



## Standing Rules of The Greater Bay Area Costumers Guild

*These Standing Rules will govern the actions of the organization until they are modified or superseded by a majority vote of the Board of Directors. When these Standing Rules are modified or superseded, copies of the new Standing Rules will be sent to members via email, made available on GBACG's website, and/or mailed to a member upon request.*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

- 1) Membership in the GBACG shall be open to all persons 13 years of age or older. 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, and to attend so designated events, workshops and conferences sponsored by the GBACG at a reduced admission fee.
  - **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, and to attend so 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:

- a) Full membership (13 years or older) - \$22 per year (\$26.50 Canada & Mexico, International Airmail \$34.50 - Surface \$30.00-in US funds).
  - b) Household membership - \$3 per year for additional household members residing at the same address (for anywhere in the world).
  - c) Student Membership – \$10 per year for students aged with proof of student ID card. Student members will receive all benefits of membership.
  - d) 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.
  - e) It shall be customary for members to receive at least two notices that their membership is about to expire, or has recently expired. This can be done via email or on each member's address label for *Finery*, the GBACG newsletter. After two years of lapsed membership, former members may be purged from the guild database.
- 2) Publications
    - a) GBACG newsletter: *Finery* is published bi-monthly and is sent to all members as part of membership, however, only one issue of *Finery* will be sent to a household (consisting of 2 or more members).

### 3) GBACG Annual Meeting and Board of Director Meetings

#### Section 1. Board Meetings

- a) The Board of Directors of the GBACG shall meet not less 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 by conference call.
- b) The location of each meeting shall be made available to members upon request to the Secretary.
- c) Items for the meeting's agenda may be submitted by members in good standing, in writing or by regular mail or by electronic medium (fax, email, etc.), 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 (either by US mail, email or fax or website, etc.) to all Board Members and distribute said copies to all those present at the meeting.

- d) Minutes shall be taken by the Secretary and made available to all Board members (either by US mail, email, or posting to a file host, etc.) no later than 10 days after the meeting.
  - e) Copies of unabridged meeting minutes will be sent, on request, to any member upon receipt by the Secretary of a large, self-addressed stamped envelope or electronically (if requested).
- a) 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 mailing at least 30 days prior to the date of the meeting.
  - b) An agenda for the annual meeting, along with any proposed motions or amendments shall be published in *Finery*, posted to our website, or sent the membership under separate mailing, at least 30 days prior to the meeting.
  - c) Any member may request a printed copy of any board meeting minutes by sending a SASE to the GBACG address.
  - d) If a member is unable to attend a meeting, she or he may provide a written and signed proxy to another member allowing that member to vote on her or his behalf. This proxy may be item specific or general. This proxy should be presented to the Treasurer for verification immediately prior to the meeting. Proxy for the Treasurer will be presented and verified by the Secretary.
  - e) 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 the unabridged minutes by sending a large, self-addressed, stamped envelope to the Secretary at the Guild address.

### **Workshops**

- 1) Workshops are open to all members (13 years and older). Workshops are also open to non-members (13 years and older).
- 2) 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.
- 3) 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.
- 4) Anyone, member or non-member, may submit a workshop idea to the Workshop Coordinator.
- 5) 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, Paypal. 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:
  - a) All events are open to all members in Good Standing. Event venues may impose further restrictions (like no one under 21). This will be specified in the event details.
  - b) Ages 12 & under are welcome to many of our other events. Most picnics & outdoors events can be family-friendly and parents can bring period-appropriate games to help entertain their young ones, if the venue allows such. Every attempt will be made to inform members when events are child friendly.
  - c)
- 2) Event Ticket Prices
  - a) 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:
    - i) 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. This is solely up to the discretion of the Event Coordinator and/or Board of Directors.
- ii) 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.
  - iii) Sister Organizations may negotiate the Member in Good Standing price for specific GBACG events (excluding workshops) for their membership. Members in Good Standing of GBACG may have discounts or other benefits extended to them from other organizations. If required, verification of their membership status can be done through the Membership Coordinator in advance, or for gate sales a membership list may be brought by a board member or their designated proxy. This list will be returned or destroyed by same at the end of gate sales for the event
- b) Other Event ticket prices for Children ages 12-under:
- i) When 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, we will carry that discount over to our Event ticket price.
- 3) 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, insurance, office supplies, phone and post office box costs.
- 4) 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.
- a) Event Proposal Forms are available on the GBACG website. In addition, anyone can request a copy of the form be sent to them by sending a SASE to the Guild address.
- 5) In general, event tickets go on sale not more than 60 days before the event date because of Paypal limitations; detailed event webpages should be completed at a minimum of three 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 Guideline**

- 1) 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:
- a) 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 post them to our Yahoo Group mailing list or email us at [events@gbacg.org](mailto:events@gbacg.org).
- 2) Other events are open to all with no costume requirements and are stated as such. These are: Costume Salons, Sewing Circles, Workshops, 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**

- a) From time to time the Board of Directors may vote to allow the informal designation of "Sister Organization status" with other organizations.
- b) 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.
- c) Sister Organization status may be terminated at any time by the GBACG or the Sister Organization.

