

# **ANCHORAGE WEAVERS & SPINNERS GUILD**

## **POLICIES AND PROCEDURES MANUAL**



Updated May, 2007

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## **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 serves at the pleasure of the membership. Therefore, membership must be apprised of policy set by the Board at the next regular membership meeting. Members may either make a motion to approve the policy, or make a motion to amend or disallow the policy, and vote.

## **POLICY STATEMENT # 2**

### **SUBJECT: Guild Membership**

#### **POLICY:**

##### Full Dues-paying Guild Membership - \$ 20

- Name tag and membership card
- 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

Workshop priority is as follows:

AWSG members

Valley Fiber Arts Guild members

General public (includes Newsletter Subscribers)

##### Subscription Membership - \$ 10

- Receive monthly newsletter
- May rent Guild equipment with the sponsorship of a Guild member only
- Access to Guild library materials with the sponsorship of a Guild member only
- Workshop notification through the newsletter. Subscribers are general public in regard to workshops, and will be admitted to workshops if space is available after both AWSG and Valley Guild members have registered.

#### **PROCEDURE:**

Sponsorship for rental and library materials means that a Guild member signs up with the subscriber for the materials the subscriber wants to use. The sponsor is responsible for the materials check out.

Guild members may also sponsor non-members (who do not subscribe to the newsletter) for renting and borrowing privileges.

The Guild has a reciprocal agreement with the Valley Guild to take each other's workshops, if there is space after members of the Guild hosting the workshop have signed up.

## **POLICY STATEMENT # 3**

### **Subject: Guild Equipment Inventory Policy:**

All equipment will be permanently numbered and identified as belonging to the Anchorage Weavers and Spinners Guild. The President-Elect will keep a log of the rental history of each piece of equipment as a permanent record.

### **PROCEDURE:**

The Guild Treasurer will keep a list of the current replacement cost and shipping cost of equipment, and this list will be published in the Guild newsletter on an annual basis.

**ANCHORAGE WEAVERS & SPINNERS GUILD  
EQUIPMENT INVENTORY**

<u>Equipment Item</u>	<u>Rental Fee</u>	<u>Replacement Value</u>
3 Ashford Spinning Wheels	15	230
1 Lazy Kate		
2 Ashford Bobbins		
1 Louet Spinning Wheel	15	445
1 Louet Spinning Wheel (S10)	15	336
5 Louet Bobbins		19.50 each
1 pair Hand Carders		
4 Schacht Table Looms	20	440
1 Rasmussen Table Loom	20	500 (est)
1 Leclerc Floor Loom	25	1035
2 Schacht Shuttles	5	26
Miscellaneous Stick Shuttles		
1 Large Warping Board	5	94
1 Small Warping Board	5	50
1 Kente Loom	25	250
2 Inkle Looms	5	65
1 Display Stand	5	75
3 Wicker Dress Forms	5	30
1 Drum Carder	20	350 (est)
1 Replacement Drum	15	175
1 Indian Book Charkha-Wheel	5	135

## **POLICY STATEMENT #4**

### **Subject: Equipment Rental**

#### **Policy:**

AWSG equipment will be available to members only for rental.

#### **Procedure:**

Equipment is to be rented on a monthly basis, one month at a time so that it will be available when needed by the Guild for workshops.

Members may rent items listed in Policy Statement #3 on a monthly basis by contacting the President-Elect. Rental fee is due to the President-Elect on the first day of rental. A deposit in the amount of the replacement value, but not to exceed \$100, is also due the first day of rental. The deposit will be returned to the renter when the equipment is returned. The renter must sign a contract (reproduced below) ensuring replacement of equipment that is not returned or that is damaged beyond what might be expected during normal use. Rental for second and subsequent months must be paid in advance on a month-to-month basis. Equipment must be returned at the end of any month if another Guild member wishes to rent the equipment or if it is needed for a workshop in the following month. Pick-up and return arrangements are the responsibility of the renter.

## **Anchorage Weavers and Spinners Guild Rental Equipment Contract**

I, \_\_\_\_\_, a member of the Anchorage Weavers and Spinners Guild, have taken possession of the following piece(s) of equipment, \_\_\_\_\_, on (date) \_\_\_\_\_. I have paid one month's rent in advance (amount) \$\_\_\_\_\_, and have made a deposit of (amount) \$\_\_\_\_\_ (replacement value of the equipment, or \$100, whichever is less) to the President-Elect, \_\_\_\_\_. I promise to pay each month's rental in advance, and to return the equipment if another Guild member wishes to rent the equipment, or if it is needed for a Guild workshop in the following month. I understand that if the equipment is damaged beyond what is expected through normal use, my deposit will be used toward repair or replacement, and that I will have to pay for any repair or replacement amounts above the deposit amount. I understand that if I do not return the equipment, I forfeit my deposit, and must pay the balance of the replacement cost. I also understand that it is my responsibility to arrange with the President-Elect to pick up and return equipment to the Guild.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signature of President-Elect \_\_\_\_\_ Date \_\_\_\_\_

## **POLICY STATEMENT # 5**

### **SUBJECT: Workshop Scholarships**

#### **POLICY:**

Scholarship recipients must be full due-paying members of the Anchorage Weavers and Spinners Guild. All members are eligible for scholarship.

