



**Anchorage Weavers
& Spinners Guild**

**Bylaws,
Policies & Procedures**

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Article I: Membership

Section 1. Members

1. This corporation, referenced throughout this document as the “Guild,” shall have members.
2. All members shall meet the following qualifications: any person who subscribes to the organization’s purpose and pays annual membership dues shall be a member of the Guild.

Section 2. Classes of Membership.

1. There shall be two classes of membership: active and subscribing.
2. Active members in good standing will have all rights and privileges granted by these bylaws, including the right to vote.
3. Subscribing members will have the right only to receive the Guild Newsletter and other notices.
4. Subscribing members will not be entitled to vote.
5. A person shall indicate whether he/she is an active or subscribing member on the annual membership application form.
6. In the absence of a designation, classification shall be based upon the dues amounts received.

Section 3. Dues.

1. Dues will be determined by the Board of Directors and ratified by the membership.
2. Dues will be paid annually for the period from September 1 to August 31.
3. Members who have paid dues are considered to be in good standing, and have all rights and privileges granted by the bylaws.

Section 4. Privileges.

1. Each active member in good standing shall have one (1) vote in all Guild matters, and shall be eligible to serve on the Board of Directors.
2. Members shall also:
 - a. have the right to attend Guild membership, Board and other meetings;
 - b. have priority for participation in Guild activities;
 - c. and receive the Guild newsletter.

Section 5. Membership Meetings.

1. The Guild membership shall meet regularly on the second Saturday of the month from September through May, at a time and place determined by the Board of Directors.
2. Guild membership meetings shall be open to the public.
3. The presence of ten percent (10%) of the active members shall constitute a quorum.

Section 6. Annual Meeting.

1. The Guild’s annual meeting shall be held at the May regular Guild meeting.
2. The annual meeting shall be for the election of officers, directors, and other positions and ratification of the acts of the directors, as necessary.
3. Members shall be provided notice of the date, place and time of the annual meeting (e.g., in the Guild newsletter).

Article II: Board of Directors

Section 1. Powers and Qualifications

1. The affairs of the Guild shall be managed by the Board of Directors.
2. Voting members of the Board of Directors shall include: President, Vice President, Secretary, Treasurer and Member-at-Large.

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Section 2. Number and Term.

1. The number of directors of the Guild shall be five (5), each of whom shall be an active Guild member.
2. The term of office of each director shall be concurrent with his/her term as an officer.
3. The number of directors may be increased or decreased from time to time by amendment to the bylaws, but a decrease may not have the effect of shortening the term of an incumbent director.

Section 3. Composition.

1. Directors shall be the persons elected to serve as officers in the positions listed in Article V, Section 1 of these bylaws.
2. Each director will assume the powers as a director at the close of the annual meeting at which he/she is elected and shall hold office until the expiration of the term of office, or until a successor is appointed/elected and has qualified.

Section 4. Removal of a Director.

1. Any director may be removed upon two-thirds (2/3) vote of the Board of Directors with ratification of the membership.
2. A director shall also be automatically removed in the event he/she misses three (3) consecutive Board meetings without an excuse.
3. The Board meeting minutes shall reflect the attendance of each member of the Board of Directors.

Section 5. Vacancies

1. A vacancy occurring in the Board of Directors and a directorship to be filled by reason of an increase in the number of directors may be filled by the remaining directors from among the active members of the Guild.
2. A director appointed to fill a vacancy is appointed for the unexpired portion of the term of the director's predecessor in office.
3. If a vacancy is due to an increase in the number of directors, the directorship shall be filled for a term that continues until the next election of directors.
4. A vacancy may not continue longer than two (2) months or until the next annual meeting, whichever comes first.

Section 6. Ethical Requirements.

1. Members of the Board of Directors have a special obligation to maintain the Guild's integrity and reputation.
2. All directors are charged with the responsibility of supervising the Guild's operation and to ensure that the Guild's affairs are administered fairly and impartially.
3. It is essential that directors, through adherence to high ethical standards of conduct, avoid actions that might impair the Guild's effectiveness or in any way tend to discredit the Guild.
4. Therefore, directors should be guided by the following principles:
 - a. Directors of the Guild, in carrying out their responsibilities, should avoid any action which might result in or create the appearance of:
 - i. using their position as a director for private gain;
 - ii. giving unwarranted preferential treatment to any organization or person;
 - iii. impeding the Guild's efficiency or economy;
 - iv. losing complete independence or impartiality of action;
 - v. making a decision as a director outside of official corporate channels; and/or
 - vi. affecting adversely the confidence of the public or any member in the Guild's integrity.
 - b. Directors should strictly preserve the Guild's confidentiality and its business as necessary to ensure that information is not revealed which would impair or compromise the Guild's operation.
5. Violation of this Article II, Section 6 shall constitute grounds for immediate removal from the Board of Directors.

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Section 7 Conflict of Interest.

