

# **Olympia Weavers Guild**

## **Policies and Operational Procedures**

## Policy and Operational Procedures Change Record

Name	Summary of Change/Rationale	Approved
Board of Directors	New POP explaining how the Board of Directors functions	12/11/22
Board of Directors	Consent in Lieu of Meeting process included; Health and Safety Provisions added; wording added to policy Section III, Item B, Term	3/5/2023
All other titles listed in TOC	Documents reflect new format from previously existing POP; major change in how committees are organized and function; changes to assure compliance with new Bylaws	3/5/2023
Programs and Workshops	Changed committee structure, change in contracting responsibilities	5/19/2023
Officer Responsibilities	New, consistent with new Bylaws	5/19/2023
Communications Committee	Current rate for advertising added to Section II, B, 3.	5/19/2023
Organizational Details	Added Operational Procedure II, explaining how books and records are requested	11/12/2023
General Information for All Committees	Title change, amended to make functions clearer	11/12/2023
Document and Record Retention	New, addresses how and how long documents and records must be retained	11/12/2023
Americans with Disabilities	New, addresses how the Guild addresses disability issues, requests for accommodation	11/12/2023
Awards	Amended to clarify Terri Standley Inspirational Member Award	03/10/2024
Membership	Amended to detail procedure for Honorary/Lifetime membership	03/10/2024

## Table of Contents

<b>Policy/Operational Procedure Title</b>	<b>Approved</b>	<b>Amended</b>	<b>Page #</b>
Change Record	3/5/2023		2
Table of Contents	3/5/2023		3
Americans with Disabilities	11/12/2023		4
Awards	3/5/2023	3/10/2024	6
Board of Directors	12/11/2022	3/5/2023	8
Document and Record Retention	11/12/2023		16
Finances	3/5/2023		20
General Information for All Committees	3/5/2023	11/12/2023	28
Communications Committee	3/5/2023		32
Member Education Committee	3/5/2023		34
Membership Committee	3/5/2023		37
Public Outreach Committee	3/5/2023		39
Resources Committee	3/5/2023		41
Social Events	3/5/2023		43
Director Chaired Committees	See BOD doc.		
Finance Committee			11
Policy/Operational Procedures			11
Committee			
Recruitment Committee			11
Membership	3/5/2023	3/10/2024	44
Officer Responsibilities	5/19/2023		49
Organizational Details	3/5/2023	11/12/2023	53
Programs and Workshops	5/19/2023		58
Properties	3/5/2023		65
Show and Sale	3/5/2023		68

Effective Date: 11/12/2023

# Americans with Disabilities

## Purpose

The purpose of this document is to describe how the Olympia Weavers Guild will comply with the Americans with Disabilities Act.

## Authority/Relevant Documents

Organizational Details, Section IV

## Policies

### I. General Statement

- A. It is the intent of the Guild to adhere to the requirements of the Americans with Disabilities Act to the extent possible while not fundamentally altering an event or causing undue hardship to the organization.
  - 1. Membership meetings will be held in ADA mobility compliant facilities.
  - 2. Membership meetings will routinely use microphones for those speaking or wishing to ask questions.
  - 3. Service animals will be accommodated when possible.
  - 4. Members may request accommodation (see Procedure) and reasonable efforts will be made to accommodate them.
  - 5. Workshops and Study Groups may meet in facilities not ADA compliant, but reasonable efforts will be made to accommodate those wishing to attend on an individual basis.
  - 6. Members with severe food allergies or allergies to materials (such as some basketmaking supplies) are advised to take care and to follow prescribed precautions. Foods brought to Guild functions should indicate if common allergens are included (gluten, nuts, for example).
    - a. Hospitality Lead, when scheduling refreshments, will caution volunteers to label foods containing or lacking common allergens (examples: gluten free, contains nuts, contains dairy, vegan) (This phrase will be added to the responsibilities of the Hospitality Subcommittee of the Social Events Committee.)

## **Operational Procedures**

### **I. Request for Accommodation**

- A. When filling out the Membership application (see Organizational Details)
  - 1. If you have special needs and would like to request accommodation, please contact the Membership Chair listed on the Membership Form or through the website at [info@olympiaweaversguild.org](mailto:info@olympiaweaversguild.org).
- B. At any time during your membership that a need arises that requires accommodation contact the Membership Chair to explain your need for accommodation.
- C. If you have questions related to a scheduled workshop or study group, contact the Chair of Programs and Workshops or the contact person for the specific study group.
  - a. Lack of ability to answer a question or accommodate a request should be referred to the President of the Board.

Effective Date: 03/05/2023

Amended: 03/10/2024

# Awards

## Purpose

The purpose of this document is to set forth existing awards and to define the process for creating and bestowing awards within the Guild.

## Policy

### I. General Guidelines for Awards

- A. Awards may be single, one-time events or may be recurring.
- B. Awards may be given to members of the public or to Guild members based on processes and criteria proposed to and approved by the Board.
- C. Awards are not grants and there is no obligation on the part of the awardee to present a program.
- D. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be followed by all Committee chairs and members at all times. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

### II. Current Awards

- A. The Terri Standley Inspirational Member Award
  - 1. Terri had a caring, loving heart and great skills with fiber. She generously shared herself and her knowledge with each of us in the guild without limitations and sometimes unknowingly to us.
  - 2. This award is given to a member who has been an inspiration to other Guild members. Inspiration may be broadly defined and may include terms such as thoughtfulness, kindhearted, a mentor, generous with his/her expertise and or time, a friend of the Guild.
  - 3. An appropriate candidate for this award
    - a. Has been an active Guild member for many years,
    - b. Supports the Guild and its members in many and various ways,
    - c. Participates in activities that support his/her skills, the skills of others, and the Guild as a whole, and
    - d. Is a friend to many and an inspiration to all.
  - 4. The amount of this award is \$100.00.
- B. The Marjorie Erickson Memorial Award

1. This award was instituted to honor the memory of Marjorie and her lifelong commitment and generosity to the Guild as well as teaching weaving.
2. Qualifying nominees will have completed the Beginning Weavers Class at least one year prior to the nomination and up to four years in the past. They will be current members of the Guild in good standing, active in the Guild, and have continued their pursuit of weaving.
3. The amount of this award is \$250.00.