The maximum amount of a single scholarship shall be 50% of the workshop fee, plus 50% of any required materials fee.

Only one scholarship per Guild member per year may be granted.

Members receiving a scholarship shall give volunteer time to the workshop for which a scholarship is given.

The scholarship portion of workshop fees is the responsibility of the Guild and is not to be a burden on the workshop budget.

The Guild scholarship budget for one year is \$300. When the amount is used up, no more scholarships can be granted, unless the budgeted amount is amended.

Scholarships are not based on need.

#### **PROCEDURE:**

Applicant must submit a letter of request for scholarship to the Board. The letter may be submitted at the general meeting prior to the workshop, or mailed to the Anchorage Weavers and Spinners Guild's post office box prior to the Board meeting preceding the workshop.

## **POLICY STATEMENT # 6**

### **SUBJECT: Workshop Registrations, Deposits and Refunds**

#### **POLICY:**

To hold a place in a workshop, a registration form and deposit shall be submitted to the workshop chairperson.

A deposit of 50% of the workshop fee must accompany the registration, with the remaining 50% due the first day of the workshop.

Cancellations shall result in forfeiture of the deposit, unless a replacement can be found, either from the waiting list, or arranged for by the person canceling registration in the workshop.

#### **PROCEDURE:**

##### **CANCELLATION AGREEMENT**

The Anchorage Weavers and Spinners Guild would like to thank you for choosing to take our workshop. We are very excited to offer you a variety of workshops with nationally known instructors, so we hope you have a great time and leave excited about your experience. We also understand when unforeseen events stand in the way of this fun, so, we would like to address our deposit and refund policy for the workshops.

To sign up for a workshop, you will need to fill out the registration form, send or give it to the workshop person in charge and enclose a 50% deposit. Upon availability, this will confirm your spot in the workshop and you will wait with anticipation until the appointed time. The balance of the workshop fee will be due on the first day of the workshop.

If you need to cancel your attendance at our workshop, please contact the workshop organizer as soon as possible, so we may contact another fiber artist on the waiting list. If we find a replacement, we will refund your deposit. If a replacement cannot be found from the waiting list, you may find a replacement yourself, or you will forfeit your deposit.

If a workshop is cancelled by the Guild, your deposit will be refunded in full.

## **POLICY STATEMENT # 7**

### **SUBJECT: Job Descriptions**

#### **POLICY:**

Working Board Members and Committee Chairs shall have written Job Descriptions.

#### **PROCEDURE:**

The Board will conduct an annual review of job descriptions for updates.

## **POLICY STATEMENT # 8**

### **SUBJECT: Tenure of Workshop Committee Chairpersons**

#### **POLICY:**

The workshop committee shall be chaired by 2 persons appointed to serve two-year terms.

#### **PROCEDURE:**

To facilitate continuity from year to year the terms shall not coincide.

If one of the persons cannot complete the full two-year term, the replacing person shall serve for the remainder of the term.

In the first year of this change, terms will be adjusted to so that one chairperson will remain when a new one is appointed.

## **POLICY STATEMENT # 9**

**SUBJECT: Discount for Housing Workshop Leaders**

### **POLICY:**

Guild members volunteering to house workshop leaders save the guild the cost of hotels for workshop leaders who live out of town. Therefore, a guild member who volunteers to house the workshop leader shall receive a credit of 100% of the charge for that workshop which can be used to take that workshop or any other in the next 2 calendar years.

## **POLICY STATEMENT # 10**

### **SUBJECT: Library Materials**

#### **POLICY:**

AWSG library materials will be available to members for their use.

#### **PROCEDURE:**

Library materials may be borrowed at one meeting and retained until the next meeting or, if borrowed between meetings, retained until the first meeting beyond a 30-day loan period. Borrowed materials may be renewed if no other member is waiting to borrow them.

Members may borrow AWSG library materials by contacting the Librarian. Pick-up and return arrangements are the responsibility of the borrower.

# **POLICY STATEMENT #11**

## **SUBJECT: Accepting Non-Cash Contributions**

### **POLICY:**

The Anchorage Weavers and Spinners Guild may accept contributions of cash, equipment, or other materials. The following procedures guide the Guild's acceptance of non-cash contributions.