1. Any director, personally and individually, or any entity with which a director is affiliated through employment or ownership, may be a party to or may be interested in any contract or transaction of the Guild, and no director shall be liable in any way by reason of such interest; provided, however, that the fact of such interest is fully disclosed or made known to the Board of Directors.
2. The Board of Directors shall determine, by a vote which does not count the vote of the interested director, whether the nature of the disclosed conflict constitutes personal gain to the interested director or any entity with which a director is affiliated.
3. If the Board of Directors determines that such personal gain is present, the Board of Directors can only authorize, approve or ratify such contract or transaction by a vote (not counting the vote of the interested director) of a majority of the members of the Board present at the meeting where such a vote is taken.
4. The interested director may be counted in determining whether there is a quorum at such meeting and the interested director may be present at such meeting.
5. This section shall not be construed to impair or invalidate or in any way affect any contract or other transaction which would otherwise be valid under the law (common, statutory or otherwise) applicable thereto.

Section 8 Actions by Written Consent.

1. Any Guild action required or permitted by the Articles of Incorporation or Bylaws, or by the laws of the State of Alaska, to be taken at a meeting of the Guild's Board of Directors (or its committees), may be taken without a meeting if a consent in writing, setting forth the actions so taken, shall be signed by all of the directors or committee members entitled to vote with respect to the subject matter thereof.
2. Such consent shall have the same force and effect as a unanimous vote, and may be described as such.

Section 9 Waiver of Notice

1. Whenever any notice is required to be given to any Guild director by the Article of Incorporation or Bylaws or by the laws of the State of Alaska, a waiver of the notice in writing signed by the person entitled to notice, whether before or after the time stated for notice, is equivalent to the giving of such notice.

Article III: Meetings of the Board of Directors

Section 1. Regular Board of Directors' Meetings.

1. The Board of Directors shall meet monthly, or as necessary, from September through May for the transaction of such business as may properly come before the meeting.
2. Regular meetings of the Board of Directors shall be held in Anchorage, Alaska, on dates determined annually by the Board of Directors.
3. Except for portions of meetings held in executive session, meetings shall be open to any Guild member who wishes to attend.

Section 2. Transition Meeting.

1. The Guild's outgoing and incoming Board of Directors will meet jointly to review their roles and responsibilities.
2. The meeting, held after the new Board is elected and before the beginning of the new Guild year, shall be for the purpose of transferring organizational responsibility and facilitating the transition to the new Board.

Section 3. Special Board Meetings:

1. Special meetings of the Board of Directors may be held at any place and time, whenever called by the President, Secretary or by any three (3) directors.

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Section 4. Notice of Board Meetings.

1. No notice of the regular meeting of the Board of Directors shall be required beyond the initial announcement of meeting time for the year and publication as an upcoming event in the Guild newsletter.
2. Notice of the time and place of any special meeting of the Board of Directors shall be given to other Board members by the Secretary, or by the person(s) calling the meeting via mail, email or personal communication over the telephone or otherwise, at least three (3) days prior to the date on which the meeting is to be held.
3. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where the director attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
4. Neither the business to be transacted, nor the purpose of any meeting of the Board of Directors, need be specified in the notice or any waiver of notice of such meeting.

Section 5. Quorum for Board Meeting

1. A majority of the Board of Directors shall constitute a quorum for the transaction of business.
2. The act of the majority of directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 6. Board Meetings Held by Telephone or Similar Communications Equipment

1. Members of the Board of Directors or its committees may participate in a meeting of the Board or such committees by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.
2. Participation by such means shall constitute presence in person at a meeting.

Article IV: Committees

Section 1. Appointment.

1. The President may establish such committees as may be needed.
2. Standing committees will be chaired by designated officers or other individuals elected to their posts by the membership.
3. Ad hoc committees may be appointed by the President and confirmed by the Board of Directors, with one or more persons named as chair.
4. Only Active Members may serve on committees.

Section 2. Duties of Committees.

1. The duties of standing committees are set out below and shall also include duties as set forth in the Guild Policy and Procedures Manual.
2. Duties of ad hoc committees shall be established by the President at the time of appointment.

Section 3. Authority of Committees.

1. It shall be the function of committees to investigate and make recommendations.
2. They shall make reports to the Board of Directors.
3. No committee shall represent the Guild in advocacy or oppose any project without the special direction of the Board of Directors, or such directions as may be clearly granted under general powers delegated by the Board of Directors to that committee.

Section 4. Committee Meetings

1. Meetings may be scheduled by the committee chair as needed.

Section 5. Vacancies.

1. For all vacancies on committees that occur during designated terms, the directors shall appoint Active Members to the vacant positions for the duration of the term in question.
2. The President shall arrange for notice of all vacancies on committees to be given to the membership and shall notify the membership of all appointments to fill vacated committee positions.

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Section 6. Nominating Committee.

