

OLYMPIA WEAVERS GUILD

POLICIES AND PROCEDURES

Section 1: AFFILIATION: The Olympia Weavers Guild is affiliated with the Association of Northwest Weavers' Guilds and the Handweaver's Guild of America and pays dues annually.

Section 2: MEMBERSHIP DUES

A. Categories of dues:

1. Individual membership: \$40.00 per fiscal year.
2. Household membership (2 people who live in the same house): \$55.00 per fiscal year.
3. Scholarship membership: \$30.00 per fiscal year (valid student ID required).
4. Hardship membership: \$30.00 per fiscal year following a private, confidential conversation with the Membership Chair about relevant necessity.
5. New members joining between the February meeting and the end of the fiscal year: \$25.00.

All levels of membership receive a copy of the newsletter.

B. Members are asked to renew their membership by June 30th so their names can be included in the Yearbook.

Section 3: PUBLICATIONS

The official publication shall be titled The Olympia Weavers Guild Newsletter. Members shall receive a copy of the newsletter every month that the Guild meets.

Section 4: PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

A. Members in good standing shall be entitled to check out library materials and to rent Guild equipment, such as looms, rag cutter, drum carder, etc.

Usage of guild-owned equipment is subject to rental fees with the exception of the following:

1. No fee for usage will be charged if the equipment is used by a member for public demonstrations.
2. No fee for usage will be charged if the equipment is utilized by a currently meeting guild study group or as the traveling loom.

Rental schedule is as follows:

1. Table loom and reed--\$25.00 for up to 60 days; \$8/week thereafter. (No charge for raddle, stick shuttle, sleying hook, and/or lease sticks)

2. Mountain Loom stand, Mountain Loom supplemental warp beam, Inkle loom, drum carder--\$10.00 for up to 60 days; \$5.00/month thereafter
3. Individual reed, warping board, Maraudi loom, rag cutter, temple--\$5.00 for up to 60 days; \$5.00/month thereafter.

Initial rental fee will be paid, by check or in cash, to the Properties representative, when the equipment is checked out; any remainder paid on its return.

- C. Library books will be returned to the Library on-time and in good condition. Library check-out is from one meeting to the next. This period may be extended at the discretion of the Librarian. The person who checked them out will replace lost or damaged books. Unpaid fines will invalidate a member's good standing. Renewal of membership is contingent upon all fines being paid in full and/or restitution for damages.
- D. OWG members in good standing shall be allowed to sell fiber-related items such as equipment, yarn, hand knit, woven or crocheted products, books, or magazines at Guild meetings or at the picnic. They will set the prices and will donate 10% of the total sales to the Guild treasury. The Guild is not responsible for taxes, unsatisfied customers or any other issues related to the sale of items.
- E. Awards. The Board will have discretion as to when awards should be given for outstanding performance by a Guild member. Recommendations can be made to the Board.
- F. Handling Money
In an effort to maximize accuracy and minimize opportunities for error or loss, all guild officers, committee chairs, and members of the guild will follow the following process when handling monies, whether cash, check, or charged items.
1. When accepting checks, examine the check to assure that the date is current, that written and figure amounts are the same, and that the check is signed.
 2. Total types of monies separately, i.e, coins, bills, checks, credit card charges—with a final total reflecting all types added together.
 3. Two people shall independently count each item, in the presence of one another on the day that money is received.
 4. The count shall be repeated until both totals agree.
 5. It is preferred that one of the persons be the Committee Chair submitting the deposit to the Treasurer and the second person be a guild member.
 6. Both persons will sign the Cash Receipts or Count Sheet form, their signature indicating that they counted the amount and agree with the total indicated.
 7. Checks should be listed on the Count Sheet Form.
 8. Budget item(s) should be identified with corresponding amounts.

9. Attach the Count Sheet and/or Cash Receipts form and submit to the Treasurer with cash or checks.
10. Committee Chair is responsible for tracking payments within their program area.
11. As money is received, the Committee Chair shall log the items (cash separately from checks) counting with a second person prior to passing them to the Treasurer.

