

Standing Rules of the Greater Bay Area Costumers Guild (GBACG)

These Standing Rules will govern the actions of the organization until they are modified or superseded by a majority vote of the Board of Directors. When these Standing Rules are modified or superseded, copies of the new Standing Rules will be sent to members via email, made available on GBACG's website, and/or mailed to a member upon request.

Membership Dues, Meetings and Member Information

- Membership in the GBACG shall be open to all persons 13 years of age or older. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian. Voting members of the GBACG shall be composed of two classes:
- **Voting members** – Members in Good Standing are current in their dues and are not currently under a disciplinary action by the board. They shall have full membership privileges including the right to vote in general elections as well as Board of Director meetings, to hold office (if over 18), to receive all organization mailings, to receive all publications of the GBACG, have access to organization social media platforms and to attend GBACG-sponsored events, workshops and conferences at a reduced admission fee for themselves or more if they have a household membership.
- **Student members** – must be at least 13 years of age to qualify and must submit proof of student status (copy of Student ID). Student members have the right to vote in general elections as well as Board of Director meetings, to hold office (if over 18), to receive all organization mailings, to receive all publications of the GBACG, have access to organization social media platforms and to attend any designated events, workshops and conferences sponsored by the GBACG at the same price as a member in Good Standing. Their annual membership will be at a reduced fee.
- Dues for the organization shall be as follows:
 - Individual membership (13 years or older) - \$25 per year.
 - Household membership - \$5 per year for each additional household member residing at the same address (for anywhere in the world).
 - Student Membership – \$10 per year for students with proof of student ID. Student members will receive all benefits of membership.
 - The Board of Directors of the GBACG shall have the power to modify the above amount as necessary. The membership shall be notified 60 days prior to any increase and will be given the opportunity to renew membership (for up to 2 years) at the prevailing rate during that 60 day period.
 - It shall be customary for members to receive at least two notices that their membership is about to expire, or has recently expired. This will be done via email. After two months of lapsed membership, former members will be purged to the former member page of the guild database.
- Publications
 - The GBACG newsletter, *Finery*, is published continuously as a blog, with a minimum of two blog posts per month. Members will be notified electronically

when a new article is posted.

GBACG Annual Meeting and Board of Director Meetings

- Board Meetings
- The Board of Directors of the GBACG shall meet not fewer than six (6) times during the fiscal year. Meeting dates, location and length of said meetings shall be determined by a majority vote of the Board of Directors. Meetings, from time to time and at the discretion of the Board of Directors, may be held via conference call.
- The location of each meeting shall be made available to members upon request to the Secretary.
- Items for the meeting's agenda may be submitted by members in good standing, in writing or by postal mail or by an electronic medium, to the current President. Said item(s) to be considered must be received by the President at no later than one week prior to the published meeting date. The President shall prioritize agenda items and mail or electronically distribute copies to all Board Members and provide copies to all those present at the meeting.
- Minutes shall be taken by the Secretary and made available to all Board members via postal mail or electronic distribution no later than 10 days after the meeting.
- Copies of unabridged meeting minutes will be sent upon request to any member upon receipt by the Secretary of either a large, self-addressed stamped envelope or an e-mail request.

- Annual Meetings
 - It shall be customary for the Annual meeting of the Greater Bay Area Costumers Guild to be held in January unless another date is agreed upon by the Board of Directors and announced through *Finery* or by separate announcement at least 30 days prior to the date of the meeting.
 - An agenda for the annual meeting, along with any proposed motions or amendments, shall be published in *Finery*, posted to our website, or sent to the membership as a separate announcement at least 30 days prior to the meeting.
 - If a member is unable to attend a meeting, they may provide a written and signed proxy to another member allowing that member to vote on their behalf. This proxy may be item specific or general. This proxy should be presented to an Officer of GBACG for verification immediately prior to the meeting.
 - It shall customary for minutes to be taken at the annual meeting, Board of Director meetings or any special meetings. Any member in good standing may request a copy of such minutes from the Secretary by sending a large, self-addressed stamped envelope or making an e-mail request.
 - Copies of unabridged annual meeting minutes will eventually be deposited on the GBACG website.