1. The Nominating Committee shall recommend an annual slate of nominees for all Board, committee, and other positions whose incumbents' terms are finishing, and other duties as set forth in the Guild Policy and Procedures Manual.
2. The Vice President shall chair the Nominating Committee, which shall include at least one (1) current Board member and at least one (1) additional member.
3. The slate shall be approved by the Board of Director prior to presentation to the Guild membership.
4. Nominees shall be drawn from among active members, shall be interviewed, and must accept nomination in order to be further considered.
5. Notice of the slate approved by the Board shall be made available to Guild members at least thirty (30) days prior to the meeting at which annual elections are to be held.

Section 7. Program Committee.

1. The Program Committee shall arrange informational or educational programs for all monthly meetings except the annual meeting, and other duties as set forth in the Guild Policy and Procedures Manual.
2. The committee shall consist of at least two (2) Guild members serving staggered two-year terms.
3. The Member At-Large of the Board of Directors shall serve as Program Committee Chair.

Section 8. Workshop Committee.

1. The Workshop Committee shall arrange educational activities for the Guild membership, and others on a space-available basis, and other duties as set forth in the Guild Policy and Procedures Manual.
2. The committee shall consist of at least two (2) active Guild members serving staggered two-year terms as co-chairs.
3. With Board approval, Workshop Committee members may commit the Guild to contracts with workshop leaders and to other workshop-related expenditures, and will establish fees for workshop participation in accord with the Guild Policy and Procedure Manual.

Section 9. Audit Committee.

1. The Audit Committee shall review the Guild's financial affairs and records annually, and conduct other duties as set forth in the Guild Policy and Procedures Manual.
2. The committee shall be appointed by the President and shall include at least one (1) director, who shall serve as committee chair, and one (1) active Guild member who is not then serving as a director.
3. The Treasurer may not serve on the Audit Committee.

Article V: Officers.

Section 1. Officers Enumerated.

1. The Guild officers shall be elected by the membership from those who are Active Members q.
2. The slate of candidates shall be approved by the Board and offered to the membership at least thirty (30) days prior to the Annual Meeting, and nominations may also be made from the floor at the Annual Meeting.
3. Guild officers include a President, a Vice President/President-Elect, a Secretary, a Treasurer, and a Member At-Large.
4. A person may not hold more than one (1) office.
5. The term of office of all Guild officers shall be for one (1) year, but the officers shall hold office until their successors have been duly elected and qualified.
6. It is generally expected that the individual elected as Vice President will be elected and will serve as President at the expiration of his/her term as Vice President.

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Section 2. President.

1. It is anticipated that the President will have served as Vice President immediately prior to his/her election as President.
2. The President shall:
 - a. preside at all meetings of the Board of Directors and the Guild membership; and
 - b. shall perform all duties incident to the office, as well as other duties set forth in the Guild Policy and Procedures Manual.
3. He/She shall, subject to the approval of the Board of Directors, appoint all ad hoc committees and shall be an ex-officio member of all committees.

Section 3. Vice President.

1. The Vice President shall:
 - a. discharge such duties as may be assigned to him/her by the President or Board of Directors and as are incident to the office of Vice President;
 - b. as well as other duties as set forth in the Guild Policy and Procedures Manual.
2. In the absence of disability of the President, the Vice President will act as President.
3. It is anticipated that the Vice President will agree to be a candidate for the office of President after serving one (1) year as Vice President.

Section 4. Secretary.

1. It shall be the duty of the Secretary:
 - a. to keep records of the proceedings for the Board of Directors and the Guild membership meetings;
 - b. when requested by the President to do so, to sign and execute with the President all deed, bonds, contracts, and other obligations or instruments, in the name of the corporation; and
 - c. to keep the corporate seal if there is one, and to affix the same to proper documents.
2. In addition, the Secretary shall perform all other duties incident to the office of Secretary, and perform other duties as set forth in the Guild Policy and Procedures Manual.

Section 5. Treasurer.

1. The Treasurer shall:
 - a. be the custodian of all the Guild's funds and investments;
 - b. keep regular books of account;
 - c. deposit all funds and valuable effects in the Guild's name in depositories as designated by the Board of Directors;
 - d. under the direction of the Board of Directors, shall invest and disburse the same; and
 - e. perform all duties incident to the office of Treasurer, as well as other duties as set forth in the Guild Policy and Procedures Manual.
2. The Treasurer may not serve more than two (2) consecutive one-year terms.

Section 6. At-Large Member.

1. The At-Large Member shall serve as the Program Committee Chair.
2. It is anticipated that the At-Large Member shall have served on the Program Committee for at least one (1) year prior to being elected to this office.

Section 7. Removal of Officers.

1. An officer or agent of the Guild may be removed by the vote of two-thirds (2/3) of the Board of Directors with ratification by the membership at its next meeting whenever, in the Board's judgment, the best interests of the Guild will be served.

Section 8. Vacancies.

1. Vacancies filled arising from any cause may be filled by the Board of Directors at any regular or special meeting.

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Section 9. Other Elected Positions.

1. The Guild Historian, Librarian, Newsletter Editor, and representative to the Association of Northwest Weavers Guilds shall be elected annually by the members.
2. Responsibilities of each elected position shall be as set forth in the Guild Policy and Procedures Manual.

