

GUIDELINES FOR ESTABLISHING GUILDS

from the
Procedures of the Puppeteers of America, Inc.,
dated July 8, 1989

GUILDS

THE PUPPETEERS OF AMERICA, INC. ENCOURAGES ITS MEMBERS TO FORM LOCAL CHAPTERS TO BE KNOWN AS GUILDS. CHARTERS FOR THESE GUILDS SHALL BE ISSUED BY THE BOARD OF TRUSTEES.

GUILD QUALIFYING PROCESS

- 1) TEN OR MORE MEMBERS OF THE GUILD WISHING TO BE CHARTERED SHALL BE MEMBERS-IN-GOOD-STANDING OF THE PUPPETEERS OF AMERICA, INC. AND RESIDE IN THE SAME GEOGRAPHIC AREA.
- 2) THEREAFTER, IN ORDER TO RETAIN A GUILD CHARTER, A MINIMUM OF TEN (10) MEMBERS MUST BE MEMBERS-IN-GOOD-STANDING OF THE PUPPETEERS OF AMERICA, INC. THE PRESIDENT AND ALL OTHER OFFICERS OF THE GUILD MUST BE MEMBERS-IN-GOOD-STANDING OF THE PUPPETEERS OF AMERICA, INC.. ALL MEMBERS OF THE GUILD ARE STRONGLY ENCOURAGED TO BE MEMBERS OF THE PUPPETEERS OF AMERICA, INC..
- 3) BEFORE APPLICATION, THE GUILD SHALL SUBMIT ITS WRITTEN CONSTITUTION AND BY-LAWS PLUS A LIST OF OFFICERS FOR CAREFUL REVIEW BY THE REGIONAL DIRECTOR OF THE AREA. (COPIES OF ACCEPTABLE CONSTITUTIONS AND BY-LAWS MAY BE OBTAINED FROM THE VICE-PRESIDENT OR THE REGIONAL DIRECTOR.) THE REGIONAL DIRECTOR SHALL REVIEW AND SUBMIT THE CONSTITUTION AND BY-LAWS TO THE VICE-PRESIDENT. AFTER ANY NECESSARY REVISIONS, FORMAL APPLICATION FOR A CHARTER SHALL BE MADE TO THE BOARD OF TRUSTEES OF THE PUPPETEERS OF AMERICA, INC.
- 4) ANY NEW MEMBER OF A GUILD SHALL BE STRONGLY ENCOURAGED TO JOIN THE PUPPETEERS OF AMERICA, INC.
- 5) THE GUILD PRESIDENT WILL PROVIDE A LIST OF CHARTER MEMBERS (GUILD MEMBERS-IN-GOOD-STANDING) TO THE VICE-PRESIDENT AND REGIONAL DIRECTOR FOR THE CHARTER.

GUILD RESPONSIBILITIES

- 1) THE GUILD SHALL SUSTAIN THE REQUIREMENTS UNDER WHICH THE CHARTER WAS GRANTED.
- 2) EACH GUILD SHALL HOLD AT LEAST FOUR MEETINGS A YEAR.
- 3) EACH GUILD SHALL SUBMIT AN ANNUAL WRITTEN REPORT TO THE VICE-PRESIDENT OF THE PUPPETEERS OF AMERICA, INC. AND THE REGIONAL DIRECTOR BEFORE THE ANNUAL BUSINESS

MEETING OF THE PUPPETEERS OF AMERICA, INC..

- 4) EACH GUILD SHALL PUBLISH A NEWSLETTER AND SUBMIT COPIES OF ITS NEWSLETTERS (AS IT IS FINANCIALLY ABLE TO DO SO) TO THE PRESIDENT & VICE-PRESIDENT OF THE PUPPETEERS OF AMERICA, INC., THE NEWSLETTER CONSULTANT, THE REGIONAL NEWS EDITOR OF THE PUPPETRY JOURNAL, AND TO ITS REGIONAL DIRECTOR.
- 5) EACH GUILD SHALL CARRY ON ITS LETTERHEAD, ANNOUNCEMENTS, NEWSLETTERS, ETC. THE FOLLOWING STATEMENT: **CHARTERED BY THE PUPPETEERS OF AMERICA, INC.**
- 6) GUILD PRESIDENTS MUST ATTEND THE NATIONAL FESTIVAL OR ASSIGN A REPRESENTATIVE. THEY SHOULD ATTEND ALL REGIONAL MEETINGS, AND ANY SPECIFIED BUSINESS OR BOARD MEETINGS OF THE PUPPETEERS OF AMERICA, INC.
- 7) THE GUILD SHALL INFORM THE REGIONAL DIRECTOR AND THE VICE-PRESIDENT OF THE PUPPETEERS OF AMERICA, INC. OF ANY CHANGE IN THE OFFICERS OF THE GUILD IMMEDIATELY.
- 8) EACH GUILD SHALL ENGAGE IN PUBLIC RELATIONS FOR THE ART OF THE PUPPET THEATRE AND THE PUPPETEERS OF AMERICA, INC. THEY SHALL ACTIVELY PROMOTE MEMBERSHIP IN THE GUILD AND THE PUPPETEERS OF AMERICA, INC.

SUGGESTED GUILD FUNCTIONS

- 1) EACH GUILD SHALL PROMOTE COMMUNITY INVOLVEMENT BY PARTICIPATING IN PUBLIC EVENTS AND CIVIC ORGANIZATIONS.
- 2) EACH GUILD SHALL ASSIST IN THE ORGANIZATION AND SUPPORT OF LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PUPPETRY FESTIVALS.

GUILDS MAY EXPECT FROM THE PUPPETEERS OF AMERICA, INC.: AID IN ORGANIZING FOR THEIR CHARTER, HELP IN WRITING A NEWSLETTER, TIPS FOR INTERESTING MEETINGS, ENCOURAGEMENT IN MAINTAINING MEMBERSHIP, AND ANY OTHER AVAILABLE RESOURCES. THEIR DIRECT CONTACT IS THE REGIONAL DIRECTOR OF THEIR REGION.