

POLICIES & PROCEDURES OF WEAVERS GUILD OF MIAMI VALLEY, INC.

POLICY STATEMENT #1

SUBJECT:

Establishment of Policy

POLICY:

The Board of Directors has authority to set policy for the Guild.

PROCEDURE:

In non-profit corporations, the Board of Directors serves at the pleasure of the membership. Therefore, membership must be apprised of policy the board wishes to adopt by having it read into the minutes of any regular membership meeting and published in the newsletter at least 30 days before the membership votes on it.

Members may either make a motion to approve the policy or make a motion to amend or disallow the policy. A motion passes by a majority vote of the voting members present at the meeting if a quorum (35%) of the voting membership is present.

POLICY STATEMENT #2

SUBJECT:

Guild Membership

POLICY:

Full dues-paying Guild membership \$25.00

BENEFITS

- Voting privileges in elections and other matters
- Option to serve on the Board, if desired
- Receive monthly newsletter
- May rent Guild equipment
- Access to Guild library materials
- Members have first priority for space in workshops

POLICY STATEMENT #3

SUBJECT:

Regular meetings

POLICY:

Regular meetings shall be held in an Ohio location selected by the Board of Directors, on the second Tuesday of the month, September through June. Exceptions can be made for special occasions such as the holiday dinner meeting or the June picnic meeting for which the Program Committee can designate a different venue. The location of each meeting will be clearly noted in each monthly newsletter, on the Guild Web Page, and on Social Media.

POLICY STATEMENT #4

SUBJECT:

Newsletter

POLICY:

The purpose of the newsletter is to publish the business of the Guild including program and workshop information, a calendar of upcoming events, lists of new members and committee reports. The first newsletter of the year will be sent to all past year's members and to all prospective members. All further newsletters will be sent only to paid members or others as determined by the Board of Directors.

The deadline for the newsletter will be set by the editor and published in the newsletter.

POLICY STATEMENT #5

SUBJECT:

Library

POLICY:

The Guild will maintain a library of magazines, DVDs, and books on weaving, spinning, dyeing and related fiber arts. The library will be managed by the Library Committee which will make appropriate purchases, set open hours and keep an inventory. Any Guild member in good standing may borrow library materials. People that have been members for less than a year must have the sponsorship of an established member in order to borrow library materials.

PROCEDURE:

- Members may take out a maximum of five items per month, except at the discretion of the librarian(s).
- It is the responsibility of the borrower to return all library materials on time and in good condition. Materials may be returned by mail to the librarian or renewed by telephone or at a meeting unless said materials have been reserved by another member.
- Charges for overdue materials shall be \$1.00 per month per book or magazine.
- Damage assessments will be determined by the librarian.
- The borrower will be charged replacement costs for library materials lost or damaged beyond repair.
- All library materials must be returned for the yearly inventory either by or at the last Guild meeting of the fiscal year.

POLICY STATEMENT #6

SUBJECT:

Workshops

PROCEDURE:

Any Guild member may take as many workshops as desired. Non-members may take workshops if space is available. An additional fee may be charged. A nonrefundable deposit of half the workshop fee must be paid 90 days prior to the workshop. The remaining balance must be paid no later than 45 days prior to participating in the workshop. Registration and/or deposits must be made to the Program Committee, workshop chair or to the Treasurer.

The remainder of the workshop fee must be paid 45 days prior to the first day of the workshop. Any registrant who does not meet the 45-day deadline may lose his or her place in the workshop. Alternates who are contacted to take an available spot have 5 business days to make the necessary payment, or the vacancy may be offered to the next alternate. Refunds for cancellations due to emergencies will be decided by the Board of Directors on an individual basis.

If the minimum number of people are not registered 30 days prior to the workshop and the registrants do not want to pay the difference in cost, the Guild may return all deposits and cancel the workshop. Or the Board of Directors may vote to cover the difference in the cost.

Materials and equipment lists will be provided by the workshop chairs. If you need to rent a loom, make a reservation with the equipment chair. It is the responsibility of each registrant to have any material or equipment not provided by the workshop ready and properly setup prior to the start of the workshop.

POLICY STATEMENT #7

SUBJECT: Guild Equipment Inventory

PROCEDURE:

All equipment shall be permanently numbered and identified as belonging to the Weavers Guild of Miami Valley, Inc. The Equipment Rental Coordinator will keep a log of the rental history of each piece of equipment as a permanent record.

The Treasurer of the Guild shall keep a list of the current replacement cost and the fair market value (FMV) for each piece of equipment for government reporting purposes. This list will be updated every five years when the By-Laws and Procedures and Policies are reviewed.