Section 10. Other Appointed Positions.

1. The directors may appoint other necessary officers and assistant officers and designate their duties.
2. However, such persons shall not be directors nor have the fiduciary duties associated with service as directors.

Article VI: Administrative Provisions.

Section 1. Fiscal Year.

1. The last day of the fiscal year of the corporation shall be August 31.

Section 2. Loans Prohibited.

1. No loans shall be made by the Guild to any officer or to any director.
2. A director or officer who participates in making of such a loan will be liable to the Guild for the amount of the loan until its repayment.

Section 3. Shares of Stock and Dividends Prohibited.

1. No shares or stock shall be held or issued by the Guild.
2. No dividend will be paid and no part of the income or profit of the Guild will be distributed to its directors or officers.

Section 4. Salaries.

1. Guild officers shall be non-compensated.

Section 5. Corporate Seal.

1. The Board of Directors may provide for a corporate seal which shall have inscribed thereon the name of the corporation, the year and state of incorporation and the words "Corporate Seal."

Section 6. Books and Records.

1. The Guild shall keep correct and complete books and records of accounts and minutes of the proceedings of its Board of Directors.
2. The Guild shall also keep a record of the names and addresses of its directors, officers and members.
3. Book and records shall be maintained by the officers and shall be passed to the new officers as their term begins.
4. All books and records of the Guild may be inspected by any director, or his/her agent or attorney, for any proper purpose at any reasonable time.
5. The Board of Directors may change the Guild's registered office from time to time.
6. The Guild shall have a policy on records retention included in the Policy and Procedures Manual.

Section 7. Indemnification.

1. The Guild may purchase adequate insurance to indemnify itself and any director, officer or employee, or former director, officer or employee of the corporation against expenses actually and reasonably incurred by him/her in connection with the defense of any action suit, or proceeding, civil or criminal, in which he/she is made a party by reason of being or having been a director or officer, except those where such persons are liable for negligence or misconduct in the performance of his/her duties for or on behalf of the Guild.

Section 8. Amendment of Bylaws.

1. These Bylaws may be altered, amended or repealed by the affirmative vote of the active Guild members present at any annual or special meeting of the Guild.
2. Amendments to the Bylaws must be presented to the Guild membership at least thirty (30) days in advance of a scheduled vote and must be ratified by a majority vote of the Guild membership present at the meeting.

Section 9. Rules of Procedures.

1. The rules of procedure at meetings of the Board of Directors of the corporation shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the Board of Directors.

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Section 10. Restrictions on Funds.

1. The Board of Directors shall have control of the funds of the corporation.
2. Funds of the corporation shall not be used for purposes other than those of the corporation.
3. Disbursements shall be made by check and those in excess of \$250.00 shall require the signatures of two (2) officers.

Section 11. Policy and Procedures Manual.

1. The Guild shall have a Policy and Procedures Manual to guide the Board of Directors and committees in carrying out their responsibilities.
2. Policies and procedures shall be established, and may be amended by, the Board of Directors, as necessary to carry out the Guild's purposes.

Section 12. Dissolution.

1. Dissolution of the Guild must be carried out in a manner consistent with State of Alaska regulations.
2. Property and assets must be distributed to another non-profit corporation with similar educational and service missions.

Anchorage Weavers & Spinners Guild

Policy & Procedures

I) Establishment of Policy

- A. Policy: The Board of Directors (the Board) has authority to set policy for the Anchorage Weavers & Spinners Guild (the Guild).
- B. Procedure:
 - 1. In non-profit corporations, the Board serves at the pleasure of the membership.
 - 2. Therefore, membership must be appraised of policy set by the Board at the next regular membership meeting.
 - 3. Members may either make a motion to approve the policy, or make a motion to amend the policy, or disallow the policy, then vote.

II) Guild Membership

- A. Active Member shall:
 - 1. Pay dues of \$20.00;
 - 2. Receive a nametag and membership card;
 - 3. Have voting privileges in elections and on other matters;
 - 4. Have the option to serve on the Board if desired;
 - 5. Receive the monthly newsletter;
 - 6. Rent Guild equipment;
 - 7. Have access to Guild library materials;
 - 8. Workshop priority is as follows: (1) AWSG members: (2) Valley Fiber Arts guild members: and (3) general public, which includes newsletter subscribers.
- B. Subscribing Member shall:
 - 1. Pay dues of \$10.00;
 - 2. Receive the monthly newsletter;
 - 3. Rent Guild equipment with sponsorship of a Guild member only;
 - 4. Have access to Guild library materials with the sponsorship of a Guild member; and
 - 5. Be notified of workshops through the newsletter¹.
- C. Procedure
 - 1. Sponsorship for rental and library materials means that a Guild member signs up with the subscriber for the materials the subscriber wants to use.
 - 2. The sponsor is responsible for the material checkout.
 - 3. Guild members may also sponsor non-members, who do not subscribe to the newsletter, for renting and borrowing privileges.