## **Operational Procedures**

### **I. Establishing Awards**

- A. Any current member of the Guild in good standing may request that an award be considered by making a written request to the President of the Board of Directors.
- B. The written request should include the parameters of the award and the reasons the request should be considered.
- C. If the President deems the request to have merit, the Board will consider the request and forward it to an Ad Hoc committee to work out the details of the proposal and the award.
- D. The Committee's final product will be considered for approval by the Board of Directors.

### **II. Giving an Award**

- A. Written recommendations for award recipients may be submitted to the President by members in good standing.
- B. Deadline for accepting nominations is the March membership meeting of each year.
- C. The Board of Directors will have discretion deciding on nominations submitted, will respond to those who made the nomination before the May meeting, and will assign related tasks.
- D. Announcement of the award(s) will be made no later than the June picnic picnic.
- E. An article will appear in the newsletter after each presentation.
- F. The awards will be in the form of a gift certificate from one of the major advertisers in our yearbook – a company that sells yarn, supplies, equipment and books -- which company is the choice of the awardee.
- G. In the case of the Marjorie Erickson Memorial award, the President will check with the Member Education Chair to ensure that the nominee qualifies for the award. The Chair of Member Education maintains a list of

participants in the Beginning Weavers Class so that it is easy to check on eligibility.

- a. Current instructors of the Beginning Weavers Class will write an article about the recipient for the newsletter after the award is presented.



Effective Date: 12/11/2022  
Amended: 3/05/2023

# Board Of Directors

## Purpose

The purpose of this document is to describe the Board of Directors, their qualifications, and how they function.

## Authority/Relevant Documents

Relevant documents are as follows:

Articles of Incorporation, Certificate of Amendment.  
Bylaws, Sections 3 and 4  
Policies and Operational Procedures: Finances, General Committee Information,  
Operational Details

## Policies

### I. Composition

The Board of Directors is composed of a minimum of nine (9) and a maximum of fourteen (14) members.

### II. Qualifications

- A. To be considered for election to the Board of Directors, an individual must have been an active member of the Guild for at least one (1) year.
- B. Active membership is defined as at least one of the following:
  - 1. Regularly attends membership meetings;
  - 2. Member of a study group;
  - 3. Serves on a committee; or
  - 4. Participates in one or more events.

### III. Term

- A. Directors are elected by a majority vote of the current Board for a term of two (2) years or until they resign, are removed, or a successor is appointed. (See Bylaws.)
  - 1. Prospective Directors are making a commitment of two years when agreeing to stand for election to the Board.
  - 2. Once elected, a Director may resign, if necessary, at any time.
  - 3. A Director may be removed by the Board of Directors (see Bylaws for description of the removal process).

- a. Example: A Director becomes medically unable to continue to serve or to resign.
- 4. Directors will indicate, to the Recruitment Committee, by March 15<sup>th</sup> of each year, whether they wish to continue as a Director in the next year or to have a successor appointed at the Annual meeting held in May.
- B. There is no limit to the number of two-year terms a Director may serve, but Directors are encouraged to consider stepping down after four years to allow other members to experience the opportunity of holding a Board position.

#### **IV. Recruitment of Directors**

- A. In March of each year, the Recruitment Committee, chaired by a Director or Guild-member appointee, will determine the number of Directors needed to stand for election in May and compile a list of qualified candidates for presentation to the Board at the Annual Meeting in May.
- B. At any time, if the number of Directors, for any reason, falls below the minimum number of nine (9), the Recruitment Committee will seek qualified members to stand for appointment.

#### **V. Meetings of the Board**

- A. The Annual Meeting of the Board of Directors occurs in May of each year to accomplish the following business:
  - 1. Elect Directors as needed.
  - 2. Elect Officers for the upcoming term.
  - 3. Consider and pass a budget.
  - 4. Affirm/appoint Committee Chairs, including those chaired by Directors (Finances, Policy & Operational Procedures, Recruitment Committees).
  - 5. Set/confirm a schedule for regular Director and Membership meetings.
  - 6. Plan for the upcoming year.
- B. Regular Meetings of the Board of Directors may be scheduled to conduct business as needed which may include the following:
  - 1. Budget and/or account review.
  - 2. Discuss/approve Policies and Operational Procedures.
  - 3. Consider unexpected Director or Officer replacements.
  - 4. Guild planning.
- C. Special Meetings of the Board of Directors may be scheduled to consider specific issues.

- D. Directors may take action in lieu of meeting by unanimous written consent of directors (Consent in Lieu of Meeting). Refer to Procedure for how to do a Consent in Lieu of Meeting.
- E. Minutes of all Board meetings and the vote of all Consents will be recorded by the Secretary, published in the newsletter, approved by a simple majority of a quorum of Directors at the first opportunity, and retained in accordance with Bylaw requirements.

## **VI. Quorum of the Board**

A quorum of the Board is a majority of the Directors in office at the time the meeting is properly called (see Bylaws for how to properly call a meeting) and present in person or by remote communication.

## **VII. Voting**

- A. Each Director has one (1) vote. Directors may vote in person, by remote communication or by electronic transmission at a meeting where a quorum is present.
- B. Voting by proxy or by attorney-in-fact is not permitted.

## **VIII. Membership Attendance at Board Meetings**

- A. Members are welcome to attend Annual and Regular Board meetings.
- B. Members may be invited to attend Special Board meetings at the discretion of the Board of Directors.
- C. Members and Committee Chairpersons wishing to address the Board of Directors at the Annual or Regular meetings must do so after requesting to be added to the agenda or during a period set aside for this purpose by the Board.

## **IX. Officers of the Board of Directors**

- A. Officers are elected by the Board at the Annual Meeting, following the recommendations of the Recruitment Committee.
  - 1. Candidates for election shall have been a Director for a minimum of one (1) year and
  - 2. Have actively participated in Board activities.
- B. The Officers shall manage the day-to-day operations of the Guild.
  - 1. Anytime the Officers are unable to achieve a majority vote (three of the four officers), that matter shall be directed to the full Board for a decision.
- C. Officers include the following: President, Vice-President, Secretary, and Treasurer.

- D. Term of office is for two (2) years. Renewal for a second term of two years may occur, with a maximum of four (4) consecutive years in the same office.
- E. There is no expectation for succession. (Example: The Vice President is not expected to become President in the subsequent term.)
- F. Officers may choose to not continue as an officer but remain as a Director.
- G. For specifics of Officer responsibilities see Bylaws, Section 4.