The AWSG Board may accept contributions on behalf of the Guild. In general, the Board member managing the related area (for example, the President-Elect for equipment, the Librarian for books and journals, etc.) is the person to be contacted regarding a potential contribution, although another Board member may be contacted.

An individual Board member accepting donated item(s) should advise the prospective donor that acceptance is provisional pending the Board's decision to accept the material (which may not take place until the next regularly scheduled Board Meeting). The Board retains the right to decline any contribution.

A Guild form will be developed for the prospective donor to complete, identifying what s/he is donating and providing any itemization s/he wishes to have on record. The form will state that accepting materials is a Board decision, the Board retains the right to decline any contribution, all contributions are unrestricted unless otherwise specified, the AWSG may sell or otherwise dispose of some or all contributed items, and materials the Guild declines are the responsibility of the person seeking to donate them.

If materials are accepted, the Guild will provide the donor a Charitable Gift Substantiation as required under the 1993 Omnibus Budget Reconciliation Act for charitable contributions made on or after January 1, 1994, and a thank you note. The Guild will not establish valuation for the donor's IRS needs.

**Anchorage Weavers and Spinners Guild**

P.O. Box 244055

Anchorage, AK 99524-4055

TIN # \_\_\_\_\_

Prospective Donor \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Materials to be donated:

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Accepting donated materials is an AWSG Board decision and the Board retains the right to decline any contribution. All contributions are unrestricted unless otherwise specified and the AWSG may sell or otherwise dispose of some or all contributed items. Materials AWSG declines are the responsibility of the person seeking to donate them.

Contributions of goods are deductible for income tax purposes to the extent allowed by law. The AWSG does not fix a value on contributed materials, as that is the privilege and responsibility of the donor.

I understand and accept the conditions above.

Donor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **POLICY STATEMENT #12**

**SUBJECT:** Term Limit for AWSG Treasurer

### **POLICY:**

A person may not serve in the position of AWSG Treasurer for more than two consecutive one-year terms.

This restriction is intended to implement routine internal accounting control procedures and is not intended to reflect upon the individual holding the office.

**JOB DESCRIPTION  
BOARD MEMBER**

**PRESIDENT**

Preside over General Meetings and Board Meetings

Set agenda for Board Meetings and Membership Meetings

Submit articles to Newsletter Editor

Keep Guild files up-to-date

Answer pertinent correspondence

Act as liaison between the Guild and others

Delegate tasks and responsibilities and appoint chairs

Term of Service: One year

## **JOB DESCRIPTION BOARD MEMBER**

### **PRESIDENT-ELECT**

Attend Board Meetings

Assume leadership of the Guild in the absence of the President

Act as consulting member on Guild committees

Report committees' progress to Board at Guild meetings

Perform duties as necessary for the President

Conduct special meetings with the President when necessary

Line up educational demonstrations (small programs)

Oversee (self or designee) beginning spinning and weaving classes for collection of class fees, rental of equipment and membership information. Transfer money to Treasurer and member information to Treasurer and Newsletter Editor

Handle equipment rentals: receive rental fee and deposit on first day of rental; give rental fee to Treasurer, and keep deposit and contract for duration of rental; arrange transfer of equipment to renter, and ensure that equipment is returned to the Guild when rental is complete; return deposit to renters when rental is complete

Chair Board Nominations Committee for the following year, when the President-Elect will be serving as President

Term of Service: The President-Elect serves for two years: the first year as President-Elect, and the second year as President

**JOB DESCRIPTION  
BOARD MEMBER**

**SECRETARY**

Attend Board Meetings

Take minutes of General Meetings and Board Meetings and submit them at the next respective meeting

Maintain file of minutes for General and Board Meetings

Maintain the Membership Roll in coordination with Treasurer and Newsletter Editor

Other duties as may be requested by the President

Term of Service: One year

# **JOB DESCRIPTION BOARD MEMBER**

## **TREASURER**

Attend Board Meetings

Maintain Guild books and pertinent financial papers

Reconcile bank statements

Collect membership dues and issue receipts and membership cards for same

Receive mail from the officer designated to collect it, and take care of any board approved bills and membership dues that were sent in by mail

Maintain Membership list. Send updated list of new and renewed members to Newsletter Editor for inclusion in monthly newsletter and mailing labels

Pay all bills within 20 days or receipt or earlier

Reimburse members for all bills for Guild business paid with personal funds (i.e. postage and printing costs paid by Newsletter Editor, etc.)

Write checks as requested by Board members for expenses authorized by the Board (i.e. honorariums, donations, etc.)