Workshops

- Workshops are open to all members and non-members 13 years and older. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian.

- All profits derived from workshops are put into the general fund for overhead costs. It is the objective of the GBACG to continue to view any possible workshop revenue as a means to keep Guild membership dues low and to support other GBACG endeavors such as, and not limited to, insurance, office supplies, phone and post office box costs.

- It is customary for the GBACG to pay our workshop instructors a fee for their services. It is the responsibility of the Workshop Coordinator to determine if a fee is reasonable given the “salability” of the workshop and/or instructor(s), cost of the workshop site, and future promotional value benefit to the Guild, etc. and other factors determined by the Workshop Coordinator.
- Anyone, member or non-member, may submit a workshop idea to the Workshop Coordinator.
- In general, workshop tickets go on sale not exceeding 60 days before the workshop date because of current limitations in granting refunds through our current payment service. Information about upcoming workshops should be placed on the GBACG website and in *Finery* as early as possible before the ticket deadline.

Events

1) Age Appropriate Definition:

- All events are open to all members in Good Standing. Event venues may impose further restrictions (such as no one under 21). This will be specified in the event details.
 - Ages 12 and under are welcome to many of our events. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian. Most picnics and outdoor events are family-friendly and parents can bring period-appropriate games to help entertain their young ones, if the venue allows. Members will be informed members when events are child friendly.
- Event Ticket Prices
 - Members in Good Standing of GBACG receive the GBACG member price. All other event attendees must pay the non-member price except in the following cases:
 - Children of Members only (ages 5-12): defined as a benefit of membership, our members may pay the Member price for their children. In some special circumstances, such as an outdoor picnic, we may waive the ticket price entirely for children 5-12, except in circumstances where our venue requires payment for anyone, regardless of age. This is solely up to the discretion of the Event Coordinator and/or Board of Directors. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian.
 - Children of Members only (ages 0-4): defined as a benefit of membership, these children may attend at no charge, except in circumstances where our venue requires payment for anyone, regardless of age. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian.
 - Sister Organizations may negotiate the Member in Good Standing price for specific GBACG events for their membership. This will be listed in the event details. If required, verification of their membership status can be done through their Membership Coordinator in advance, or for gate sales a membership list may be brought by a Sister organization board member or their designated proxy, such as a GBACG board member. This list will be returned or destroyed at the end of gate sales for the event.
 - Members in Good Standing of GBACG may have discounts or other

benefits extended to them from other organizations. If required, verification of GBACG membership status can be done through the Membership Coordinator in advance, or for gate sales a membership list may be brought by a GBACG board member or their designated proxy. This list will be returned or destroyed at the end of gate sales for the event.

- Other Event ticket prices for Children ages 12-under:
 - Whenever possible we will try to offer a discounted ticket for children, whether member or non-member, dependent upon, but not limited to, the venue we are using. If a discounted children's price is offered by the venue, we will carry that discount over to our Event ticket price. Minors must be accompanied at all GBACG events, workshops and salons by a parent or designated legal guardian.
- All profits derived from events are put into the general fund for overhead costs. It is the objective of the GBACG to continue to view any possible event revenue as a means to keep Guild membership dues low and to support other GBACG endeavors such as, and not limited to, musician fees, catering, venue rental, scholarships, insurance, office supplies, phone and post office box costs.
- Anyone, member or non-member, may propose an event idea through the Event Coordinator. It is the policy of the GBACG that any event being considered, whether initiated by the Event Coordinator or other, must complete a Event Proposal Form on venue location, venue fees and cancellation policies, costume era, and final cost to members and non-members, etc. This proposal must be presented to the Board of Directors by the Event Coordinator for approval. Event Proposal Forms are available on the GBACG website. In addition, anyone can request a copy of the form by contacting the Events Coordinator(s) at events@gbacg.org.
- In general, event tickets go on sale not more than 60 days before the event date because of payment vendor limitations; detailed event webpages should be completed at a minimum of two months before the event date. Information about upcoming events should be placed on the GBACG website and in *Finery* as early as possible before the ticket deadline.