## **X. Board Chaired Committees**

- A. The Finance Committee shall be chaired by the Treasurer.
  - 1. Treasurer shall nominate members for Board approval at the first Board meeting of the fiscal year and at other times of the year as needed.
  - 2. Advises the Treasurer on budget development and financial issues.
- B. The Policy and Operational Procedures Committee shall be chaired by a Director.
  - 1. Assure that Board members have electronic and hard copies of Guild Bylaws and Policies & Operational Procedures at the beginning of their term and updates as appropriate.
  - 2. Monitors the Policies & Operational Procedures, assuring that changes directed by the Board are reflected in appropriate revisions.
  - 3. Maintains awareness of Bylaw provisions to advise Board of Directors as needed.
  - 4. Proposed changes will be published in the newsletter and on the website to allow member and Director input prior to presentation to the Board for approval/recommendations.
- C. The Recruitment Committee shall be chaired by a Director or Guild-member appointee.
  - 1. Verifies Director, Officer, and Committee Chairs' intent for the upcoming year by March 15th.
  - 2. Identifies qualified Director and Officer candidates when needed.
  - 3. Looks for committee chairpersons for Committee Chair appointments to be confirmed at Annual Meeting.

## **Operational Procedures**

### **I. How to Resign from the Board**

Notify the President of the Board, in writing or by email, that you wish to resign, the effective date of the resignation and the reason you cannot complete your term.

## **II. How to Request a Replacement on the Board**

Notify the Chairperson of the Recruitment Committee, in writing or by email, prior to March 15<sup>th</sup>, that you wish to be replaced at the end of the fiscal year. You should expect to continue your role until June 30<sup>th</sup>.

## **III. How to Resign as an Officer of the Board**

- A. Notify the President of the Board, in writing or by email, that you wish to resign, the effective date of the resignation and the reason you cannot complete your term.
- B. Specify whether you are also resigning from the Board of Directors or if you wish to continue in that role.
- C. Note: the expected term for an officer is two years. If you are only able to serve one year of a two-year term, you may choose to serve your resignation by the March 15<sup>th</sup> deadline, to the Chair of the Recruitment Committee.

## **IV. Filling a Vacancy on the Board of Directors**

- A. Unexpected Vacancy
  - 1. Anytime the number of Directors on the Board falls below nine (9) members for any reason, the Recruitment Committee shall recruit one or more willing and qualified members to fill the vacancy and submit their name and qualifications to the Board.
  - 2. The Board may vote to select a candidate from multiple candidates submitted or vote to appoint the individual if a single candidate is presented.
- B. Anticipated Vacancies
  - 1. Anticipated vacancies occur when a Director indicates to the Chair of the Recruitment Committee that they will not continue to serve past the end of the fiscal year.
  - 2. The Recruitment Committee shall recruit a minimum of one qualified and willing candidate for each vacancy anticipated and submit their name and qualifications to the Board.
  - 3. The Board may vote to select the desired number of candidates for the positions available or vote to appoint the individuals if the number of candidates does not exceed the number of positions available.

## **V. Filling a Vacant Officer Position**

- A. Unexpected Vacancy

1. Anytime an Officer's position becomes vacant it must be filled as soon as possible.
2. Officer positions are filled from within the Board of Directors.
- B. The Board may vote to select a candidate from multiple candidates or vote to appoint an individual if a single candidate is presented.
- C. Anticipated Vacancies
  1. Anticipated vacancies occur when an Officer indicates to the Chair of the Recruitment Committee that they will not continue to serve as an Officer past the end of the fiscal year.
  2. Candidates will be recruited from the remaining members of the Board to stand for election or appointment.

## **VI. Meeting Schedules**

- A. Annual Meeting
  1. Notice to members, inviting them to attend, should be included in the Yearbook, the newsletter, and on the Guild's website.
  2. Committee Chairs and/or members wishing to address the Board should request time on the agenda by contacting the President or by speaking for no more than 5 minutes during an open time provided by the Board for this purpose.
- B. Regular Board Meetings
  1. A schedule of regular meetings of the Board will be established by the Board at the Annual Meeting and published in the Yearbook, the newsletter, and on the Guild's website.
  2. Members are invited to attend.
  3. Committee Chairs and/or members wishing to address the Board should request time on the agenda by contacting the President or by speaking for no more than 5 minutes during an open time provided by the Board for this purpose.
- C. Special Meetings of the Board
  1. Special meetings of the board may be called on short notice to handle a specified piece of business.
  2. Attendance of non-board members is at the discretion of the Board.
  3. Inclusion of the membership is to be encouraged when appropriate.

## **VII. How to do a Consent in Lieu of Meeting**

- A. A resolution may be proposed by any Director to any Officer of the Board.
- B. Board Officers will agree as to the wording prior to sending the resolution to the entire Board.
- C. A unanimous vote determines the outcome, which will be recorded by the Secretary and retained as all Board minutes are retained.

- D. If the vote is not unanimous, the matter should be considered at a Regular or Special Meeting of the Board.
- E. See Appendix A for suggested format.

### **VIII. Health and Safety Provisions**

- A. The Board shall quarterly review conditions affecting member health and safety and shall set meeting formats for membership meetings, workshops, study groups and other Guild-sponsored activities for the upcoming three months.
- B. The Board shall strive to accommodate members' special needs through such actions as providing amplification of voices, remote access, etc.
- C. The Board may cancel or restructure the format of any Guild conducted or - sponsored activity as needed due to weather, power outages or other threats to health and safety.



### **Consent in Lieu of Meeting**

All voters on this resolution are Directors on the Board of the Olympia Weavers Guild. Directors may vote by sending an email to the President of the Board of Directors saying Yes, No or I Abstain.

The resolution may be proposed by any Director to an Officer of the Board. Board Officers will agree as to the wording prior to sending the resolution to the entire Board.

A unanimous vote will determine the outcome.

**Be it Resolved that:** (Insert motion here)

Date sent: (date)

Please reply by: (date) or as soon as possible

Please send your vote to: (Name and email address)



Effective Date: 11/12/2023

# Document and Record Retention

## Purpose

The purpose of this document is to review the documents and records created by the Guild in the course of business and specify the length of time and the way in which they are to be retained, reviewed, and destroyed consistent with federal and state laws and regulations.

The goal of these policies and procedures is to eliminate accidental or innocent destruction of records and to facilitate Guild's operations by promoting efficiency and the freeing up of storage space.

## Relevant Bylaws

The governing article in the Bylaws is Section 7, Records and Records Retention.

## Definitions

Documents are defined as written, printed, or electronic matter that provide information or evidence or that serve as an official record.