The list of Guild equipment available for rent shall be published in the Guild newsletter on an annual basis.

POLICY STATEMENT #8

SUBJECT: Equipment Rental

POLICY:

People that have been members for less than a year must have the sponsorship of an established member in order to borrow guild equipment.

- Floor Looms \$10/month 4 or 8 shafts, 25" wide
- Ashford Table Loom \$10/month 16" wide, 8 shaft
- Schacht Table Loom \$10/month 22" wide, 8-shaft, 20" 12 dent reed
- Schacht Inkle Loom \$5/month Table model, adjustable tension
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- Inkle Loom \$5/month
- Ashford Spinning Wheel \$10/month Regular flyer, 4 bobbins, carders, lazy kate

PROCEDURE:

- Equipment is to be rented on a monthly basis (30 days), one month at a time so that it will be available when needed by the Guild for workshops and classes.
- Rental fee is due on the first day of rental. Checks for the rental fee should be made out to Weavers Guild of Miami Valley (WGMV) and must be paid directly to the Equipment Rental Coordinator (not to the Treasurer).

- A rental contract detailing items rented, condition of the equipment and the terms of rental must be completed and signed prior to rental. A sample of the current form is listed in the Addendum to this document.
- Equipment must be returned in good condition, defined as without damage or loss of accessories. Looms shall be returned with heddles evenly distributed on shafts. The renter is responsible for any loss or damage. The Equipment Rental Coordinator or the Board of Directors is responsible for determining the amount of damages.
- Equipment is to be returned to the site where it was picked up, unless otherwise directed by the Equipment Rental Coordinator. Pick-up and return of equipment are the responsibility of the renter.

POLICY STATEMENT #9

SUBJECT: General Operating Fund and Cash Box

POLICY:

The general operating funds of the Guild shall be kept in a regular checking account at a local bank. A cash box shall be available for fairs with \$50 in coin and currency.

PROCEDURE:

The President and the Treasurer shall have signature authority on the checking account.

All revenues of the Guild shall be deposited in the checking account, and all expenses shall be paid by check to ensure that all financial transactions of the Guild have a paper trail.

All disbursements of \$5 or over shall be made by check. Disbursements of less than \$5 may be made from petty cash with a receipt issued.

The Board has set a floor of \$4,000 in the checking account as a reserve against emergency. No spending below that floor can be made without the specific, voted consent of the membership.

POLICY STATEMENT #10

SUBJECT: Guild Commissions

POLICY:

Members selling items through Guild booths at fairs or Guild-sponsored events will pay the Guild a commission.

Members who work the booth 10%

Members not working the booth 15%

PROCEDURE:

Members will provide a list of all items for sale. Items shall be tagged with the member's initials, a number, and the price. (For example: DWR-2 \$25.00)

Receipts in duplicate will be made out for every item sold and must include the information on the tag for proper identification of whose item is being sold.

The Treasurer will deposit all monies from sales into the Guild's checking account and will write checks to the participating members for their sales, minus the Guild's commission.

POLICY STATEMENT #11

SUBJECT: Job Descriptions

POLICY:

Working board members, committee chairs, and service appointments shall have written Job Descriptions.

PROCEDURE:

The Board shall conduct a review of Job Descriptions during the review of the By-Laws and the Procedures/Policies. The job descriptions will provide detailed guidance on the responsibilities of each position.

POLICY STATEMENT #12

SUBJECT: Workshop Chair – Fee Waiver

POLICY:

In recognition of in-kind contributions, which include but are not limited to: meals, transportation, lodging, or coordination. A Workshop Chair must coordinate with the Workshop Committee as soon as possible but not less than 90 days before a workshop of their intention to be a Chair. The chair of a multi-day workshop shall have the workshop fee waived (except material fee), and for a one-day workshop, the chairman shall receive a waiver of 50% of the workshop fee.

POLICY STATEMENT #13

SUBJECT: Vanguard Fund

POLICY:

The Board of Directors is responsible for allocating the investments available to the Guild in the Vanguard Fund and/or any CDs. In order to further the mission of the Guild, the Board of Directors may elect to subsidize the transportation and the venue costs for workshops and programs. The Treasurer will track these costs. Funds will be withdrawn as necessary to maintain the minimum balance specified in Policy #9.

POLICY STATEMENT #14

SUBJECT: Conflict Resolution

POLICY:

When requested, the Board of Directors shall hear and attempt to resolve any grievances concerning members' rights and responsibilities and/or their concerns.