Official GBACG Sister Organizations are:

- 1) Art Deco Society of California
- 2) Bay Area English Regency Society
- 3) Costumers Guild West
- 4) Period Events & Entertainments Society (PEERS)
- 5) Somewhere In Time, Unlimited
- 6) Silicon Web Costumers' Guild

### **Miscellaneous**

- 1) 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.
- 2) 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. **President:** The President shall be the chief executive officer of the organization. She/He shall:
- a) Preside at and facilitate all meetings of the organization, and the Board of Directors.
  - b) Have day-to-day general and active management over the affairs of the organization and supervise the conduct of business of the organization.
  - c) Have the authority to sign and execute in the name of the organization all authorized deeds, mortgages, bonds, contracts or other instruments.
  - d) Be ex officio a member of all committees.
  - e) With the approval of the Board of Directors, appoint a Vice President and other officers, chair people for any special or standing committees, and appoint a Parliamentarian, if desired.
  - f) Gather and disseminate agenda items for all Board of Director and any special meetings of the Board of Directors
  - g) Perform other duties as may be, from time to time, assigned to the President by the Board of Directors.
  - h) In the event that the President resigns before his/her 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.

- Section 2. **Secretary:** The Secretary shall:
- a) 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.
  - b) 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 of the meeting to the secretary and the president.
  - c) Take written reports submitted at meetings and include them in the minutes.
  - d) 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 or any member in good standing who requests a copy of the minutes by sending a large stamped self-addressed envelope.
  - e) Maintain a historical file of all documents relating to agendas and meeting minutes.
  - f) Coordinate the production of guild collateral, including the guild brochure, membership form, event and workshop registration forms, and business cards.
  - g) Coordinate pickup of official GBACG mail should the Treasurer require assistance.

- Section 3. **Treasurer:** The Treasurer shall:
- a) Have custody of all the funds and securities of the organization and keep full and accurate account of receipts and disbursements or the organization.
  - b) 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.
  - c) Disburse such funds as ordered by the organization, upon appropriate authorization.

- d) Collect all dues for members.
- e) 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.
- f) 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).
- g) 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.
- h) Provide a final report on all money received and attendees at Guild events and workshops.
- i) Process payments for events, workshops, and other activities and provide receipts (if appropriate).

**Section 4. Newsletter Editor:** The Newsletter Editor shall:

- a) Be the editor of the newsletter. As editor she/he shall be responsible for gathering and inputting articles and information for the newsletter.
- b) Have the option of working with any other person to work as co-editor, gather articles or information for the newsletter.
- c) Coordinate the newsletter mailing process, including sending an electronic copy to the printing vendor, creating mailing labels, purchasing postage, stapling, labeling and mailing the publication.

**Section 5. Event Coordinator(s):** The Event Coordinator(s) shall:

- a) Submit a written proposal and budget for all proposed events, whether initiated by them or by others designated or supervised by them 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 mailed, faxed, or emailed to each Director and a phone or email poll may be taken to receive approval. As in regular meetings, an event can only be approved by a majority vote of the Board of Directors.
- b) Coordinate and implement GBACG sponsored events. Supervise implementation and coordination of events that are proposed and chaired by others.
- c) Secure event site and money from GBACG Treasurer for events.
- d) Either produce or coordinate the marketing of events, including flyers for promoting the event, event information (including registration form) to be provided to the Web Administrator, and event information (including registration form) to be provided to the Newsletter Editor.
- e) 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.
- f) Collect check payments for events, to be provided to the Treasurer for processing.
- g) Work with the Treasurer to verify money received and money to paid out to site rental.
- h) Provide event fee and attendance data to Treasurer for tax preparations.

