

5. The Show Chairperson shall:

- A. Arrange tables for the show on lay-out sheets.
- B. Provide table lay-outs for members.
- C. Order rental tables if needed.
- D. Arrange with Venue management for set-up.
- E. Arrange with Security/Patrol if needed.

5. The Publicity/Advertising Chairperson is an appointed position.

The duties are:

- A. Prepare press releases and distribute to appropriate news media.
- B. Print advertising & distribute show flyers to selected locations for display.
- C. Be responsible for the design, placement, updating and storing of all signs and banners.
- D. Manage and update Website whenever necessary.

ARTICLE V

Amendments

The By-Laws and Standing Rules may be amended at a regular meeting with approval of fifty-one percent (51%) of the membership in attendance, provided the amendment has been presented to the members at the previous regular meeting, show or by email at least 15 days prior to the vote.

- 1. Robert's Rules of Order shall be the parliamentary authority for governing meetings of the organization.
- 2. Standing rules may be amended at any regular meeting.

ARTICLE VI

Shows

- 1. At the discretion of the Board, the organization may sponsor two (2) Arts and Crafts Shows per year at which current members of the organization may sell