

Coos Sand 'n Sea Quilters
President
(elected office - maximum two-year term)

The President shall preside at all *General* and *Board* meetings of the *Guild* and shall appoint all *Committee* chairmen. At her discretion, after consulting with the *Board*, she shall act on matters whenever they cannot be taken up at a regular *Board* meeting.

The President shall start her office at **the end** of the *June General* meeting.

The first *Board* meeting to be held on the third *Tuesday* in *August* and continuing monthly, except *December* and *May* of each year.

The first *General* meeting to be held on the first *Thursday* in *September* and continuing monthly through *June*.

The annual quilt show is always the third weekend in *September*. The *Quilt Show* chairman to decide where and when the *Quilt Show* committee chairs are to meet.

Potlucks are designated for the *December* and *June* meetings and no *Programs* are to be scheduled. The *December* meeting is typically a party with a story and a gift exchange. The *June* meeting is typically a potluck, the *Secret Sister* "reveal" and lots of *Show & Tell*.

The *SARA* nominations are to be brought up at the *February* *Board* meeting so the announcement can be made at the *March* meeting. Nomination forms will be available at the *April* meeting for members to nominate who they think is deserving. That form will also be in the *April* newsletter. The *SARA* ballot form will be printed in the *May* newsletter with voting at the *May* meeting. *Parliamentarian* will handle the *Ballots* and will let the *President* know so she can buy the gift for the outgoing *SARA* to be presented at the *June* meeting. That gift is typically a pair of large *Gingher* scissors purchased at *JoAnn's* (using a discount coupon) and then engraved at *Action Trophy* in *Coos Bay*. [Engraving: *S.A.R.A.* - *Person's Name* - *Year* - *Coos Sand 'n Sea Quilters*)

Raffle tickets for the *Quilt Show* to be distributed at the *April*, *May* & *June* meetings.

Lastly, the *President* will make sure all chairs are in their rightful place, lights turned off (in room behind kitchen) as well as locking and securing all doors. [There is an "allen wrench" hanging on bulletin board by office to lock all the doors.]

LKM Rev. 8/25/16

Coos Sand 'n Sea Quilters

VICE-PRESIDENT

(elected position - maximum two-year term)

The Vice-President shall perform the duties of the President in case of the President's absence or disability and serves as Program chairman. If the Vice-President is unable to attend a general meeting, the President will fill in.

The Program chairman has an annual budget of \$1000 (subject to change) to work with and, among other things, shall arrange for guest speakers to do a lecture and/or trunk show. Sometimes, special speakers cannot come until the following year but it's okay to book them now. These speakers should have a contract spelling out what their fees are and what their costs are should they teach a workshop. There are things to consider such as travel expenses, hotel expenses and food. Sometimes a guild member will offer to host the speaker/teacher in their home. For their compensation, they can attend the workshop for free.

Other ideas for programs include our own members presenting demos, or quilting tips or any other imaginative presentation. The demos can be "hands on" and the presenter can put together kits (for a nominal fee) or suggest the members bring their own supplies to make the item being taught.

Pot lucks are designated for the December and June meetings and no Programs are to be scheduled those two months. The December meeting is typically a party with a story and a gift exchange and the June meeting is typically the Secret Sister "reveal" and lots of Show & Tell.

Another idea for a program is the game of Quilt-O. Members can bring buttons or use pennies as their markers. The Guild will give nominal gifts - in the \$5 range - to come from the Program budget. Also, the gifts can be donated by members.

In early spring, it is the Vice-President's responsibility to coordinate the "signature blocks" for the President's outgoing gift which is to be presented at the June meeting before the new President takes over. As the President is usually in office for two years, the first year would be the blocks and then at the end of the second year a full quilt will be put together, incorporating more signature blocks. It is always fun to make the quilt "theme" pertinent to the President's likes.

Past Vice-Presidents

2001-2002	Sandy Goodwin	2009-2010	Peggy Prickett
2002-2003	Genii Robison	2010-2011	Alice Trivitt & Lee Howeth
2003-2004	Genii Robison	2011-2012	Alice Trivitt & Lee Howeth
2004-2005	Becky Lowe	2012-2013	Cherry Sills & Joanne Smith
2005-2006	Suzy Peck & Karen Wagoner	2013-2014	Cherry Sills & Peggy Prickett
2006-2007	Gwen Neale & Joan Kendrick	2014-2015	Karen Wagoner
2007-2008	Gwen Neale & Joan Kendrick	2015-2016	Alice Trivitt
2008-2009	Peggy Prickett	2016-2017	Melinda Andrews

BUDGET: _____

Coos Sand 'n Sea Quilters

Treasurer

(elected position - no term limit as of 3/20/2011)

The Treasurer shall:

- Pay Gloria Dei Lutheran Church yearly, in January, for our monthly meetings and any additional meetings anticipated during the year
- Pay the yearly PO Box rental in March
- Pay the Insurance bill yearly, in July (after consulting with Cathie Culley)
- Prepare and submit yearly reports and fees to the IRS, the State and the State CF-12 Report in October
- Pick up mail from the Post Office before each Guild and Board meeting and distribute as necessary.
- Reimburse members for documented expenses for their line item of responsibility (see Reimbursement Form). If a bill is received from a vendor, the member responsible must fill out the Reimbursement Form before the bill can be paid. All money spent must be paid by check - there is no petty fund account
- Prepare Budget Sheets: in September for the Guild showing the 2 previous years budget and actual plus a new sheet to fill in at the Board meeting; in January for the Show showing the 2 previous years budgets only (the December spreadsheet will show actual expenditures) plus a new sheet to fill in at the Show meeting.
- Maintain monthly income and expense spreadsheets for the Guild and the Show accounts by line item. These shall be distributed at the Board Meeting each month and extras available at any time
- Make monthly deposits at the bank after the Guild meeting
- Order checks as needed
- Receive all prepaid monies from the Show, i.e., Challenge Block Contest, Quilt Registration of non-members, Vendor Space and after the Show, from the Boutique vendors
- Get start-up change for the Admissions Table for the Quilt Show
- During the Quilt Show make periodic pickup of money from the Admissions Table and the Coffee/Cookie Reception area, verify amount received and both sign the envelope for moneys received
- Pay the Rent, Custodial and Storage charges after the Quilt Show to the Boys and Girls Club

For the TREASURER'S BUDGET, see individual line items on the reports

jg Rev. 2/15/16

Coos Sand 'n Sea Quilters
Secretary
(elected position - no term limit)

The Secretary's responsibilities include keeping a record of meetings of the Board and Guild General meetings. The Book of Minutes shall contain a copy of the Bylaws, Amendments and Job Descriptions.

If the secretary is unable to attend a Board meeting, the President will be notified beforehand, as well as ask another Board member if they would take the Minutes. Robert's Rules does not specify who this person should be. Said Secretary may ask any other (willing) Board member to take the minutes as "Acting Secretary." The natural person to perform this duty would be the newsletter chairperson. They will type the minutes and submit a copy to both the President and the Newsletter person.

The General meeting minutes shall be included in the monthly Newsletter.

Typically, since there is no formal meeting held in December or June, there should be no need for taking minutes unless specific business actions are taken such as outcomes of proposed motions.

The Board meeting Minutes shall be e-mailed to each Board member one week prior to the Board meeting.

The Secretary will check the Coos Sand 'n Sea Quilters e-mail inbox for incoming messages and will respond or forward to the appropriate person for follow-up if indicated. [coossandnsea@gmail.com]

Receipts for printing minutes shall be presented on a voucher to the Treasurer at the Board meeting. (Budget is covered in Miscellaneous).

Past Secretaries:

2001-2002	Rolene Payne
2002-2004	Sandy Goodwin
2004-2006	Sharon Fortune
2006-2007	Caroline Halfwassen
2007-2008	Paula Kaye
2008-2010	Jeanine Huffman
2010-2015	Ann Erickson
2015-2016	Ruthie Garagnon
2016-2017	Suzy Peck

Coos Sand 'n Sea Quilters
Parliamentarian
(elected office - no term limits)

The Parliamentarian shall be present at all *General* business meetings and Board meetings to insure that proper Rules of Order are followed.

The current edition of "Robert's Rules of Order," newly revised edition, shall govern the organization in all cases not specified in our Bylaws. The event of a conflict between "Robert's Rules," then the Bylaws shall prevail.

The Parliamentarian is responsible for counting the votes when taken by a "show of hands," as well as counting the physical paper ballots.

The Ballots to be counted during the year include: Election of Officers and SARA. The Featured Quilter ballots are to be counted by the Quilt Show chairman.

The SARA nominations are to be brought up at the February Board meeting so the announcement can be made at the March meeting. Nomination forms will be available at the April meeting for members to nominate who they think is deserving. That form will also be in the April newsletter. The SARA ballot form will be printed in the May newsletter with voting at the May meeting. Parliamentarian will handle the Ballots and will let the President know so she can buy the gift for the outgoing SARA to be presented at the June meeting. That gift is typically a pair of large Gingher scissors purchased at JoAnn's (using a discount coupon) and then engraved at Action Trophy in Coos Bay. [Engraving: S.A.R.A. - Person's Name - Year - Coos Sand 'n Sea Quilters)

The Parliamentarian shall ask for one or two others to assist her in the counting of the paper ballots and will give the results to the President either at the *General* meeting or at the Board meeting.

NO BUDGET

Past Parliamentarians include:

Genii Robison	2001-2002
Lois Parrish	2002-2003
Pat Alvey	2003-2007
Pam Rood	2007-2008
None ?	2008-2009
Rolene Payne	2009-2012
Marlene Noble	2012-2014
Gerri Glazer	2014-2016
Callie Culley	2016-2017