Records are defined as providing a piece of evidence about the past, especially an account in writing or some other permanent form.

## Policies

### I. Document Retention

- A. The Guild will follow the document retention procedures outlined in Appendix A.
- B. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

### II. Electronic Documents and Records

- A. Electronic documents will be retained as if they were paper documents.
- B. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder as a pdf document.
- C. Keeping in mind that all Guild officers and chairpersons may not have the same ability to utilize electronic records at the present time or in the future, consideration to usability of records should be kept in mind.

- D. Reasonable security precautions should be practiced by members utilizing electronic records, including regular back-up of records, maintenance of passwords, and use of off-site electronic file storage.

### **III. Document Destruction**

- A. Documents which have been retained for the prescribed length of time may be destroyed, accomplished by shredding or deleting electronic items.
- B. Destruction/deletion of outdated records may be supervised by the Treasurer, Secretary, or by a committee formed for that purpose.

### **IV. Document Storage**

Documents will be stored at a physical location, an electronic location, or both, as dictated by the needs of the organization and determined by the Board.

## Appendix A-- Document and Records Retention

Record	Duration of Retention
<b>Corporate Records</b>	
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation and Amendments to Articles	Permanent
Board Meeting and Executive Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	7 years
Notices/communication to members or directors	6 years
Correspondence (general)	3 years
<b>Accounting and Corporate Tax Records</b>	
Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
<b>Bank Records</b>	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
<b>Donor Records and Acknowledgment Letters</b>	7 years
<b>Grant Applications and Contracts</b>	5 years after completion
<b>Legal, Insurance, and Safety Records</b>	
Appraisals	Permanent
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent

Leases	6 years after expiration
General Contracts	3 years after termination

Effective Date: 03/05/2023

# Finances

## Purpose

The purpose of this document is to detail the ways in which the Board and membership function with respect to overall financial management of the Guild and the ways in which monies are handled to maximize accuracy and accountability and minimize error or loss.

## Authority/Relevant Documents

Authority and relevant documents are as follows:

Declaration of Federal Non-Profit Status  
Articles of Incorporation, Amendment, Addendum  
Bylaws, Sections 3, 4, 6, and 7

## Policies

### I. Handling Money

In an effort to maximize accuracy and minimize opportunities for error or loss, all Directors, Officers, Committee Chairs, and members of the Guild will follow standardized processes when handling monies, whether cash, check, or charged items. See Procedure for Handling Money.

### II. Requesting Checks

- A. Committee Chairs are responsible for seeing that total incurred plus anticipated expenditures do not exceed their annual budgeted amounts and that income targets are met. If additional expenditure authority is needed, the Committee Chair must request a budget variance from the Board prior to expending the additional money.
- B. Committee chairs shall notify the Treasurer in a timely manner if it appears they will not reach their income targets.
- C. Requests for checks must be submitted to the Treasurer by the appropriate individual with documentation of the reason for the request and the appropriate form. See Procedure for Requesting Checks.

### III. Account Maintenance

- A. The Treasurer and the President are signatories on all accounts. Account signatures shall be updated no later than September 1 of each year. The fiscal year begins July 1.
- B. No one shall write a check to themselves or pre-sign blank checks.

- C. A record of all account activity shall be maintained on a designated software program; entries shall be made by the Treasurer.
- D. The computer used by the Treasurer shall have security software in place and a consistent backup system in use.

#### **IV. Account Activity**

- A. 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.
- B. Email requests are sufficient but shall include the current form being used for documentation and copies of all supporting receipts.
- C. Recurring expenses made without a specific request shall be documented by a note in the file or a copy of a letter accompanying the payment.
- D. Requests shall be paid or moneys deposited within ten days of receipt by the Treasurer.

#### **V. Finance Review Responsibilities**

- A. One member of the Guild other than those with signature authority at the bank shall be designated by the Board as the person to perform a monthly review of bank activities.
  - 1. This Designated Person shall have “authorized user” status on the bank accounts to enable electronic access, but no authority to perform transactions.
  - 2. The monthly review of bank activities is described in Procedure IV of this document.
- B. Quarterly, for periods that end with September, December, March, and June, the Designated Person shall:
  - 1. Receive (from the Treasurer) and review the year-to-date Profit and Loss Detail.
  - 2. Receive (from the Treasurer) adequate information to facilitate the determination that proper procedure has been followed related to the requesting and disbursement of funds.
    - a. 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.
    - b. Address any issues brought by the Treasurer.
- C. Yearly, for the period ending with June, the Designated Person shall:
  - 1. Review the year-end Treasurer’s Summary.

2. Review the end-of Treasurer's term report (outside review of financial dealing) from the previous year(s) if present.
  3. Review end-of Treasurer's term material prior to sending to outside review if applicable.
- D. The Designated Person shall assist with preparation of the budget for the upcoming fiscal year.
- E. A person who is not a Guild member, but is a financial professional, shall conduct an independent review of the Guild's financial records and practices every two years, and shall submit his/her observations, conclusions, and recommendations to the Board.

## **VI. Account Reporting**

- A. Financial statements detailing the income and expenses of the Guild shall be prepared quarterly by the Treasurer and provided to the Board of Directors.
1. Specifically, for periods that end with September, December, March, and June, the Treasurer shall submit the following to the Board:
    - a. A year-to-date Profit and Loss Detail Report.
    - b. 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.
    - c. Adequate information to facilitate the committee's determination that proper procedure has been followed related to the requesting and disbursement of funds.
    - d. Outstanding issues identified by the Treasurer and/or Designated Person.
  2. The quarterly report shall be signed by the Treasurer and copies maintained by the Treasurer and the Secretary.
- B. An annual financial report and annual financial statements shall be prepared and maintained by the Treasurer and Secretary.
- C. The completed fiscal year report (Profit and Loss Standard or equivalent, Fund Report of Actuals) shall be published in the October newsletter.
- D. 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.
- E. 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.

## **VII. Budget Development and Adjustments**

- A. The annual budget development process shall provide for the Treasurer, in consultation with the Finance Committee, utilizing input from Committee chairs, officers, and others regarding cost and income estimates to draft a proposed budget.
- B. The Treasurer shall present the draft budget for the upcoming year (July through June) for member and Director review prior to Board approval in May of the current fiscal year.
- C. Committee chairs and others responsible for income or expense items in the budget shall provide timely best estimates of income and expenses and other relevant information necessary for annual budget development, including estimates for subcommittee functions.
- D. Current fiscal year expense or income adjustments may be proposed to the President and Treasurer, who shall present them to the Board for approval.
  - 1. Should total actual revenues not be sufficient to cover total expenses outlined in the adopted budget, the Treasurer shall work with the Finance Committee to develop a revised budget to be presented to the Board for approval.