G. Requesting a Check

1. Committee chairs are responsible for seeing that expenditures do not exceed their budgeted amounts. If additional money is needed, the committee chair must request a budget variance from the board prior to expending the additional money.
2. Check Request forms must be completed and signed by the chair of a committee and supported by documentation, i.e. receipt, contract, invoice, minutes of payment approval.
3. If the check request is for reimbursement to a committee chair, it must be signed by the President.
4. E-mail requests will be honored; a copy of the email request must be attached to a Check Request form.
5. Checks requested for monies paid from multiple budget line items should specify the line items and amounts on the Check Request form.
6. The Check Request form should indicate to whom or where the check is to be delivered and other pertinent information; i.e. check is confidential—to be given to Scholarship Chair for presentation at June meeting.

Section 5: TREASURER

A. Account Maintenance

1. The Treasurer and the President are signatories on all accounts. Account signatures should be updated no later than September 1 of each year (fiscal year begins July 1).
2. No one shall write a check to themselves or pre-sign blank checks.
3. A record of all account activity shall be maintained on a designated software program; entries shall be made by the Treasurer.
4. The computer used by the Treasurer shall have security software in place and a consistent backup system in use.

B. Account Activity

1. All transactions, whether deposits or payments, must be clearly documented in a manner sufficient to show the reason for the amount, the identity of the individual requesting or depositing, and the general origin of the deposit or the specific origin of the expense.

2. Email requests are sufficient, but should be attached to the current form being used for documentation.
3. Recurring expenses made without a specific request (i.e. donation for use of the meeting room) should be documented by a note in the file or a copy of a letter accompanying the payment.
4. Requests should be paid or moneys deposited within ten days of receipt by the Treasurer.

C. Account Reporting

1. The Treasurer should submit a periodic, written, signed report of account activity at each regularly scheduled meeting. If he/she is unable to attend the meeting, the report should be sent electronically to the President and Secretary, and a copy maintained in the Treasurer's records.
2. The periodic Treasurer's report should include the opening and closing amounts in each account for the reporting period, as well as the amount of income and expenditures for each account, if any.
3. At the end of each reporting period (bank statement), the Treasurer shall do the following:
 - a. Using the electronic bank statement, the Treasurer shall reconcile all accounts, creating and saving the Detailed Reconciliation reports as a PDF file.
 - b. By the second Friday of the month, send these files and the Profit and Loss Detail Report to the Designated person on the Finance Committee.
 - 1) The Designated Person shall print the relevant bank statements and reports sent by the Treasurer.
 - 2) Verify the Profit and Loss Detail Report against the statement and reports; view each check image online; sign the statements and return them to the Treasurer.
 - c. Attach the cleared deposit and check requests to the appropriate statements and retain these records.
 - d. If a discrepancy is identified, the Treasurer and the Designated Person will confer. If the issue is unresolved or on-going, it shall be referred to the Finance Committee no later than their next quarterly meeting.
4. Quarterly, for periods that end with September, December, March, and June the Treasurer shall submit the following to the Finance Committee.
 - a. A year-to-date Profit and Loss Detail Report.
 - b. Adequate information to facilitate the committee's determination that proper procedure has been followed related to the requesting and disbursement of funds.
 - 1) Obtain monthly packets for the preceding three months (check requests, check/cash deposits, bank statements, any

other pertinent material) and spot-check them to assure the established processes have been followed.

- 2) Address any issues brought by the Treasurer and/or Designated Person.
5. The completed fiscal year report (Profit and Loss Standard or equivalent, Fund Report of Actuals should be published in the October newsletter.
6. The Treasurer shall submit a year-end, all-inclusive Treasurer's Report which includes opening and closing amounts in each account for the reporting period of July 1 through June 30, as well as the amount of income and expenditure for each account, if any. A written narrative should accompany the year-end report detailing budgetary variances, if any, and discussing any issues or recommendations that are appropriate.
7. When considering the proposed budget for the upcoming year, the Board shall consider the reported expenses and budget variances to date for the current year.

Section 6: FINANCE COMMITTEE

The Finance Committee, consisting of the current Board Officers and the Past President shall serve as the Finance Committee.

