presented to the Guild members in written condensed form at the June meeting of Guild members.
7. With the assistance of the President, prepares a projected budget in April for the incoming Executive Board. The Outgoing President and Treasurer will review the Proposed Budget with the incoming Treasurer and President prior to their first Guild Meeting and help make any changes deemed appropriate.
8. Keeps keys to safety deposit box and storage building.
9. Serves on the Quilt Show Committee and has voting privileges on said committee
10. Appoints and oversees the following committee:
  - 1) **Assistant Treasurer** - Assist Treasurer in all guild business, as needed. May stand in Treasurer's absence, with the exception of check writing privileges. Submits a written report to the Treasurer for inclusion in her annual report. The purpose of this

position is to learn responsibilities of the Treasurer, in order to be prepared for nomination upon the Treasurer's retirement.

- 2) **Guild Products** – Maintains inventory and promotes the sale of all Guild products, and collects money from such. Maintains a supply of guild pins. Submits funds collected to the Treasurer in a timely manner. Submits a written report to the Treasurer for inclusion in her annual report.
- 3) **Inventory** – Maintains a current listing of all Guild assets and inventories all assets in April of each year. Copies of these inventories to be filed with the President, Secretary and Treasurer. Develops procedures for monitoring the location and transfer of Guild assets between persons. Submits a written report to the Treasurer for inclusion in her annual report.
11. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.16 Secretary:** The Secretary shall keep the minutes of the general meetings, meetings of the Executive Board and the Board of Directors; give all notices in accordance with the provisions of these bylaws or as required by law; and in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the President or by the Executive Board. In particular the Secretary:

1. Conducts all general correspondence of the Guild, as directed by the President.
2. Serves as custodian of all corporate documents.
3. Sends a copy of the minutes of the general meetings to the Newsletter Editor prior to newsletter deadlines.
4. Posts notice of all meetings via the newsletter.
5. Maintains record book(s) in which the bylaws, policies, official annual reports, committee reports, newsletters and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
6. Is responsible for duplicate Guild keys (Post Office Box, meeting hall, storage units).
7. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.17 Librarian:**

1. Maintains the Guild's library (books, videos, magazines, etc.)
2. Records all Guild library items checked out or past due.

3. At the monthly meetings collects fines for overdue books, and records these monies through the Treasurer.
4. Prepares a list of new library items for the monthly newsletter.
5. Provides a list of library items owned by the Guild to the Webmaster for inclusion on the website.
6. From time to time, removes unused books from the library, through sale or donation.
7. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6.18 Quilt Show Chair:**

1. Is elected to an approximate two-year term preceding the Quilt Show date.
2. Is a voting member of the Executive Board.
3. Is responsible for the biennial quilt show and may appoint committees to carry out this function as necessary.
4. Obtains Executive Board approval prior to signing contracts.
5. Submits a written report to the President, with a copy to the Secretary, at the completion of the term of duty.
6. Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**ARTICLE VII – THE EXECUTIVE BOARD**

**7.01** The officers of the Guild shall constitute the Executive Board.

**7.02** The Executive Board shall have general supervision of the place of meetings, make recommendations to the Guild, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Guild and none of its acts shall conflict with action taken by the Guild.

**7.03** A majority of the total members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board. Each officer has one vote with the exception of the President who votes only to break a tie.

**7.04** All Guild-related expenses must have the prior approval of the Executive Board and must be accompanied by appropriate receipts before disbursements can be made.

**7.05** Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on a monthly basis at a day and time agreed upon by said Board. Special meetings of the Board may be called by the President and can be called upon the written request of three members of the Board.

**7.06** The Executive Board will, when necessary, appoint special committee chairmen to become voting members of the Board for such time as is necessary to perform their duties.

**7.07** The Executive Board may accept on behalf of the Guild any contribution, gift or bequest.

**7.08** All contracts negotiated on behalf of the Guild must have the approval of the Executive Board prior to contract signature.

**ARTICLE VIII - COMMITTEES**

**8.01** Any committees, standing or special, shall be appointed by the President as the Guild, or the Executive Board, shall, from time-to-time deem necessary, to carry on the work of the Guild. The President shall be an ex-officio member of all committees, excepting the Nominating Committee.

**8.02** Nominating Committee:

1. Consists of five members and two alternates selected at the January regular meeting. Alternates attend the committee meeting(s).
2. A member of the Nominating Committee may be nominated as a candidate and must resign from the Nominating Committee if the nomination is accepted. The resigning member is replaced by an alternate.
3. Should consider for the office of President someone who has had previous Board experience.
4. Prepares and presents a slate of officers consisting of one or more candidates for each elected office in the April edition of the newsletter.
5. Provides a list of chairpersons for the standing committees to be approved by the incoming Board.
6. Serves as the election tellers at the annual election of officers.

**ARTICLE IX - AMENDMENT OF BYLAWS**

- 9.01** These bylaws may be amended at any regular meeting of the Guild by a two-thirds vote of members present, provided that the amendment has been published in the most recent newsletter.
- 9.02** Changes to the bylaws may be proposed by the membership-at-large or by the Executive Board.

#### **ARTICLE X - PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of Robert's Rules of Order shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Guild may adopt.

**Adopted July, 1989.....Last Revision: Thursday, May 10<sup>th</sup>, 2007**

#### **Standing Rules**

1. Guild members will receive no compensation for presenting a program at Guild meetings, but may be compensated for workshops.
2. Vice President of Programs and guest speakers will sign a contract for programs and workshops. This contract will include subject, amount of time, fees, transportation costs (if any) and cancellation clause.
3. The total fee for workshops is due upon registration. No refunds are made unless the space can be filled from a waiting list. Registration is non-transferable unless there is no waiting list. Registration is open to anyone; however, non-members will pay \$5.00 over the fee established for Guild Members.
4. If a guest speaker is not paid for the program, a maximum of \$25.00 may be spent on a gift or gift certificate.
5. Guests will be charged a \$5.00 fee for special speakers as determined by the Executive Board.
6. Newsletter Classified - Must be quilt-related. Rates are as follows:

Size	One Time	Three Issues
Business Card	\$15.00	\$35.00
Quarter Page	\$25.00	\$60.00
Half Page	\$40.00	\$90.00
7. Advertisement size limited to one-half page per customer. Copy deadline is the third Friday of each month. Send ads and payment to the mailing address, attention Newsletter Editor.

8. Library Policy: The check-out period for the library items is one month. Members will be contacted and reminded of overdue items during the second month. Items not returned after two months will be assessed a \$1.00 fee per item per month. After four months, the title and borrower's name will be published in the newsletter and the \$1.00 fee will continue to be charged. After six months, the member will be charged the replacement value of the item(s). All fees collected will go towards the replacement and expansion of the library.
9. Membership dues are \$25.00. Late fee is \$4.00. Membership dues are prorated to \$15.00 in January for new members.
10. Reimbursement of Expenses: In order to be reimbursed for expenses previously approved by the board, an itemized receipt must be submitted to the Treasurer, along with the appropriate form.
11. The purpose of the Guild-issued name badge is to validate the membership of the wearer; thus ensuring the voting rights and other privileges associated with membership in the Quilters Guild of Plano.
12. Each Executive Board position shall have only one vote, even if held by two people in a co-chair arrangement.
13. Participation fees will be waived for guild officers and committee chairs for any event where they have primary responsibility and are required to attend. This includes, but is not limited to, workshop and retreat fees. This is limited to one fee waiver per event.
14. Members will reimburse the Guild for any fees incurred by the Guild's bank for returned checks.