## **Operational Procedures**

### **I. Receiving and Handling Money**

- A. Monies may be received in the form of coins, bills, checks, and credit card charges.
  - 1. Items shall be counted and recorded separately, with a final total reflecting all types added together.
  - 2. 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.
- B. Two individuals shall independently count each item, in the presence of one another on the day that money is received. The count shall be repeated until both totals agree.
  - 1. 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.
  - 2. If this is not possible at receipt, then count may occur at a later time prior to the items being passed to the Treasurer.
- C. Submit funds to the Treasurer along with a Cash Receipt and/or Count sheet form filled out and signed by the Committee chair or designee, as well as by one witness.



- D. Documentation (See Appendix A, Check/Cash Receipts and Appendix B, Count Sheet)

## **II. Requesting Checks**

- A. Check Request forms (Appendix C) must be completed and signed by the chair of a committee and supported by documentation such as a receipt, contract, invoice, or minutes of payment approval.
- B. If the check request is for reimbursement to a committee chair, it must be signed by the President.
- C. Email requests will be honored; a copy of the email request must include a Check Request form along with image of supporting receipts.
- D. Checks requested for monies paid from multiple budget items should specify the items and corresponding amounts on the Check Request form.
- E. The Check Request Form should indicate to whom or where the check is to be delivered and other pertinent information (for example, check is confidential—to be given to Scholarship Chair for presentation at June meeting.)

## **III. Account Reporting Process – Treasurer**

- A. Using the electronic bank statement, 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 for review.
- C. Attach the cleared deposit and check requests to the appropriate statements and retain these records.

## **IV. Account Reporting Process – Designated Person**

- A. Print the relevant reports sent by the Treasurer. Log into the Guild bank accounts.
- B. Utilizing these reports, and the same reports from the previous month, if indicated, verify the Profit and Loss Detail Report against bank account balances and activities.
- C. View each check image online.
- D. Identify any discrepancies and discuss them with the Treasurer. If the discrepancy cannot be resolved through discussion, the issue should be forwarded to the Board of Directors no later than the next quarterly review date.
- E. Sign the statements and return them to the Treasurer.

## Appendix A--Finances

### Cash Receipt



### Olympia Weavers Guild Check/Cash Receipts

*(To be used when giving the Treasurer money)*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Committee Chair: \_\_\_\_\_

Counter Signature: \_\_\_\_\_

**Category Codes:**

A—Membership Dues

B—Properties

D—Puyallup Fair

F—Sale of Donated Items/Donations

H—Workshops

J—Other Income (\_\_\_\_\_)

C—Library Fines

E—Raffle S2S

G—Show and Sale

I—Yearbook Ads

For Treasurer's Use Only:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Received: \_\_\_\_\_

CASH	Amount	Code
Change Count		
Bill Count		
CASH TOTAL		
Checks		
CHECK TOTAL		
<b>Total Amount:</b>		

## Appendix B--Finances Count Sheet



Olympia Weavers Guild

### Count Sheet

Date \_\_\_\_\_

1st Count: \$ \_\_\_\_\_ 2nd Count: \$ \_\_\_\_\_

Program Chair \_\_\_\_\_

Counter Signature \_\_\_\_\_

Name on Check	Code	Check Number	Amount

Codes:  
A-Membership Dues      B-Properties      C-Library  
D-Puyallup Fair      E-Raffle S2S      F-Donated Items  
G-Show and Sale      H-Workshops      I-Yearbook Ads  
J-Other Income \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

## Appendix C--Finances Check Request Form



### Olympia Weavers Guild - Check Request

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address (if check to be mailed) Mail check: ☐

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give check to: \_\_\_\_\_

Authorization or reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Chairperson and/or President

**For Treasurer's Use Only:**

Date Paid: \_\_\_/\_\_\_/\_\_\_ Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

Category	Amount	Category	Amount
Affiliations		Newsletter	
ANWG-Rep/Conference		Programs	
Computer hardware/software		Properties	
Digital Samples Project		Sheep to Shawl Exp	
Education Outreach		Show and Sale Exp	
Gen Operating Exp—Pres/Sec		Showcase	
Gen Operating Exp—Treasurer		Sunshine	
Grant Committee		Tea and Coffee	
Historian		Website	
Holiday Party		Workshop	
Library		Yearbook	
Membership Exp		Other	

Effective Date: 03/05/2023  
Amended: 11/12/2023

# General Information for All Committees

## Purpose

The Guild's goals are accomplished by the work of committees.

The purpose of this document is to define the different types of committees and detail general guidelines for all committees, committee chairs, and committee work.

## Definitions

ANWG – Association of Northwest Weaver's Guilds  
HGA – Handweavers Guild of America  
BOD – Board of Directors

## Authority/Relevant Documents

Policies & Operational Procedures: Board of Directors; Finances; Operational Details; Individual Committee documents

## Policies

### I. General Guidelines for All Committees

- A. The size of all committees, unless otherwise prescribed, is at the discretion of the committee chair.
- B. Committees may persist from year to year, as their work is on-going, and shall be referred to as Standing Committees. Standing Committees may have subcommittees.
- C. Committees may be created for a specific purpose and their duration is limited by the scope of their work. These shall be referred to as Ad Hoc Committees.
- D. Committees, subcommittees, and individual members' actions are subject to existing Guild Bylaws, Policies and Operational Procedures.
- E. Existing Guild Policies and Operational Procedures for the receiving, handling, counting, and management of funds shall be followed by all committee chairs and members at all times. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances document.
- F. Specific committee functions are listed in separate Policy and Operational Procedure documents.