- A. One member of the Finance Committee other than those with signature authority at the bank shall be designated by the President as the person to perform a monthly review of bank activities as follows:
 1. Obtain "authorized user" status on the bank accounts (enabling electronic access, but no authority to perform transactions).
 2. By the second Friday of the month, receive the Detailed Reconciliation Reports and the Profit and Loss Detail Report from the Treasurer.
 3. Print the relevant bank statements and reports sent by the Treasurer.
 4. Utilizing these reports, and the same reports from the previous month (if indicated), verify the Profit and Loss Detail Report against the statement and reports.
 5. View each check image online.
 6. Identify any discrepancies and discuss them with the Treasurer. If the discrepancy cannot be resolved through discussion, the issue should be forwarded to the full Finance Committee no later than the next quarterly meeting.
 7. Sign the statements and return them to the Treasurer.
- B. Duties of the Finance Committee include the following:
 1. Quarterly, for periods that end with September, December, March, and June

- a. Receive (from the Treasurer) and review the year-to-date Profit and Loss Detail.
 - b. Receive (from the Treasurer) adequate information to facilitate the committee's determination that proper procedure has been followed related to the requesting and disbursement of funds.
 - 1) Obtain monthly packets for the preceding three months (check requests, check/cash deposits, bank statements, any other pertinent material) and spot-check them to assure that established processes have been followed.
 - c. Address any issues brought by the Treasurer and/or Designated Person.
2. Review the year-end Treasurer's Summary (end of September).
 3. Review the end-of-Treasurer's term report (outside review of financial dealings) from the previous year(s) if present.
 4. Review the end-of-Treasurer's term material prior to sending to outside agency (if applicable).
 5. Prepare the budget for the upcoming fiscal year.
 6. Liaison, as appropriate, between the Treasurer and the membership.

Section 7: STANDING COMMITTEES

- A. Standing committees and special committees not specifically mentioned shall be free to arrange the composition of the committee to fit the current program and needs of the Guild.
- B. Committee Chairs of Program, Membership, Grants and Scholarship, Show and Sale, Workshops, Educational Outreach and the Librarian should receive a notebook at the beginning of their term from the outgoing Chair, and make a report in duplicate at the end of the Guild year regarding activities, duties, etc. One copy is given to the outgoing President and one copy remains in the notebook. The reports are due at the June meeting.
 1. The Guild's **ANWG and HGA Representative** will be the same person. They will receive the mail and keep members informed of news. The ANWG representative will attend the ANWG annual meetings. They will be reimbursed for mileage and other expenses not to exceed the amount in the Guild budget.
 2. **Bylaws and Policies and Procedures Committee.** The Chair will be appointed by the President and the Committee will review the Bylaws and Policies and Procedures every two years. Any changes will be presented at the April meeting for approval at the May meeting.
 3. The **Educational Outreach Committee** will be formed to provide education about weaving to members of the community as the need

- arises. Some money for such activities will be included in the budget. The Chair will serve as the mentor to new weavers.
4. **Grants and Scholarships** (Hazel Pattison Memorial Grants). The Grant Chair is responsible for encouraging applications for the grants (Enrichment, Education and Outreach). Receiving a grant is not dependent upon financial need. Only those who have been members for at least one year are eligible.
 - a. For the Enrichment Grant (\$500-\$1000), the Chair is responsible for administering the process, selecting the judge, preserving the anonymity of the applicants and reporting results to the Board.
 - b. For the Educational and Outreach Grants (\$50-\$200 each for a total of \$400 per year), the Chair will review the applications and submit them to the Board for selection. The Chair will recommend a budget and aid in raising donations for the grant program.
 5. **Historian.** The Historian maintains a scrapbook of relevant occurrences pertaining to Guild affairs and members. These may be in the form of newspaper articles, photos, etc. The historian should ask members to contribute to the scrapbook and should bring it to Guild Meetings at least once a year for viewing.
 6. **Library.** There should be an assistant to the Librarian. In subsequent years, that assistant takes charge with a new assistant. The Librarians have the following duties:
 - a. Check books in and out at each meeting.
 - b. Collect overdue fines.
 - c. Compile and maintain an inventory and audit at the end of each year.
 - d. Handle new book purchases and magazine subscriptions and renewals.
 - e. Purchase books in memory of deceased members using money from the Dedicated Library Fund.
 7. **Membership.** The Membership Chair is responsible for keeping the records of membership, and to update members' participation in Guild activities. The Chair is responsible for having the member name tags in order and having them, attendance signup sheets and guest book available at the door each meeting day. The Chair also greets and introduces guests and new members to the Guild. The Chair handles all the details of new member applications, giving the Treasurer the dues, and the full name and address of new members to the Newsletter and Yearbook Chairs. The Chair reports the number in attendance at Guild meetings and assures new members receive a current Yearbook and Resource Guide.
 8. **Newsletter.** The Newsletter Chair compiles and prints the newsletter prior to each Guild Meeting. This is mailed, or emailed, and posted to the website at least one week before the meeting. It includes news and

information pertaining to that meeting and the minutes of the last meeting. The Chair may set her own deadline for receiving information prior to printing.