Costume Guidelines

- Certain GBACG events are governed by a dress code and are stated as such in any advertising. That dress code applies to members, non-members, and guests of all ages. That dress code is as follows:
 - GBACG welcomes costumers of all abilities and budgets to our events. While many of our attendees sew for themselves or have costumes custom made, others rent or pull together thrift store finds. Our goal is to have fun with costumes, and no one will be considered unwelcome who has made an attempt to dress in the period or spirit of the event. Because our events are the vision of the individual organizers, some events may have more specific costume guidelines. If so, we will be sure to indicate those in the event details. If you ever have questions about whether a particular costume is appropriate, we would be happy to answer them -- just email us at events@gbacg.org.
- Other events are open to all with no costume requirements and are stated as such. These are: Salons, Workshops, Lectures, Guild meetings and other Events where it is stated that "costumes are not required," or "costumes are not required but appreciated."

Sister Organizations

- Sister Organization Status
- From time to time the Board of Directors may vote to allow the informal designation of “Sister Organization status” with other organizations.
- Sister Organization status shall be defined on a case by case basis with individual organizations. The terms of the Sister Organization status shall be as detailed on the GBACG website.
- Sister Organization status may be terminated at any time by the GBACG or the Sister Organization.

2) Official GBACG Sister Organizations are:

- Art Deco Society of California
- Bay Area English Regency Society
- Costumer’s Guild West
- History San Jose
- Period Events & Entertainments Society (PEERS)
- Somewhere In Time, Unlimited
- Silicon Web Costumers' Guild

3) Sister Organization Member Benefits from GBACG

- Discounted member price to GBACG Events
- Discounted member price to GBACG's Costume Academy

When purchasing tickets to GBACG Events or Costume Academy, Sister Organization Members must indicate which Sister Organization they belong to on the "Review Your Payment" page or on the GBACG ticket order form.

Scholarships

- The guild offers several scholarships on an annual basis:
- 1 year membership to GBACG
- GBACG registration for one workshop
- Costume Academy Registration

2) Scholarships are awarded at our annual Open House - typically held in January of each year. Preference will be given to students, individuals new to costuming and those who are in financial need.

3) It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Scholarships cover the cost of event registration only and do not include any other financial support for supplies, travel, hotel, food, etc.

Miscellaneous

- It is the policy of the GBACG that its Board of Directors or others engaged in the official sanctioned business of the Guild be reimbursed for their reasonable expenses incurred on behalf of the Guild. These reimbursements cover reasonable phone calls, copying, and postage. The Board of Directors will consider other reimbursements on a case-by-case basis or at the time a task and/or budget is assigned.
- At least one member of the GBACG Board of Directors shall be present at all official GBACG activities.

Article X – Duties of Officers

Section 1. **Expectations of all Officers:** All officers serve at the pleasure of the membership, and are expected to meet the following requirements:

- Performance of duties: officers will fulfil their duties as defined in the standing rules, and as assigned by the president. These duties include performing work as described/ assigned, meeting deadlines, and reading and responding to email and other communications in a timely fashion.
- Meeting attendance: Attending meetings is a requirement of board service. Excused absences include but are not limited to: illness, family obligations, planned vacations, job/career requirements, emergencies, and religious/cultural events.
- Conduct: Officers are expected to conduct themselves in a respectful and professional manner, both in meetings and in their dealings with the membership and greater community.

Section 2. **President:** The President shall be the chief executive officer of the organization. The President shall:

- Preside at and facilitate all meetings of the organization, and the Board of Directors.
- Have day-to-day general and active management over the affairs of the organization and supervise the conduct of business of the organization.
- Have the authority to sign and execute in the name of the organization all authorized deeds, mortgages, bonds, contracts or other instruments.
- Be an ex officio member of all committees.
- With the approval of the Board of Directors, appoint board members, and chairpersons for any special or standing committees.
- Gather and disseminate agenda items for all Board of Directors meetings.
- Perform other duties as might be, from time to time, assigned to the President by the Board of Directors.
- In the event that the President resigns before their end of term or otherwise cannot perform the duties of this office, the current Board of Directors shall appoint an interim President who will serve out the current term. This interim President shall be chosen by a majority vote from the existing Board members.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 3. **Secretary:** The Secretary is responsible for guild records and project systems, and shall:

- Attend all meetings of the membership and Board of Directors. If the Secretary is absent, the President may designate an alternate to serve in this capacity.
- Take and record accurate minutes of the proceedings of all meetings. Any reports or documents that are to be presented at the meeting are to be submitted electronically within 3 days following the meeting to the Secretary.
- Have the authority to sign and execute in the name of the organization all authorized deeds, mortgages, bonds, contracts or other instruments.
- Take written reports submitted at meetings and include them in the minutes.
- Submit copies, by mail, email or posting to a file host, of these minutes to the Board of Directors within 10 days of the meeting to any member in good standing who requests a copy of the minutes by sending a large stamped self-addressed envelope.
- Maintain a historical file of all documents relating to agendas and meeting minutes.

- Coordinate the production of guild collateral, including the guild brochure, postcards, membership forms, event and workshop registration forms, and business cards.
- Populate online project communication systems, eg: Basecamp.

Section 4. **Treasurer:** The Treasurer is responsible for all guild financial matters, and shall:

- Have custody of all the funds and securities of the organization and keep full and accurate account of receipts and disbursements of the organization.
- Deposit all moneys and other valuables in the name of and to the credit of the organization in such depositories as may be designated by the Board of Directors.
- Disburse such funds as ordered by the organization, upon appropriate authorization.
- Collect all dues for members.
- Render to the President and the Board of Directors regular accounts of all Guild transactions and the financial status of the organization and its assets.
- Render to the membership an annual account of all Guild transactions and the financial status of the organization and its assets at the end of the fiscal year (normally, in the March/April issue of the GBACG newsletter/blog).
- Have the authority to sign and execute in the name of the organization all authorized, contracts or other instruments as they relate to event and workshop venues, with the approval of the Board of Directors.
- Arrange for audit of the final report on all money received and attendees at Guild events and workshops.
- Process payments for events, workshops, and other activities and provide receipts (if appropriate).
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Article XI – Duties of Board of Directors

Section 1. **Expectations of all Directors:** All board members serve at the pleasure of the President, and are expected to meet the following requirements:

- **Performance of duties:** Board members will fulfil their duties as defined in the standing rules, and as assigned by the officers. These duties include performing work as described/assigned, meeting deadlines, and reading and responding to email and other communications in a timely fashion.
- **Meeting attendance:** Attending meetings is a requirement of board service. Excused absences include but are not limited to: illness, family obligations, planned vacations, job/career requirements, emergencies, and religious/cultural events.
- **Conduct:** Directors are expected to conduct themselves in a respectful and professional manner, both in meetings and in their dealings with the membership and greater community.

Section 2. **Newsletter Editor:** The Newsletter Editor serves at the pleasure of the President . S/he produces the guild newsletter, Finery, and shall:

- Be the editor of the newsletter/blog. As editor they shall be responsible for gathering and inputting articles and information for the newsletter/blog.
- Have the option of working with any other person as co-editor, gathering articles or information for the newsletter/blog.

- Coordinate the newsletter/blog distribution process, including verifying membership list with Membership Coordinator and utilizing electronic media for distribution.
- Submit a written budget for all proposed expenses of the newsletter/blog, for approval by the Board of Directors. This proposal shall be brought at least three months in advance to a regularly-scheduled Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, budgets can only be approved by a majority vote of the Board of Directors.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 3. **Event Coordinator:** The Event Coordinator serves at the pleasure of the President. S/he manages the guild's costume parties, aka events, and shall:

- Coordinate and implement GBACG sponsored costume parties, eg: events. Supervise implementation and coordination of events that are proposed and chaired by others.
- Submit a written preliminary proposal for all proposed events for approval by the Board of Directors during the event selection process.
- Submit the completed proposal and a budget for a selected event proposal at least three months in advance to a regularly-scheduled Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be mailed or distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, an event and budget can only be approved by a majority vote of the Board of Directors.
- Submit a completed web information form to the Web Coordinator no less than 10 weeks before the event.
- Secure money from GBACG Treasurer for events expenses at least one week in advance of any event requiring payment of funds at the event.
- Produce and/or coordinate the marketing of events, including online marketing and print collateral for promoting the event. Event information (including registration form) to be provided to the Web Administrator, Social Media Coordinator and the Newsletter Editor, if applicable.
- Maintain enrollment data for upcoming events. Provide individual event coordinators with a final list of attendees just prior to event or designate an alternate Board member to do so.
- Act as event host/coordinator at the event, or assist the event host. If you are unable to attend, you must designate an alternate board member to do so in advance.
- Work with the Treasurer to verify money received and money paid out to site rental, caterer, entertainments, or any other expenses as appropriate.
- No later than two weeks following event date, provide final event costs, event income, and attendance data to Treasurer for tax preparation.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 4. **Workshop Coordinator:** The Workshop Coordinator serves at the pleasure of the President. S/he produces the guild's classes, lectures, and workshops, and shall:

- Coordinate and implement GBACG sponsored workshops.

- Submit a written preliminary proposal and budget for all proposed workshops, for approval by the Board of Directors. This proposal shall be brought at least three months in advance to a regularly-scheduled Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, a workshop and budget can only be approved by a majority vote of the Board of Directors.
- Submit a completed web information form to the Web Coordinator no less than 10 weeks before the event.
- Secure contract(s) with instructor(s).
- Coordinate site implementation on day of workshop.
- Secure workshop site and money from GBACG Treasurer for workshops.
- Produce and/or coordinate the marketing of workshops, including promotion for the workshop, workshop information (including registration form) to be provided to the Web Administrator, Social Media Coordinator and the Newsletter Editor.
- Work with the Treasurer to verify money received and money to be paid out to instructor and/or site rental.
- Maintain enrollment data for upcoming workshops. Provide a final list of attendees just prior to workshop to the check-in staff and the workshop instructors.
- No later than two weeks following event date, provide final event costs, event income, and attendance data to Treasurer for tax preparations.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 5. **Costume Salon Coordinator:** The Costume Salon Coordinator serves at the pleasure of the President. S/he organizes the Guild's free sewing circles and shall:

- Submit a regular calendar of Costume Salons to the Board of Directors.
- Produce and coordinate the marketing of Costume Salons, including producing promotion for the Costume Salons, creating information to be provided to the Web Administrator, Social Media Coordinator and the Newsletter Editor.
- Coordinate individual Costume Salons, including choosing themes and presenters, finding space and coordinating with hosts.
- Submit a written budget for all proposed expenses of a Salon, for approval by the Board of Directors. This proposal shall be brought at least three months in advance to a regularly-scheduled Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, budgets can only be approved by a majority vote of the Board of Directors.
- Help GBACG members who wish to start their own sewing circles in the Bay Area by providing information, advice and resources.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 6. **Web Administrator:** The Web Administrator serves at the pleasure of the President. S/he manages the GBACG web site and sales pages, and shall:

- Submit a written proposal for any major organizational or conceptual changes to the guild

website for approval by the Board of Directors. This proposal shall be brought to the Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, major changes can only be approved by a majority vote of the Board of Directors.

- Submit a written proposal and budget for any changes to the guild's webhosting plan for approval by the Board of Directors. This proposal shall be brought to the Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, changes to the guild's webhosting and budget can only be approved by a majority vote of the Board of Directors.
- Maintain and update the GBACG website on a timely basis and archive content as needed.
- Work with the Treasurer to arrange payment for webhosting charges.
- Manage Board email accounts, including assigning accounts for all Board members and coordinating responses to email sent to the general guild email account.
- The Web Administrator shall have a working knowledge of HTML and web design.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.
- Manage MailChimp or other direct mail for communicating events and news to the members.
- Receive webforms from other board members and use them to create event pages and direct mail 60 days in advance of events and workshops.
- Create Eventbrite or other ticketing page for any events or workshops requiring registration or ticket sales.