Present updated Treasurer's report at Guild and Board Meetings

Have Guild books ready for accountant for IRS reporting (note: IRS Form 990 – Return of Organization Exempt from Income Tax – is not required unless revenues exceed \$10,000)

Prepare Biennial Non-Profit report when required (odd years)

Maintain a list and values (both the replacement cost and current fair market value) of Guild inventory assets

Term of Service: One year (may not serve more than two consecutive terms)

**JOB DESCRIPTION  
BOARD MEMBER**

**MEMBER-AT-LARGE**

Attend Board Meeting

Assume duties of the Secretary or Treasurer during an extended absence of either

Act as program chair for monthly meetings

Term of Service: One year

## **JOB DESCRIPTION BOARD MEMBER**

### **PROGRAMS CO-CHAIR**

There will be 2 members co-chairing this position. They will serve staggered 2-year terms. The first year will be as trainee/helper; the second year as lead

Attend Board Meeting

Contact museum to schedule meeting room for the entire guild meeting schedule for each year. (Sept, Oct, Nov, Jan, Feb, Mar, Apr – Dec & May are the guild potlucks)

Responsible for planning monthly guild meet programs. Meet with co-chair and determine entire year of programs/speakers in advance of September

Notify the museum of the guild programs for their newsletter. Contact is Laura Carpenter – [lcarpenter@gci.net](mailto:lcarpenter@gci.net). Provide the full year's information as soon as it is known and keep the museum updated of changes. The museum publishes 6 newsletters each year covering two months in each newsletter (Jan/Feb, Mar/Apr, May/Jun, Jul/Aug, Sep/Oct, and Nov/Dec)

Contact Anchorage Daily News to submit meeting and event information.

Submit upcoming program information to the AWSG newsletter editor prior to deadline.

Confirm with speakers well before meeting date. The presenter is allowed one hour. Determine what equipment they need reserved at the museum. Contact the museum 1 month to 10 days in advance of the program to reserve equipment

Obtain background and experience information on each program speaker and write a short introduction to be given before each guild program

Obtain \$50 check from treasurer to be presented to the speaker after each guild program

Approved by Guild Board 5/8/07

## **JOB DESCRIPTION**

### **NEWSLETTER EDITOR**

Write, type, layout and publish Guild Newsletter (August through May)

Arrange for Newsletter Distribution

Accept free non-commercial ads from Guild members. Charge a \$5 fee for other ads

Pass to the Treasurer all monies received with documentation as to their source, and submit receipts for all costs for reimbursement if these expenses were paid out of Editor's personal funds

Term of Service: As appointed

## **JOB DESCRIPTION**

### **LIBRARIAN**

Attend Board Meetings

Maintain Guild library materials

Make certain that library materials are available to members at General Meetings

Maintain current list of library materials

Make list available for Guild web page and Newsletter

Term of Service: As appointed

## **JOB DESCRIPTION**

### **WORKSHOP COORDINATORS**

The Workshops “Chair” position is shared between two people (staggered terms) and there has not been a formal committee. This works well at the time of a workshop when there is a lot to do and one person cannot meet all of the obligations.

1. Explore workshop possibilities.
2. Decide on workshops. There are usually one or two longer workshops per year (i.e. three days, with instructor coming from the Lower 48), and none to two short workshops with local instructors.
3. Steps for setting up a workshop:
  - a. Secure funding if needed (see 4 below)
  - b. Reserve an appropriate room
  - c. Prepare a budget and decide on cost per student
  - d. Advertise (if the workshop is State Council on the Arts funded, it must be open to the public and well advertised in general media)
  - e. Take registrations, usually with deposits
  - f. Contract with instructor
  - g. Set dates for the workshop, arrange for unlocking and locking the facility, arrange for tea and coffee, blackboard and chalk, and any other specific needs of the Instructor
  - h. Locate housing for Instructor, if needed
  - i. Give all receipts and other income to the Treasurer; provide Treasurer with a list and documentation for paying all expenses of the workshop
  - j. Prepare a final financial accounting of the workshop for any entity that funded the workshop, and for Guild records
  - k. OPTIONAL: prepare an evaluation form and distribute at the workshop
  - l. OPTIONAL: coordinate with other Alaska guilds to share costs by having the same instructor. This could be with only one or two other guilds, or with many Alaskan guilds, as described below.

4. Notes about funding: Workshop coordinator can choose between covering all costs in the registration fee or seeking other sources of revenue. Coordinator can apply for a workshop grant from the Alaska State Council on the Arts. This should be done as soon after July 1<sup>st</sup> as possible (July 1<sup>st</sup> is the start of the state fiscal year, and the grants are simply given out until money is gone.) The Fairbanks Guild typically has applied for and received a grant to bring one instructor to the state. Any guild that wants to have him/her will have the state grant covering travel costs

Term of Service: As appointed (generally two-year, staggered terms)