III) Guild Equipment Inventory

- A. Policy:
 - 1. All equipment will be permanently numbered and identified as belonging to the Guild.
- B. Procedure:
 - 1. The Treasurer of the Guild will keep a list of the current replacement cost for each piece of equipment, and
 - 2. The President-Elect will keep a log of the rental history of each piece of equipment as a permanent record.
 - 3. The location of the inventory will be maintained in the assets listing in Appendix A and on the website.

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IV) Equipment Rental

- A. Policy: The Guild equipment will be available to **members only** for rental, unless sponsored by an Active Member.
- B. Procedure:
 - 1. Equipment is to be rented on a monthly basis (30 days), one (1) month at a time so that it will be available when needed by the Guild for workshops and classes.
 - 2. Equipment must be returned at the end of any month:
 - a. If another Guild member wishes to rent the piece of equipment; or
 - b. If it is needed for a workshop and/or class in the following month.
 - 3. To rent equipment, you must contact the President-Elect and complete the Rental Agreement Equipment Contract; see Appendix B.
 - 4. Pick-up and return of equipment at the storage site is the responsibility of the renter, who must coordinate with the President-Elect.
 - 5. Rental fee is due to the President-Elect on the first day of rental.
 - 6. A deposit in the amount of the replacement value, but not to exceed \$100.00, is also due the first day of rental. The deposit will be returned to the renter when the equipment is returned.
 - 7. 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.
 - 8. Rental for second and subsequent months must be paid in advance on a month-by-month basis.

V) General Fund Workshop Scholarship

- A. Policy: Scholarships should be available to Guild members to further the knowledge of fiber arts.
- B. Procedure:
 - 1. Scholarship recipients must be Active Members of the Guild.
 - 2. The maximum amount of a single scholarship shall be fifty-percent (50%) of the workshop fee, plus fifty-percent (50%) of any required materials fee.
 - 3. Only one (1) scholarship per Guild member per year may be granted.
 - 4. Members receiving a scholarship shall give volunteer time to the workshop for which a scholarship is given.
 - 5. The scholarship portion of workshop fees is the responsibility of the Guild and is not to be the burden on the workshop committee's budget.
 - 6. The Guild scholarship budget for one (1) year is \$300.00. When the amount is used up, nor more scholarships can be granted, unless the budgeted amount is amended.
 - 7. Scholarships are not based on need.
 - 8. Applicant must submit a letter of request for scholarship to the Board.
 - 9. The letter may be submitted at the general meeting prior to the workshop, or mailed to the Guild's post office box prior to the Board meeting preceding the workshop.

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VI) Bequest Scholarship

- A. Policy: Scholarship Funds are intended to enhance Guild members' education in the fiber arts.
- B. Procedure:
 - 1. Scholarship Funds come from monies received from the sale of donated equipment and supplies.
 - a. Scholarships to be established by the Board are to include, but are not limited to, workshops, retreats, conferences, and fiber-related classes.
 - b. The Board shall actively promote the use of scholarships by the membership.
 - 2. Eligibility of Applicant: The applicant must be an Active Member.
 - 3. Monetary Amount of Scholarships
 - a. The monies available for each Scholarship will vary.
 - b. The Treasurer will be requested to make available to the Scholarship Committee records of each donation to the fund including the name of the donor; from those records, the amount of each Scholarship will be determined.
 - c. Scholarship Funds may be used for a learning event directly related to the fiber arts; financial need is not a consideration.
 - d. The Board reserves the right to suspend or continue the Scholarship program based on availability of funds.
 - 4. Responsibility of Recipient
 - a. Scholarship recipients are expected to share with the Guild the knowledge gained from that study or serve the Guild in some other way, within one year of receipt of the scholarship; some suggestions are:
 - i. present a program to the Guild;
 - ii. teach a small class;
 - iii. do an educational exhibit or demonstration at a public place, such as State Fair or Botanical Gardens; and/or
 - iv. submit another proposals to be approved by the Scholarship Committee.
 - b. If the event is cancelled or should the recipient not fulfill the service obligation to the Guild, the Board of Directors will request reimbursement of Scholarship Funds.
 - c. All recipients must produce proof that the money awarded them was used in the manner stated on the Board approved application in the form of receipts.
 - 5. Application
 - a. Applications can be made any time of the year and are presented in writing to the Scholarship Committee for approval by the Board; see Appendix C.
 - b. Deadline for submission of an application is the Board meeting prior to the event.
 - c. Applications may be initiated by an individual member on behalf of themselves; by any two (2) Active Members on behalf of another Active Member with that individual's concurrence; or by the Board.

VII) Registrations, Deposits and Refunds

- A. Policy: The Guild requires a standardized registration, deposit and refund policy for workshops and classes.
- B. Procedure:
 - 1. To hold a place in a workshop, a registration form and deposit shall be submitted to the Workshop Committee Chair.
 - 2. A deposit of fifty-percent (50%) of the workshop fee must accompany the registration, with the remaining fifty-percent (50%) due the first day of the workshop.
 - 3. 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 cancelling registration in the workshop.
 - 4. 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.