9. **Nominating Committee.** This committee is appointed by the President in February and submits a slate of officers to the members at the April meeting.
10. **Photograph Policies.** Each member will be asked to state a preference regarding use of photographs that may be taken of them at guild events during the year. They will be asked on the yearly membership form in the following manner and the guild will do its best to honor their wishes.

“Photographs may be taken during Guild sponsored events and may be posted on the guild website. This site is linked to our Facebook page and photos may also appear there.

___ I agree that photos of me taken during guild events may be used by the guild in this manner.

___ I do not wish to have my photo taken or used in this manner and agree to wear a special name tag at all guild functions to let photographers know I do not wish my photograph taken.”

11. **Programs.** The 2nd Vice President is the Program Chair. This is a two-year commitment. Prior to serving, he/she will have served as In-coming Program Chair for a year. This ensures that there is sufficient time to plan for and schedule programs, potentially including Grant and Scholarship recipients. In selecting programs, the Chair should bear in mind member interest, speaker availability, expenses and, where appropriate, coordinate closely with the Workshop Chair. The Program Chair has the authority to sign contracts with presenters (programs and workshops) for the Guild. Expenses for programs are part of the Guild budget and are paid by the Guild.

Other responsibilities include:

- a. Scheduling presenters for the programs.
- b. Making all arrangements to assure transportation.
- c. Supplying any equipment, display tables, etc.
- d. Reserving the meeting room for programs, workshops and the Annual Show and Sale. An additional individual with the authority/ability to negotiate dates and knowledge of guild business (including insurance) should be part of this process.
- e. Assuring all fees and other expenses for the presenter are paid.
- f. Preparing the program schedule by August and sending it to the Yearbook Chair for the Yearbook.
- g. Sending monthly articles about the program to the newsletter editor and other Guild resources.
- h. Assuring payment of instructor.

The Incoming 2nd VP shall work with the Incoming Workshop Chair to plan and schedule the events for the year in advance.

12. **Properties.**

With input from the membership and/or board, the Chair and committee are responsible for accepting donations and/or acquiring properties suitable for use within the guild according to the following criteria.

- a. Item can be used for beginning weaver classes—i.e. table loom and accessories; warping board; shuttles; hooks, etc. (but not in infinite numbers).
- b. Item can be used for experienced weaver workshops—i.e. multi-shaft table looms; maraudai or inkle looms; card weaving tools.
- c. Item can be used for weaving adjunctive activities—i.e. rag cutters; carders.
- d. Considered item requires acceptable level of work to make it functional.

The Chair and committee are responsible for assuring that equipment is inspected, repaired, and maintained in reasonable working condition and that an up-to-date inventory is maintained.

Up-to-date records shall reflect the property usage (Properties Loan Record) and issues or problems identified by the user (Properties Checklist).

Items deemed not acceptable for Properties inventory—i.e. floor loom, requires unacceptable level of repair, not usable for class/workshop—may be disposed of in the following manner:

- a. Offer item for sale/donation to members (newsletter, meeting, picnic), specify where donation will go (general fund or grant fund according to donor's wishes or need of guild).
- b. Send donation to Treasurer, specifying disposition of donation. (If item is sold, versus acquired by donation, advise Treasurer sales tax is due to be paid. This may occur if it is a large item or sold on behalf of a donor.)
- c. "How-to" details can be found in the Properties Job Duties document (a job description for the Properties Committee).

Non-members from out-of-the-area shall be allowed to rent equipment if both parties sign an agreement and a deposit (\$100 or more) is required.

13. **Publicity.** The Chair's principle duty is to submit meeting information to the local news media. The Chair is also responsible for soliciting ads for the Yearbook and submitting them to the Yearbook Chair in a timely manner. The price for ads is determined by the Board.

