

**2011-2012**

## **STANDING RULES AND COMMITTEES**

### **1. Workshops and Special Events Funds**

Funds handled in conjunction with all Guild workshops (including half-day workshops and special events) shall be submitted to the Guild Treasurer. Workshop fees may be set higher for non-Guild member participants.

The 1st Vice-President/Program Chair shall appoint a Volunteer Coordinator for each workshop. The Volunteer Coordinator shall house the speaker and organize the workshop. In the event housing is not available through the Volunteer Coordinator, a Hostess shall also be appointed. The Volunteer Coordinator shall receive compensation in the form of free participation in the workshop. This compensation is not to exceed a value of \$250 unless approved by the Board. All materials fees are the responsibility of the Volunteer Coordinator. If appointed, the Hostess will receive compensation in the form of free participation in the workshop, not to exceed \$250 unless approved by the Board. The Hostess will be responsible for any materials fees. This compensation is not transferable. There shall be no more than two registrations compensated for any one workshop. Exceptions are subject to the approval of the Board.

The total amount of the workshop fee shall be required for registration. If the Guild cancels the workshop, a full refund will be made. If a participant finds it necessary to cancel, the deposit will be refunded only if the participant notifies the Volunteer Coordinator and the position can be filled from the waiting list. If the participant does not show up and does not notify the Volunteer Coordinator, no refund will be given.

### **2. The Membership List and Customer Mailing List**

The membership list and customer mailing list shall not be released. They may be used for whole-Guild-related activities at the discretion of the Board.

### **3. Selling**

The Guild shall allow buying, selling, and trading at every meeting, subject to the restrictions of the meeting place.

### **4. Guild Name and Logo**

Any use of the Guild name or logo, and any expenses related to that use, must have prior approval of the Board.

### **5. The Annual Sale and Sale Committee**

- a. The Sale Committee shall consist of Chair, Co-Chair, and those subcommittee members deemed necessary by the Chair to organize and supervise the various tasks needed to run the sale.
- b. The Sale Committee shall organize and conduct an Annual Sale in which

members may offer their work for sale. This event shall be a fundraiser for the Guild and a sales opportunity for members.

c. The Board, with advice from the Sale Committee, is responsible for setting the deadline by which dues must be paid for members to participate in the Annual Sale.

d. The Guild shall receive a commission on all sales. The Board, working with the Sale Committee, will establish the amount of commission no later than the September meeting.

e. The committee shall use the established Standards of Acceptance as printed in the Yearbook.

f. The committee shall establish dates, location of the sale, and work requirements.

g. The Sale Committee will maintain the customer mailing list.

h. All sales and expenditures of the Annual Sale shall be recorded by the Sale Committee and then submitted to the Guild Treasurer.

## **6. The Audit Committee**

a. The President shall appoint an Audit Committee in accordance with the By-Laws.

b. The Audit Committee will conduct an annual financial audit in accordance with the By-Laws.

## **7. The Carol Strickler Scholarship Committee**

a. There shall be three members: the Chair and two assistants. Committee members shall serve for five years with staggered terms to assure continuity.

b. The Scholarship Committee shall award scholarships to Guild members of at least one year standing to assist their technical and aesthetic development.

c. Committee members shall not be eligible for an award.

d. The committee will screen applicants and approve awards. The Committee will present its recommendations to the Board for approval.

e. The committee will notify applicants to apprise them of conditions of the award. The conditions of the award shall be determined by the committee.

f. Applicants will be required to sign a Letter of Agreement before money is awarded. The Letter of Agreement shall be drawn up by the committee.

g. The Chair will keep records of all applicants, monies awarded, whether conditions of the award have been satisfied, and report annually to the Board.

h. On a yearly basis the Guild will contribute \$600 to the Strickler Scholarship Fund, and more if circumstances permit.

i. When the Strickler Scholarship recipient gives the pro-bono program/workshop, the HGB will allocate a specified amount to the scholarship fund.

j. All funds and expenditures of the Scholarship Committee will be recorded by the committee and then submitted to the Guild Treasurer.

## **8. The Equipment Committee**

- a. There shall be two members: the Weaving Equipment Chair and the Spinning Equipment Chair.
- b. The Equipment Committee shall obtain, maintain, and make available equipment for rental to Guild members.
- c. Guild members may suggest purchases for the committee to consider. Final decision of purchases over \$1000 shall rest with the Guild membership.
- d. Guild-owned equipment may be rented by members who have been members of the Guild for one month or longer. The Equipment Chair may require a new member to provide references from a longer-term member. Rental shall be on the basis of rules determined by the Board and the Equipment Committee.
- e. The Equipment Committee shall have jurisdiction over the funds allocated to it in the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

## **9. The Historian**

- a. There shall be one member: the Historian.
- b. The Historian shall produce a notebook of all Guild-related items for the Guild archives.
- c. The Historian will collect monthly paper issues of The Beat, any newspaper articles concerning the Guild or members, any Guild-related photos, and any other Guild mementos into a notebook.
- d. The Librarian will catalogue the notebook prior to it being placed in the archive library.
- e. All expenditures shall be submitted to the Guild Treasurer.