Section 7. **Community Liaison:** The Community Liaison(s) serves at the pleasure of the President. S/he coordinates and maintains relationships with other organizations and shall:

- Act as liaison with public and/or private organizations (such as historic houses or properties, public television stations, museums, community celebrations, etc.) requesting the assistance and/or participation of GBACG in special events.
- Provide input to the Board of Directors to assist in the determination of the appropriateness of GBACG participation in a community event.
- Coordinate volunteers in said special events.
- Produce and/or coordinate the marketing of any events by provided information to the Web Administrator, Social Media Coordinator and the Newsletter Editor, if applicable.
- Submit report at the Board of Directors meeting the next meeting following the special event.
- Collect information on upcoming community events which may be of interest to GBACG members. Provide this information to members via the GBACG chat group, website, newsletter/blog or separate mailing as deemed appropriate.
- Seek and develop partnerships with other local costuming groups.
- Coordinate attendance at local conventions.
- Upon event approval, coordinate with conventions and costume events around the country to present Rising Star or Hall Costume awards.
- Work with the membership to encourage participation in the judging and presentation of

awards at designated community events.

- Work with the board to appoint a proxy to carry out the Liaison function at the specific event, if the Community Liaison is unable to attend an event personally.
- Upon presentation of an award, gather information from each winner and pass it to the appropriate board members for follow-up, including the contact information for the membership packet and photographs and statements for the website and the GBACG newsletter/blog.
- Submit a written proposal for any budget requests for approval by the Board of Directors. This proposal shall be brought to the Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, budgets can only be approved by a majority vote of the Board of Directors.
- Coordinate the preparation of award certificates and submit expense reports to the Board as necessary.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 8. **Costume Academy Coordinator:** The Costume Academy Coordinator serves at the pleasure of the President. S/he organizes our annual all-day learning event and shall:

- Create class schedule composed of at least 3 tracks of classes
- Submit a written proposal and budget for Costume Academy for approval by the Board of Directors no less than three months in advance of the event. This proposal shall be brought to the Board meeting with enough copies for each Director. When presentation at a regularly scheduled Board of Directors meeting is not feasible, this form may be distributed to each Director electronically and a phone or email poll may be taken to receive approval. As in regular meetings, a Costume Academy proposal and budget can only be approved by a majority vote of the Board of Directors.
- Submit a completed web information form to the Web Coordinator no less than 10 weeks before the event.
- Secure contracts with instructors and vendors.
- Secure site and obtain money from GBACG Treasurer for Costume Academy.
- Produce and/or coordinate the marketing of Costume Academy, including promoting the classes and vendors, and providing instructor information (including registration form) to the Web Administrator, Social Media Coordinator and Newsletter Editor.
- Work with the Treasurer to verify money received and money to be paid out as appropriate, including to instructor(s), and/or site rental, and from vendors.
- Enroll students and provide written confirmation of enrollment via email or mail.
- Coordinate communication between instructors and students for class supplies.
- Prepare registration materials to be distributed at Costume Academy.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 9. **Membership Coordinator.** The Membership Coordinator serves at the pleasure of the President. S/he is the liaison between the board and the

membership, and shall:

- Maintain a complete file/database of all members' names, their dues payment status, and their current mailing address; provide dues payment acknowledgements and send renewal reminders to members; and supply membership data to the Board of Directors as needed.
- Mail pins to all new members. One pin per Household membership. Additional pins may be purchased by the members for a small reasonable fee.
- Be the point of contact for all new members.
- Present reimbursement requests for stamps and envelopes to the treasurer as required.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 10. **Social Media Coordinator.** The Social Media Coordinator serves at the pleasure of the President. S/he is responsible for maintaining and moderating all Guild social media platforms, and shall:

- Maintain the GBACG's online presence on social media websites such as Facebook, Pinterest, Instagram, and any and all future social media sites.
- Coordinate with Event, Workshop, Costume Salon and Costume Academy Coordinators and the Community Liaison, to develop and post event information to social media websites.
- Promote guild activities.
- Respond appropriately to communications received through social media channels.
- Moderate discussions on social media platforms as needed.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.

Section 11. **Directors at Large:** Directors at Large serve at the pleasure of the President. They are members that have no specific job title, but can perform any needed job, including but not limited to: assisting another board member with their duties (eg: assistant treasurer), working on a specific project, etc, and shall:

- Actively promote the interests of the GBACG.
- Provide a conduit of information and communication between the membership and the Board of Directors.
- Serve in such other capacities as assigned by the President and/or the Board of Directors to accommodate new positions or special circumstances.
- Serve on committees or projects as needed.
- Deliver electronically any reports or documents presented at Board of Director meetings to the Secretary within 3 days following the meeting.