## **II. Committee Chair Responsibilities**

- A. Chair responsibilities common to all Chair positions
  - 1. Committee expenditures are monitored and submitted to the Treasurer by Committee Chairs in accordance with existing Policies and Operational Procedures.
  - 2. Committee Chairs are expected to keep Guild membership and the Board updated on committee and subcommittee activities through meeting reports, newsletter articles, and social media updates, as appropriate, or ensure this communication is being done by the Subcommittee Lead.
  - 3. Standing Committee Chairs should receive a notebook at the beginning of their term from the outgoing Chair regarding activities, duties, etc. of the chair and the committee.
    - a. Notebooks are intended to be used by the Committee and subcommittees, as appropriate, to accomplish their respective roles.
    - b. Relevant contacts, resources, and timelines should be included.
  - 4. Chair positions are voluntary and are not term limited. Chairs are expected to indicate their desire to continue or to leave their position by March 15<sup>th</sup> of each year and should communicate this desire to the Chair of the Recruitment Committee.
  - 5. Committee Chairs are expected to create an Annual Report summarizing the committee's activities and budget compliance for the current fiscal year and speaking to plans, including budget and goals for the next year. Annual Reports are due at the end of each fiscal year. The report is prepared in duplicate; one copy is given to the Board and one copy remains in the committee notebook.
  - 6. Committee Chairs (or their designee) wishing to address the Board of Directors may do so at any annual, regular, or special Board meeting at the discretion of the Board by requesting time on the agenda or during a period set aside for this purpose by the Board.
  - 7. Committee Chairs shall assure the training of "backup" members for critical functions.
- B. Standing Committees with Subcommittees
  - 1. Most standing committees will utilize subcommittees to accomplish their goals.
  - 2. The leader of a subcommittee is referred to as the Lead and reports to the Committee Chair.
  - 3. A Committee Chair may also be the Lead of one or more subcommittees.

4. Lead positions are voluntary and are not term limited. Leads are expected to indicate their desire to continue or to leave their position by March 15<sup>th</sup> of each year and should communicate this desire to their Chair and/or to the Chair of the Recruitment Committee.
5. Subcommittee Leads are expected to do the following:
  - a. Consult with the Committee Chair when questions arise as to the direction of work efforts.
  - b. Keep the Chair informed about activities, budget issues, needs, and planning.
  - c. Participate with the Chair as requested during the budgeting process and the annual reporting process.
  - d. Maintain records of Subcommittee activities as requested by the Chair of the Committee or as needed to facilitate others who may fill this role in the future.
  - e. Update Guild membership and the Board on subcommittee activities through meeting reports, newsletter articles, and social media updates when requested to do so by the Committee Chair.

## **Appendix A – General Information for All Committees**

### **Standing Committees and Their Subcommittees**

#### **Communications Committee**

- Newsletter Subcommittee
- Publicity Subcommittee
- Social Media Management Subcommittee
- Website Management Subcommittee
- Zoom Scheduling Subcommittee

#### **Member Education Committee**

- Beginning Weavers Subcommittee
- Camel Subcommittee
- Grants Subcommittee
- Showcase Subcommittee
- Study Groups

#### **Membership Committee**

- Yearbook Subcommittee

#### **Programs and Workshop Committee**

#### **Properties Committee**

#### **Public Outreach Committee**

- Charitable Projects Subcommittee
- Fair Events (includes Sheep to Shawl and 4 X 4) Subcommittee
- Library Displays, community, and school activities Subcommittee

#### **Resources Committee**

- ANWG/HGA Subcommittee
- Digital Samples (ad hoc) Subcommittee
- Historian Subcommittee
- Library Subcommittee

#### **Show and Sale Committee**

#### **Social Events Committee**

- Holiday Party Subcommittee
- Hospitality (formerly Refreshments and Sunshine) Subcommittee
- Picnic Subcommittee

#### **Director Chaired Committees**

- Finance Committee
- Policies & Operational Procedures Committee
- Recruitment Committee



Effective Date: 03/05/2023

# Communications Committee

## Purpose

The purpose of this document is to describe the functions of the Communications Committee and how they will operate to assure appropriate communications between the Board of Directors and Guild members, within the Guild, and between the Guild and members of the public.

## Authority and Relevant Documents

Articles of Incorporation, Article III  
Policies and Operational Procedures: Finances, General Committee Information, Membership, Organizational Details

## Policies

### I. General Overview

- A. The Communications Committee is a Standing Committee with responsibility for planning and directing communication within the Guild and between the Guild and members of the public.
- B. Subcommittees include Newsletter, Publicity, Social Media Management, Website Management, and Zoom Scheduling.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting, and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances document.

### II. Subcommittee Specifics

- A. Newsletter
  - 1. Published prior to each Guild meeting, the newsletter is mailed on request or emailed to members and posted to the website at least one week before membership meetings.
  - 2. The newsletter includes news and information pertaining to the previous meeting, the upcoming meeting, from members, Study Groups, from the Board, and other items as appropriate.
  - 3. The committee may determine the deadline for receiving information prior to printing.

4. Newsletters may be shared with other Guilds after financial information is removed.
  5. Committee retains a permanent copy of each newsletter with committee information and files.
- B. Publicity
1. Submit meeting and other pertinent information to the local news media.
  2. Solicit ads for the Newsletter, Yearbook, and Website and submit them to the relevant individuals for publication in a timely manner.
  3. Price charged for ads is determined by the Board of Directors. The current rate is \$40.00.
  4. Ensures that all advertisers pay their ad fees.
- C. Social Media Management
- Responsible for maintaining the Guild social media presence that provides information to the public about the Guild and Guild activities and information to members, while protecting member confidentiality.
- D. Website Management
- Responsible for maintaining the Guild website that provides information to the public about the Guild and Guild activities and information to members, while protecting member confidentiality.
- E. Zoom Scheduling
- Responsible for coordinating the scheduling of Zoom meetings for Guild members and committees.

Effective Date: 03/05/2023

# Member Education Committee

## Purpose

The purpose of this document is to describe the ways in which the Guild provides educational opportunities to members of the Guild.

## Authority/Relevant Documents

Articles of Incorporation, Article III  
Policies and Operational Procedures: Finances, General Committee Information,  
Individual committee documents, Organizational Details

## Policies

### I. General Responsibilities

- A. This Standing Committee, as well as the Programs and Workshop Committees, organizes, plans, directs, and supervises the provision of educational opportunities to members of the Guild, consistent with Guild's stated purpose.
- B. Subcommittees include the following: Beginning Weavers, Creative Approach Mobile Education Loom (CAMEL), Grants and Scholarships, Showcase, and Study Groups.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

### II. Beginning Weavers Subcommittee

- A. Consistent with the Guild's Purpose, Beginning Weavers provides hands-on instruction for members new to loom weaving.
- B. Frequency of classes, duration of the class, scheduling of classes, and class content are at the discretion of the instructor.
- C. Beginning Weavers classes are supported by funding as follows:
  - 1. Students are responsible for the cost of renting needed equipment from the guild, for class materials, and for the cost of the instructor's time.
  - 2. Guild is responsible for the cost of securing a venue, if a venue is needed, subject to the existing budget for this purpose.