## **10. The Library Committee**

- a. There shall be three or more members: the Librarian and two or more assistants. At least one of these members shall continue into the following year.
- b. The Library Committee shall obtain, maintain, and make available books and materials for Guild member check-out.
- c. Guild members may suggest purchases for the committee to consider. Final decision shall rest with the Library Committee.
- d. Members may check out books and other materials from the Guild Library for a period of one month. Materials may be renewed if there are no other requests for those materials. The Guild Library will be housed by the Librarian and made available at Day Guild meetings. Night Guild members should contact the Librarian to make arrangements to check out books and materials.
- e. The Library Committee shall have jurisdiction over the funds allocated to it in the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

## **11. The Membership Committee**

- a. There shall be two or more members: the Chair and one or more Greeters.
- b. The Membership Committee shall interact with potential members and register all Guild members annually.
- c. The Membership Chair will collect dues and maintain all records regarding the Guild membership.

The Membership Chair will be responsible for making available information about the Guild to new or potential members.

- d. The Membership Chair will forward the Membership database to the Yearbook Editor by the Friday after the September Guild meeting, as well as any paid advertisements for the Yearbook. Membership Chair will notify the Yearbook Editor of ad monies received and from whom.
- e. The Membership Chair will send new and changed membership information to The Beat Editor and the Webmaster by the Friday following the Day Guild meeting.
- f. The Membership Committee will be responsible for nametags at each day meeting and will personally greet guests and new members.
- g. All membership dues and expenditures shall be recorded by the Membership Chair and then shall be submitted to the Guild Treasurer.

## **12. The Newsletter Committee**

- a. There shall be two or more members: The Beat Editor, The Beat Mailer, and assistants as needed.
- b. The Newsletter Committee shall publish a monthly newsletter, The Beat, September through May with special issues whenever deemed necessary by The Beat Editor or the Board.
- c. The Beat Editor will collect material for the newsletter, edit, format, and transmit the newsletter to the printer and to the Webmaster.
- d. The Beat Editor will determine the amount of advertising in The Beat based on available space, with fiber-related ads taking precedence.
- e. The Beat Editor and Board shall set a policy for cost of advertisements in The Beat.
- f. The Beat Mailer will pick up the newsletter from the printer, address, and mail.
- g. The Beat Editor shall have jurisdiction over the funds allocated to the Newsletter Committee in the budget and by the Board. Funds and expenditures shall be submitted to the Guild Treasurer.

## **13. The Nomination Committee**

- a. There shall be three members: the Nomination Committee Chair and two assistants.
- b. The Nomination Committee shall be responsible for assembling the list of the elected Board for the upcoming fiscal year.
- c. As a group, the Nomination Committee should know a large percentage of the general membership.
- d. The Nomination Committee shall present the proposed list at the December meeting and submit the list for publication in The Beat. The membership will vote on the proposed list in January.

## **14. The Outreach Committee**

- a. There shall be one or more members: the Outreach Chair and assistants as needed.
- b. The Outreach Committee shall provide weaving and/or spinning demonstrations or programs for nonprofit functions only. The intent of the activity must be primarily educational.
- c. Guild members may suggest service projects for the committee to consider.

d. The Outreach Committee shall have jurisdiction over the funds allocated to it by the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

#### **15. The Program Support Committee**

- a. There shall be three or more members: the Hospitality Chair, the Audio-Visual Chair, the Show and Tell Chair, and assistants as needed.
- b. The Program Support Committee shall provide support needed to conduct the Day Guild meeting.
- c. The Hospitality Chair will be responsible for obtaining the keys and arriving early to set up the chairs and tables for each Day Guild meeting.
- d. The Hospitality Chair will be responsible for Guild-provided refreshments at each Day Guild meeting.
- e. The Hospitality Chair will be responsible for cleanup and takedown of the chairs and tables and for making certain the meeting place is in proper order after the Day Guild meeting.
- f. The Audio-Visual Chair will be responsible for setting up and taking down any audio-visual equipment needed during the Day Guild meeting or program.
- g. The Show and Tell Chair will officiate during the Show and Tell portion of the Day Guild meeting.
- h. All expenditures of the Program Support Committee shall be submitted to the Guild Treasurer.

#### **16. The Storage Unit Contact**

- a. There shall be one member: the Storage Unit Contact.
- b. The Storage Unit Contact shall provide access to Guild storage units for Guild members on Guild business. The Sale Chair will act as back-up for the Storage Unit Contact.

#### **17. The Website Committee**

- a. There shall be one member: the Webmaster.
- b. The Webmaster shall update and maintain the Guild website.