**Section 6. Workshop Coordinator:** The Workshop Coordinator shall:

- a) Submit a written proposal and budget for all proposed workshops, whether initiated by them or by others designated or supervised by them 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 mailed, faxed, or emailed to each Director and a phone or email poll may be taken to receive approval. As in regular meetings, a workshop can only be approved by a majority vote of the Board of Directors.
- b) Coordinate and implement GBACG sponsored workshops. Supervise implementation and coordination of workshops that are proposed and chaired by others.
- c) Secure contract(s) with instructor(s).
- d) Coordinate site implementation on day of workshop.
- e) Secure workshop site and money from GBACG Treasurer for workshops.
- f) Either produce or coordinate the marketing of workshops, including flyers for promoting the workshop, workshop information (including registration form) to be provided to the Web Administrator, and workshop information (including registration form) to be provided to the Newsletter Editor.
- g) Work with the Treasurer to verify money received and money to be paid out to instructor and/or site rental.
- h) Maintain enrollment data for upcoming workshops. Provide a final list of attendees just prior to workshop.
- i) Provide workshop fee and attendance data to Treasurer for tax preparations

**Section 7. Costume Salon Coordinator:** The Costume Salon Coordinator shall:

- a) Submit a regular calendar of Costume Salons to the Board of Directors.
- b) Produce and coordinate the marketing of Costume Salons, including producing flyers for promoting Costume Salons, creating information to be provided to the Web Administrator, and creating information to be provided to the Publication Editor.
- c) Coordinate individual Costume Salons, including choosing themes and presenters, finding space and coordinating with hosts.
- d) Provide for a structure during the Costume Salons and serve as a coordinator/teacher during these events, ensuring that participants' questions and requests for assistance on projects are addressed, or providing a suitable substitute such as another board member or active GBACG member.
- e) Help GBACG members who wish to start their own sewing circles in the Bay Area by providing information, advice and resources.

**Section 8. Web Administrator:** The Web Administrator shall:

- a) Submit a written proposal for any major organizational or conceptual changes to the guild website, whether initiated by them or by others designated or supervised by them 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 mailed, faxed, or emailed to each Director 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.
- b) Submit a written proposal and budget for any changes to the guild's webhosting plan, whether initiated by them or by others designated or supervised by them 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 mailed, faxed, or emailed to each Director and a phone or email poll may be taken to receive approval. As in regular meetings, changes to the guild's webhosting charges can only be approved by a majority vote of the Board of Directors.
- c) Maintain and update the GBACG website on a timely basis.
- d) Work with the Treasurer to arrange payment for webhosting charges.
- e) Manage board email accounts, including assigning accounts for all board members and coordinating responses to email sent to the general guild email account.
- f) The Web Administrator shall have a working knowledge of HTML and web design.

**Section 9. Community Liaison:** The Community Liaison shall:

- a) 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.
- b) Provide input to the Board of Directors to assist in the determination of the appropriateness of GBACG participation in a community event.
- c) Coordinate volunteers in said special events.
- d) Submit report at the Board of Directors meeting the next meeting following the special event of number of attendees and moneys spent and monies taken in.
- e) 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 or separate mailing as deemed appropriate.
- f) Upon event approval, will coordinate with conventions and costume events around the country to present Rising Star awards at Masquerades.
- g) Work with the membership to encourage participation in the judging and presentation of awards at designated community events.
- h) Work with the membership 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.
- i) 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.
- j) Coordinate the preparation of award certificates and submit expense reports to the Board as necessary.
- k) Communicate with staff at each event to see if they would like any assistance from the GBACG in the awarding of Hall Costume awards. If desired by the event, coordinate with other GBACG members attending each event to encourage participation.

**Section 10. Costume Academy Coordinator:** The Costume Academy Coordinator shall:

- a) Submit a written proposal and budget for workshops 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 mailed, faxed, or emailed to each Director and a phone or email poll may be taken to receive approval. As in regular meetings, a workshop can only be approved by a majority vote of the Board of Directors.
- b) Secure contracts with instructors.
- c) Secure site and money from GBACG Treasurer for Costume Academy.
- d) Either produce or coordinate the marketing of Costume Academy, including flyers for promoting the workshop, workshop information (including registration form) to be provided to the Web Administrator, and workshop information (including registration form) to be provided to the Newsletter Editor.
- e) Work with the Treasurer to verify money received and money to be paid out to instructor and/or site rental.
- f) Create class schedule composed of at least 3 tracks of classes
- g) Enroll students and provide written confirmation
- h) Coordinate communication between instructors and students for class supplies
- i) Prepare registration materials to be distributed at Costume Academy.

Section 11        **Membership Coordinator.** The Membership Coordinator shall:

- h) Maintain a complete file/database of all members' names, their dues payment status, and their current mailing address; provide dues payment receipts and send renewal reminders to members; and supply membership data to the Board of Directors as needed.
- i) Mail pins to all new members. One pin per Household membership. Additional pins may be purchased by the members for a small reasonable fee.
- j) Be the point of contact for all new members.

Section 12.        **Directors at Large:** Directors at Large shall:

- a) Actively promote the interests of the GBACG.
- b) Provide a conduit of information and communication between the membership and the Board of Directors.
- c) Serve in such other capacities as assigned by the President and/or the Board of Directors to accommodate new positions or special circumstances.
- d) Serve on committees or projects as needed.