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VIII) Job Descriptions

- A. Policy: Working Board members and committee chairs shall have written job descriptions.
- B. Procedure: The Board will conduct an annual review of job descriptions for updating.
 1. **President** shall:
 - a. Preside over General Meetings and Board Meetings;
 - b. Set agenda and make available at Board Meeting;
 - c. Submit articles to Newsletter Editor;
 - d. Keep Guild Bylaws, Policies and Procedures updated;
 - e. Answer pertinent correspondence;
 - f. Act as liaison between the Guild and others;
 - g. Appoint an Audit Committee;
 - h. Delegate tasks and responsibilities, and appoint chairs; and
 - i. Serve on the Board for one (1) year.
 2. **President-Elect** shall:
 - a. Attend Board Meetings;
 - b. Assume leadership of Guild in the absence of the President.
 - c. Perform duties as necessary for the President;
 - d. Conduct and/or attend special meetings with the President when necessary
 - e. Chair Board Nominations Committee for the following year, when the President-Elect will be serving as President;
 - f. Serve on the Board for two (2) years: first year as President-Elect, and second year as President.
 - g. Provide publicity for the Guild meetings and activities.
 - h. Notify newspapers, radio, Anchorage Art Council, Museum, etc., of meetings, dates, and special programs.
 3. **Secretary** shall:
 - a. Attend Board Meetings;
 - b. Take the minutes of General Meetings and Board Meetings, and submit them at the next respective meetings;
 - c. Maintain file of minutes for General and Board Meetings;
 - d. Other duties as may be requested by the President; and
 - e. Serve on the Board for one (1) year.

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4. **Treasurer** shall:
 - a. Attend Board Meetings;
 - b. Maintain Guild books and pertinent financial documents;
 - c. Reconcile bank statements;
 - d. Collect membership dues and issue receipts and membership cards for same;
 - e. Order nametags as needed;
 - f. 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;
 - g. Maintain Membership Roll – send updated list of new and renewed members to Newsletter Editor for inclusion in monthly newsletter and mailing labels.
 - h. Pay all bills within twenty (20) days of receipt or earlier;
 - i. Deposit all receipts promptly;
 - j. Reimburse members for all bills paid with personal funds for Guild businesses (i.e., postage and printing cost by Newsletter Editor, etc.);
 - k. Write checks as requested by Board members for expenses authorized by the Board (i.e., honorariums, donations, etc.);
 - l. Present updated Treasurer’s Report at Guild Meetings and Board Meetings;
 - m. Have Guild books ready for Audit Committee review;
 - n. Follow the Guild’s Term Limit:
 - i. The intent is to implement routine internal accounting control procedures and is not intended to reflect upon the individual holding the office.
 - ii. A person may not serve in the position of the Guild’s Treasurer for more than two (2) consecutive one-year terms.
 - o. Maintain a list and values (both the replacement cost and current fair-market value) of Guild inventory assets;
 - p. Prepare and timely file appropriate external reports:
 - i. Annual IRS Form 990-N for organizations with less than \$25,000 in annual revenues, due by January 15;
 - ii. State of Alaska Biennial Nonprofit Corporation Report due July 2 in odd numbered years for the period ended June 30; and
 - iii. IRS Forms 1096 and 1099 due in January for applicable payments made the previous calendar year.
 - q. Assist the President with preparation of the annual budget; and
 - o. Serve on the Board for one (1) year.
5. **Member-At-Large** shall:
 - a. Attend Board Meetings;
 - b. Meet with program committee members to determine the entire year of programs and speakers in advance of the September meeting;
 - c. Oversee the Program Co-Chairs;
 - d. Serve on the Board for one (1) year.
6. **Programs Co-Chairs** shall:
 - a. Attend Board Meeting;
 - b. Contact museum to schedule meeting room for the entire guild meeting schedule for each year³;
 - c. Responsible for planning monthly guild meeting programs;
 - d. Notify the museum of the guild programs for their newsletter⁴;