- D. Instructor is responsible for the following:
  - 1. Scheduling classes and securing venues when needed.
  - 2. Communicating with students.
  - 3. Participating, with the Committee chair, in the budget process for the Member Education Committee.
  - 4. Following existing Policies and Operational Procedures when handling money, requesting checks, or arranging for venues. See Finances, Board of Directors documents.
  - 5. Maintaining class records and evaluations.

### **III. CAMEL Subcommittee**

- A. Organized to acquaint members with different weave structures by providing a portable warped loom and multiple lift plans, the project has evolved over time and also participates in public outreach projects.

### **IV. Grants and Scholarships Subcommittee**

- A. Grants and Scholarships (Hazel Pattison Memorial Grants)
  - 1. Responsible for encouraging and processing applications for Enrichment, Education, and Outreach Grants.
  - 2. Receiving a grant is not dependent upon financial need.
  - 3. Only those who have been members for at least one year are eligible.
  - 4. For the Enrichment Grant (\$500-\$1000), see Hazel Pattison Enrichment Grant POP.
  - 5. For the Educational and Outreach Grants (\$50-\$300 each for a total of \$600 per year), reviews the applications and submits them to the Board for selection.
  - 6. Aids in raising donations for the grant program, keeps membership informed of grant availability and deadlines, and ensures that current Grant information is posted on the website.

### **V. Showcase Subcommittee**

- A. Facilitates the Showcase activity at Guild membership meetings, where members display and discuss items they have made.
- B. Provides forms for members to describe articles on display.
- C. Procures prizes and facilitates the year-end drawing of winning names for annual prizes at the June picnic meeting.

## **VI. Study Groups Subcommittee**

- A. Study Groups are a subcommittee within the Member Education Committee, the Chair of which will keep the Board informed as to current, active study groups and assure they are formed and operate consistent with the bylaws, policies, operational procedures and stated purpose of the Guild.
- B. A Study Group may be formed by any member who wishes to do so, by simply announcing the intention to form the group and soliciting other interested individuals to participate.
- C. Group members need not be members of the Guild, although Guild membership is encouraged.
- D. Study Groups occur with no impact to the General Operating Budget of the Guild but may self-fund group activities.
- E. Study Groups may apply for scholarship monies, subject to scholarship guidelines.
- F. Group members will determine how often they will meet, the location, and the scope of their exploration.
- G. One individual within each Study Group has the responsibility to disseminate meeting information within the group and within the guild.
  - 1. The general purpose of the meetings and the responsible person for the group should be noted in the Yearbook, the Newsletter, and on the website.
  - 2. Reminders about the group may occur at Membership Meetings and/or in the Newsletter.

Effective Date: 03/05/2023

# Membership Committee

## Purpose

The purpose of this document is to describe the functions of the Membership Committee and how they will function to handle issues related to managing the membership processes and preparing, publishing, and disseminating the Yearbook.

## Authority/Relevant Documents

Bylaws

Policies and Operational Procedures: Finance, General Committee Details, Membership, Organizational Details

## Policies

### I. General Overview

- A. The Membership Committee is a Standing Committee with responsibility for the following roles:
  - 1. Handling the membership and membership renewal process and keeping records of Guild members in a form that permits preparation of a list of names and addresses of all members, in alphabetical order, while protecting the privacy of members' personal information.
  - 2. Updating the Membership Form as needed and publishing it to the website.
  - 3. Compiling, printing, and distributing the Yearbook to members and advertisers yearly.
  - 4. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

### II. Committee Specifics

- A. Responsibilities include the following tasks:
  - 1. Keeping the records of membership.
  - 2. Having member name tags in order and having them, attendance signup sheets and guest book available at Membership meetings.
  - 3. Greeting and introducing guests and new members to the Guild.

4. Handling all details of new member applications, including passing dues to the Treasurer and the name and contact information of new members to Newsletter and Yearbook personnel following current guidelines and confidentiality protection policies and operational procedures.
  5. Reporting the number in attendance at Guild meetings.
  6. Assuring new members receive a current Yearbook and Resource Guide.
- B. Maintain membership information as required, assemble, and print the Yearbook, a Guild resource, and distribute it to members and advertisers in September of each year.

Effective Date: 03/05/2023

# Public Outreach Committee

## Purpose

The purpose of this document is to describe the functions of the Public Outreach Committee and how they will operate to fulfill the purpose of the Guild to share members' interests in weaving with members of the community by promoting community education and participating in special events and services.

## Authority/Relevant Documents

Bylaws

Policies and Operational Procedures: Finances, General Committee Information, Organizational Details

## Policies

### I. General Overview

- A. The Public Outreach Committee is a Standing Committee with responsibility for organizing, planning, directing and supervising education about weaving and other fiber activities to members of the community as the need and opportunity arise.
- B. Subcommittees may include but are not limited to the following activities and are supported in the Guild budget: ANWG/HGA interface; fair events (Sheep to Shawl, 4 X 4); charitable activities (such as the Harmony Hill Project); library displays, community and school activities.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

### II. Subcommittee Specifics

- A. ANWG/HGA Representative
  - 1. Representing the Guild with both affiliated organizations, this individual attends the annual meetings, being reimbursed for mileage and other expenses not to exceed the current ANWG/HGA Guild budget.



2. Requests the formation of a Booth committee when necessary for the purpose of planning and carrying out a booth for the ANWG Conference.
  3. Solicits the Guild to make a donation to the ANWG Conference Committee to be used as a prize for an outstanding weaving in one of the displays or special categories as approved by the Guild.
- B. Fair Events  
During the summer months, organizes Guild participation in local fair events, most notably the Sheep to Shawl and 4 X 4 events at the Puyallup Fair in September and the Thurston County Fair in August. Monies from these events are deposited in the general fund.
- C. Charitable Activities  
While the Guild itself does not financially donate to charities and other private organizations, organized charitable activities may be undertaken by Guild members with the approval of the Board of Directors at the request of the Public Outreach Committee Chair.
- D. Library Displays, Community and School Activities  
In support of the Guild's Purpose, this subcommittee will respond to requests and participate as resources and manpower allow.