14. **Showcase.** The Chair is responsible for providing forms for members to describe their articles on display at the meeting, facilitating the Showcase activity, and for the year-end drawing of names of winners of the annual prize.
15. **Show and Sale.** This is a Co-Chair job as there is much pre-sale work to be done.
They are responsible for:
 - a. Coordinating with the Program Chair to reserve the sale space
 - b. Determining date of sale
 - c. Organizing all committee meetings
 - d. Arranging for tables and other equipment, linens, advertising, staff scheduling, printed flyers.
 - e. Assuring the supply of tags and inventory sheets
 - f. Procuring necessary tax papers
 - g. Receiving Guild money for cash box, start-up
 - h. Arranging overnight storage space.
 - i. After the Sale they must deposit money, balance the financial records, have the Treasurer pay the sales tax and disburse the proceeds to the sellers with a report.
16. **Sunshine.** The Chair sends cards of condolence, get-well or congratulations to members as the occasion dictates. The Chair reports cards sent at the meeting and requests information from Guild Members.
17. **Tea & Set-Up.** One or two people can handle these duties. One should arrive early to set up coffeemakers before each meeting. A sign-up list is sent around at the first meeting in September for furnishing refreshments for the Guild year. There should be three people signed up for each meeting date. The Chair is also responsible for maintaining coffee and tea supplies and refilling coffeemakers during the day and cleaning afterwards. The Chair informs the newsletter Chair of the hostesses for each month.
18. **Webmaster.** One person who is responsible for maintaining the Guild website and providing information to the members as to how they can contribute to or access information about the website
19. **Workshops.** The Chairs are responsible for arranging workshops. Due to the need to schedule presenters far in advance, chairing this committee is a two-year commitment. The Incoming Workshop Chair selects and schedules workshops for the upcoming year, coordinating this closely with the Incoming Program Chair. As with programs, workshops should be planned to reflect member interest.

Workshop expenses are self-funding, not part of the Guild budget. Participants pay workshop expenses, except that the travel costs are split with Programs. The person who hosts the instructor does not pay for the

workshop, as they are responsible for local transportation, housing and meals. All contracts will be signed by the 2nd Vice President/Program Chair. Coffee and tea are supplied by the Guild (cost included in fees) and participants provide their own food.

Responsibilities as *Incoming Workshop Chair* include:

- a. Selecting and corresponding with potential instructors and the final instructors
- b. Sending a copy of the contract to the instructor for approval and learning of any special needs such as foods, pet allergies, etc.
- c. Arranging with the Program Chair to have the final contract signed and forwarded to the instructor.
- d. Preparing the workshop schedule by August and sending it to the Yearbook Chair for the Yearbook.
- e. Sending articles about the workshops to the newsletter editor and other Guild resources as appropriate.
- f. Working with other Guilds that may be interested in the same instructor to share travel expenses.

Responsibilities as *Workshop Chair* include:

- a. Scheduling of such things as meeting space, housing and meals for the instructor.
- b. Collection of fees from the participants and giving the money to the treasurer.
- c. Assuring payment of instructor.
- d. Sending articles about the workshops to the Newsletter Editor and other Guild resources as appropriate.

20. **Yearbook and Resource Guide.** The Chair is responsible for assembling and printing a list of all current members, officers, committee Chairs, programs and workshops for the current year. Bylaws, Policies and Procedures and Grant information are also included.

Section 8: CONSENT RESOLUTION.

A consent resolution may be used when a decision needs to be made by the Board between regular meetings. Only Board Members of the Olympia Weavers Guild may vote. They may vote by sending an email to the President saying Yes, No or I Abstain by a certain date. The resolution may be brought by any Board Member. Board officers will agree as to the wording prior to sending the resolution to the entire Board. A majority vote will determine the outcome. A copy of the resolution will be kept with the Board Meeting minutes.

Section 9: GUILD DONATIONS

The Guild shall not donate to charities and other private organizations. However, if members wish to donate, a member may collect and mail the checks, if any.

Section 10: SPECIAL COMMITTEES

ANWG Conferences:

1. A Booth Committee shall be formed when necessary for the purpose of planning and carrying out a booth for the ANWG Conferences.
2. The Guild will make a donation to the Conference Committee to be used as a prize for an outstanding weaving in one of the displays or special category as approved by the Guild.

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