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- e. Provide the full year's information as soon as it is known and keep the museum updated of changes⁵;
 - f. Contact Anchorage Daily News to submit meeting and event information.
 - g. Submit upcoming program information to the AWSG newsletter editor prior to deadline.
 - h. Confirm with speakers well before meeting date⁶;
 - i. Contact the museum 1 month to 10 days in advance of the program to reserve equipment⁷;
 - j. Obtain background and experience information on each program speaker and write a short introduction to be given before each guild program;
 - k. Obtain \$50 check from treasurer to be presented to the speaker after each guild program; and
 - l. Serve as appointed.
7. **Newsletter Editor / Website Coordinator** shall:
- a. Write, type, layout and publish Guild newsletter⁸;
 - b. Arrange for newsletter distribution;
 - c. Accept free non-commercial ads from Guild members;
 - d. Charge a \$5.00 fee for other ads;
 - e. 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 personal funds;
 - f. Notify webmaster of meetings, dates, and special programs; and
 - g. Serve as appointed.
8. **Librarian** shall:
- a. Attend Board Meetings;
 - b. Maintain Guild library materials;
 - c. Make certain library materials are available to members at Guild Meetings;
 - d. Maintain a current list of library materials;
 - e. Make list available for Guild website and newsletter; and
 - f. Serve as appointed.
9. **Historian** shall:
- a. Attend Board Meetings;
 - b. Maintain a scrapbook of Guild functions, events, happening, pictures, etc.
 - c. Bring scrapbook to Guild Meetings; and
 - d. Serve as appointed.
10. **Public Outreach Coordinator**
11. **Workshop Coordinator**⁹ shall:
- a. Consist of two (2) people (staggered terms);
 - i. To facilitate continuity from year-to-year, the terms shall not coincide.
 - ii. If one of the persons cannot complete the full two-year term, the replacing person shall serve for the remainder of the term.
 - iii. In the first year of this change, terms will be adjusted to so that one (1) chairperson will remain when a new person is appointed.
 - b. Explore workshop possibilities;
-

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- c. Decide on workshop¹⁰;
- d. Set up workshops;
 - i. Secure funding, if needed;¹¹
 - ii. Reserve an appropriate room;
 - iii. Prepare a budget and decide on cost per student;
 - iv. Advertise¹² the workshop;
 - v. Take registrations, usually with deposits;
 - vi. Contract with instructor(s);
 - vii. Obtain signed IRS Form W.A. from instructor;
 - viii. Set dates for the workshop, arrange for unlocking and locking the facility, arrange for refreshments, blackboard and chalk, and any other specific needs of the instructor;
 - ix. Locate housing for instructor, if needed;
 - x. Give all receipts, deposits and other income to the Treasurer¹³ promptly;
 - xi. Prepare a final financial accounting of the workshop for any entity that funded the workshop, and for Guild records;
 - xii. OPTIONAL: prepare an evaluation form and distribute at the workshop;
 - xiii. OPTIONAL: coordinate with other Alaska guilds to share costs by having the same instructor¹⁴; and
- e. Coordinator can apply for a workshop grant from the Alaska State Council on the Arts: (typically a grant to bring one instructor to the state has been awarded. This should be done as soon after July 1 as possible.)
- f. There are usually one or two longer workshops per year (i.e. three days, with outside instructor and two short workshops with local instructors).

13. Webmaster shall:

- a. Update the website with direction from the President and the Website Coordinator; and
- b. Serve as appointed.

14 ANWG Representative shall:

- a. Attend Board Meetings;
- b. Inform membership of information from Association of Northwest Weavers' Guilds (ANWG); and
- c. Serve as appointed.
- d.

15. Equipment Rental Coordinator shall:

- a. Handle equipment rentals;
 - i. Receive rental fees and deposit on first day of rental;
 - ii. Keep deposit and contract for duration of rental;
 - iii. Arrange transfer of equipment to renter;
 - iv. Ensure that equipment is returned to the Guild when rental is complete;
 - v. Return deposit to renters when rental is complete;
 - vi. Summarize monthly rental activity; and
 - vii. Maintain updated equipment list.

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IX) Discount for Housing Workshop Leaders.

- A. Policy: Guild members volunteering to house workshop leaders save the Guild the cost of hotels for workshop leaders who live out of town.
- B. Procedure: A guild member who volunteers to house the workshop leader shall receive a credit of one-hundred percent (100%) of the charge for that workshop, which can be used to take the workshop or any other in the next two (2) calendar years.

X) Library Materials.

- A. Policy: The Guild library materials will be available to members for their use.
- B. Procedure:
 - 1. Library materials may be borrowed at one (1) meeting and retained until the next meeting or, if borrowed between meetings, retained until the first meeting beyond a thirty-day loan period.
 - 2. Borrowed materials may be renewed if no other member is waiting to borrow them.
 - 3. Members may borrow the Guild's library materials by contacting the Librarian.
 - 4. Pick-up and return arrangements are the responsibility of the borrower.

XI) Accepting Non-Cash Contributions.

- A. Policy: The Guild may accept contributions of cash, equipment or other materials.
- B. Procedure:
 - 1. The Board of Directors may accept contributions on behalf of the Guild; in general, the Board member managing the related area is the person to be contacted regarding a potential contribution, although another Board member may be contacted.
 - 2. 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 materials, which may not take place until the next regularly scheduled Board Meeting.
 - 3. The Board of Directors retains the right to decline any contribution.
 - 4. A guild form will be given to the prospective donor to complete identifying what is being donated and providing any itemization of materials for the record. The form 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 Guild 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.
 - 5. If materials are accepted, the Guild will provide the donor with a letter of acknowledgement of the gift as required by the IRS and a thank-you note. The Guild will not establish valuation for the donor's IRS needs.

XII) Records Retention Policy.