#### **18. The Yearbook Committee**

- a. There shall be one or more members: the Yearbook Editor and proofreading assistants as needed. Prior to May the incoming President will appoint the Yearbook Editor.
- b. The Yearbook Committee shall produce a Yearbook containing Guild information for the current year.
- c. The Yearbook Editor will be in charge of collecting information changes for the Yearbook. The Past-President will be responsible for giving the Yearbook Editor updated information on everything except Annual Sale information and the Membership database. The Sale Committee will provide Annual Sale information. The Membership Chair will provide the Membership database. The Yearbook Editor will gather ads and edit into the Yearbook.
- d. The Yearbook Editor will receive information by the first of September except for the Membership database, which will be received by the Friday after the September Guild meeting.
- e. The Yearbook Editor will be responsible for formatting information provided into a form acceptable by the printer, transmitting the Yearbook to the printer, and picking it up in order for it to be available

for distribution at the October Guild meeting.

f. All funds and expenditures of the Yearbook Committee shall be submitted to the Guild Treasurer.

### **19. The Carol Strickler Scholarship Fund**

a. The Carol Strickler Scholarship Fund shall be used to award scholarships to qualified Guild members to assist in their technical and aesthetic development.

b. Proceeds from the Annual Sale Strickler Table, member or other designated donations, Guild yearly contributions, Guild paid fees in lieu of scholarship recipient program/workshop fees, and royalties from the Strickler estate will go into the Carol Strickler Scholarship Fund.

c. The Carol Strickler Scholarship Fund shall accrue all unused funds.

d. The Carol Strickler Scholarship Committee administers the Fund.

e. The Committee awards will not exceed the available monies in the fund.

f. Funds and expenditures shall be submitted to the Guild Treasurer. All outgoing funds require documentation from the awardees.

g. The Guild Treasurer will provide the Carol Strickler Scholarship Committee with quarterly reports of the Carol Strickler Scholarship Fund.

### **20. Rental Equipment Purchase Fund**

a. The Rental Equipment Purchase Fund shall be used to purchase equipment to be rented by members of the Guild.

b. Income from the sale of the Guild's equipment or from the sale of equipment donated to the Guild shall go into the Rental Equipment Purchase Fund.

c. The Rental Equipment Purchase Fund shall accrue all unused Rental Equipment Purchase funds.

d. The Equipment Committee administers the fund. Purchases of \$1000 or under that do not exceed the money in the Fund can be made without approval of the Board and membership. Any purchase over \$1000 or that exceeds the money in the Fund must be approved by the Board and the membership. Funds and expenditures shall be submitted to the Guild Treasurer.

e. Expenses to maintain equipment will first come from the Guild's general funds under Budget account Equipment Repair; expenses to maintain equipment that exceed the budget will come from the Rental Equipment Purchase Fund.

### **21. The Bessie Stowall Memorial Fund**

a. The Bessie Stowall Memorial Fund shall be used for special educational, fiber-related events or speakers for Guild members.

b. Funds transferred by the Executive Board or designated memorial gifts shall go into the Bessie Stowall Memorial Fund.

c. The Bessie Stowall Memorial Fund shall accrue all unused Bessie Stowall Memorial funds.

d. Any guild member may make recommendations to the Board for the use of the funds.

e. The Guild Executive Board administers the fund. Expenditures cannot exceed the money in the Fund, and all expenditures must be approved by the Board. Funds and expenditures shall be submitted to the Guild Treasurer.

### **22. The Convergence 2004 Fund**

a. Monies in the Convergence 2004 Fund, as decided by the Board on January 13, 2005,

shall be used for exhibits.

- b. Funds for the Convergence 2004 Fund came from unused money residing in the Convergence 2004 Committee funds when that committee was dissolved.
- c. The Convergence 2004 Fund shall accrue all unused Convergence 2004 funds.
- d. Any guild member may make recommendations to the Board for the use of the funds.
- e. The Convergence 2004 Fund will be dissolved when the money in the fund is depleted and it shall be dropped from the Standing Rules.
- f. The Guild Executive Board administers the fund. Expenditures cannot exceed the money in the Fund, and all expenditures must be approved by the Board. Expenditures shall be submitted to the Guild Treasurer.

### **23. The Library Fund**

- a. The Library Fund shall be used to make special purchases for the library, to supplement funding for Library books/magazines/videos, and other media, and to present special events that will be of interest and benefit to the Guild.
- b. Income from the sale of the Guild's nonessential library materials or from the sale of materials donated to the Guild shall go into the Library Fund.
- c. The Library Fund shall accrue all unused Library funds.
- d. The Library Committee or an ad hoc committee appointed by the Library Committee administers the Library Fund. Purchases of \$1000 or under that do not exceed the money in the Fund can be made without approval of the Board and membership. Any purchase over \$1000 or that exceeds the money in the Fund must be approved by the Board and the membership. Funds and expenditures shall be submitted to the Guild Treasurer.