- A. Policy: The Guild will retain records in accordance with IRS guidelines and good business practices.
- B. Procedure: In general these are as follows for an organization without employees:
 - 1. Three (3) years:
 - a. Deposit slips and backup;
 - b. Paid vendor invoices;
 - c. Correspondence with vendors and members;
 - d. Summaries of workshop and classes; and
 - e. Donation acknowledgements.
 - 2. Six (6) years:
 - f. Bank statements, reconciliations and cancelled checks; and
 - g. Expired contracts and leases.

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3. Permanently:
 - h. Tax return filings (Form 990-N, Form 1096/1099) and IRS correspondence;
 - i. State of Alaska Biennial Reports;
 - j. Annual financial statements;
 - k. General ledgers and year-end trial balances;
 - l. Documents substantiating fixed asset additions;
 - m. Contracts and leases currently in effect;
 - n. Corporate documents (Articles of Incorporation, Bylaws);
 - o. Policy and Procedures Manual;
 - p. Minutes Books of Board of Directors;
 - q. Trademark and Patent Registrations; and
 - r. Other legal records and correspondence on important matters.

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Appendix

A. The Guild inventory:

Unit(s)	Item	Rental Fee	Unit Replacement Value	Total Value	Total Current Fair-Market Value (FMV)
3	Ashford Spinning Wheels	15.00	230.00	690.00	
1	Lazy Kate				
2	Ashord Bobbins				
1	Louet Spinning Wheel	15.00	445.00	445.00	
1	Louet Spinning Wheel S10	15.00	336.00	336.00	
5	Louet Bobbins		19.50	97.50	
1	Pair of Hand Carders				
4	Schact 4-Harness Table Looms	20.00	440.00	1,760.00	
1	Rasmussen Table Loom	20.00	500.00	500.00	
1	Leclerc Floor Loom (Compact)	25.00	1,035.00	1,035.00	
2	Schacht Shuttles	5.00	26.00	52.00	
	Miscellaneous Stick Shuttles				
1	Large Warping Board	5.00	94.00	94.00	
1	Small Warping Board	5.00	50.00	50.00	
1	Kente Loom	25.00	250.00	250.00	
2	Inkle Looms	5.00	65.00	130.00	
1	Display Stand	5.00	75.00	75.00	
3	Wicker Dress Forms	5.00	30.00	90.00	
1	Drum Carder	20.00	350.00	350.00	
1	Replacement Drum	15.00	175.00	175.00	
1	Indian Book Charkha-Wheel	5.00	135.00	135.00	
1	<i>Schact Spinning Wheel</i>		696	696	
2	<i>Tables</i>		50	100	
	<i>Various accessories: shuttles, raddles, etc.</i>		150	150	
Totals				\$5,278	

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Appendix

B. Rental Equipment Contract:

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 (1) month's rent in advance in the amount of \$ _____, and have made a deposit in the amount of \$ _____ 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 and to make my monthly rental payment.

Signed _____ Date _____

President-Elect _____ Date _____

Monthly Rental Fee Record:

Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____
Date _____	Amt. Pd _____	form month of _____	Date _____	Amt. Pd _____	form month of _____

Equipment Returned on: _____ Deposit Check: _____ Returned _____ Destroyed _____

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Appendix

C. Bequest Scholarship Application Form:

Anchorage Weavers & Spinners Guild Bequest Scholarship Application Form

Scholarship Purpose: To further education of Guild members in the fiber arts.

Date: _____

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Date of event: _____

Cost of event: _____

Amount requested: _____

Title and description of event for which scholarship is requested:

How do you intend to share this experience with the general membership?

Deadline for submission of an application is the AWSG Board Meeting prior to the event.

Completed applications may be sent either of two ways:

Via snail mail to: Scholarship Committee, AWSG, PO Box 244055, Anchorage, AK 99542

Or via e-mail to the Scholarship Committee Members:

Dolores Roguszka dande80@alaska.net,

Julie Carter jacyanne@yahoo.com, and

Thomas Hobbs thomash@akchaos.com

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Appendix

D. Cancellation Agreement:

Anchorage Weavers & Spinners Guild Cancellation Agreement

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

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

If you need to cancel your attendance at the workshop or class, please contact the 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 or class is cancelled by the Guild, your deposit will be refunded in full.

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Appendix

D. Donation Form:

Anchorage Weavers & Spinners Guild Donated Items Form

Date: _____

Donor Name: _____

Address: _____

Phone: _____

E-Mail: _____

Materials Donated:

Accepting donated materials is an AWSG Board decision. The Board retains the right to decline any contribution. All contributions are unrestricted unless otherwise specified and the Guild may sell or otherwise dispose of some or all contributed items. Materials that the Guild 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 Guild 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.

Signed _____ Date _____

Accepted by Board of Directors [] Yes [] No on Date: _____

***AWSG, PO Box 244055, Anchorage, AK 99524-4055; TIN #23-7311884
The Guild is a 501(c)(3) corporation.***

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Appendix