Effective Date: 03/05/2023

# Resources Committee

## Purpose

The purpose of this document is to describe the functions of the Resources committee and how it will operate to manage the resources of the Guild in an appropriate manner, maximizing resource availability to all members.

## Authority/Relevant Documents

Articles of Incorporation, Article III

Policies and Operational Procedures: Finances, General Committee Information

## Policies

### I. General Responsibilities

- A. This Committee oversees the storage and use of the Guild's collection of books, magazines, and weaving samples, historical documents and photographs.
- B. Subcommittees include the Library, Historian, and Digital Samples (an ad hoc committee).
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

### II. Subcommittees

- A. Librarian
  - 1. Supervise and oversee the storage and use of the Guild's collection of books, magazines and weaving samples.
  - 2. It is recommended that the Librarian have an assistant, the expectation being that individual will assume the duties of the Librarian in the future.
  - 3. The Librarian has the following duties:
    - a. Devising and using a circulation system to check books in and out at each meeting or open library time.
    - b. Set and collect overdue and resource-replacement 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 General Fund.
  - f. Acquisition, disposition and sale of donated books and publications.
  - g. Assuring that books and samples are maintained and stored in a manner that maximizes their expected life.
- B. Historian
  - 1. Documents relevant activities pertaining to Guild affairs and members and maintains a scrapbook. These may be in the form of newspaper articles, photos, etc.
  - 2. The Historian encourages members to contribute to the scrapbook and should bring it to Guild meetings at least once a year for viewing and updating. Advance notice of viewing should be announced in the newsletter.
- C. Digital Samples
  - 1. This group is charged with digitizing the Library's collection of weaving samples.

Effective Date: 03/05/2023

## Social Events Committee

### Purpose

The purpose of this document is to describe the functions of the Events committee and how they will operate to assure that desired social events within the Guild occur in the desired manner on a regular basis.

### Policies

#### I. General Overview

- A. The Events Committee is a Standing Committee with responsibility for planning and directing social events that occur within the Guild on a regular basis.
- B. Subcommittees include, but are not limited to the following:
  - 1. Holiday Party, an event occurring on the third Friday of December.
  - 2. Guild Picnic, an event occurring on the third Friday of June.
  - 3. Hospitality (formerly called Refreshments and Sunshine) occurring regularly at all membership meetings and as needed throughout the year.
    - a. Includes the sending of cards of condolence, get-well, or congratulations to members as the occasion dictates.
    - b. Reports cards sent at meetings and requests information from Guild members to facilitate the above.
    - c. Organizes the provision of refreshments by members for membership meetings throughout the year, usually three persons per meeting date.
    - d. Maintains and sets up tea and coffee makers and supplies, including clean-up at membership meetings and Workshops.
    - e. Forwards names of hostesses each month to the Newsletter Chair for publication.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

Effective Date: 03/05/2023

Amended: 3/10/2024

# Membership

## Purpose

The purpose of this document is to set forth the way in which persons become members of the Guild, membership categories and how they are determined, and the privileges and responsibilities of members within the organization. Defines a “member in good standing”, speaks to how Honorary/Lifetime membership is conferred.

## Authority/Relevant Documents

Articles of Incorporation: Article III

Bylaws, Section 2.

Policies & Operational Procedures: Board of Directors, Finances, General Committee Information, Properties, Workshops

## Policy

### I. Membership Dues

- A. Categories of membership and the amount of dues per category are established by a vote of the Board of Directors.
- B. Categories of membership and current dues for the fiscal year (July through June) are as follows:
  - 1. Individual membership: \$40.00
  - 2. Household membership (2 or more people who live in the same house): \$55.00
  - 3. Scholarship membership (valid student ID required): \$30.00
  - 4. Hardship membership \$30.00 following a private, confidential conversation with the Membership Chair about relevant necessity.
  - 5. New members joining between February first and the end of the fiscal year (June 30) may deduct \$15.00 from their annual dues.
  - 6. Honorary/Lifetime Members need not pay annual dues.
- C. Members are asked to renew their membership by June 30<sup>th</sup> so their information can be included in the Yearbook.

### II. Privileges and Responsibilities of Membership

- A. Members are considered to be in “good standing” if dues are current, no unpaid overdue library fines or fees are outstanding, and no equipment rental fees or damage assessments are outstanding.

- B. Members in good standing shall be entitled to the following:
1. To participate in all guild activities subject to the Policies and Operational Procedures for that activity, including contributing to the newsletter and social media sites.
  2. To check out library materials.
  3. To rent Guild equipment, such as looms, rag cutters, drum carders, etc. A list of available equipment is found in the Yearbook, under "Properties".
  4. To first priority when registering for workshops. (See Workshop Policy.)
  5. To renewal of yearly membership. Renewal of membership is contingent upon all fines and/or restitution for damages being paid in full.
  6. To sell fiber-related items such as equipment, yarn, hand knit, woven, or crocheted products, books, or magazines at Guild membership meetings or at the picnic. Member 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.
  7. To stand for election to the Board of Directors after one year's membership.

### **III. Honorary/Lifetime Membership**

- A. To be considered for Honorary/Lifetime Membership, a member must have been an active member of the guild for at least 20 years and be a current member in the year they are nominated.
- B. During the years of membership, they must have taken active leadership roles in the guild, such as being an officer, a board member and/or Chair of a major committee.
- C. The individual should be an active member who participates in Showcase and attends at least some meetings and/or study group meetings. Participation in outreach activities of the Guild, such as the fairs, the Show & Sale, demonstrations for the public or schools, etc. will be considered.
- D. Nominations originate with the Board as it is an honor conferred by the Board. See Operational Procedure.
- E. Recipients no longer need to pay dues, will be honored with recognition in the Yearbook, and will be featured in an interview published in the Newsletter.

## **Operational Procedures**

### **I. How to Join or Renew Membership**

- A. Prospective members are encouraged to attend up to three regular meetings as guests of the Guild.
- B. Membership Applications (see Appendix A) are available from the Guild website or from the Membership Chair.
- C. Completed Applications should be mailed to the individual listed on the form with the membership fee, either in cash or personal check. Form and fee may also be delivered to the Membership Chair at a membership meeting.
- D. Individuals with questions regarding the membership process or privileges are encouraged to contact the Membership Chair in person or via the website.
- E. Members who make donations to the Guild at the time they join or renew are encouraged to designate how they want their donations used; for Pattison grants, Standley awards, Erickson awards, or for the Guild's general expenses. If unspecified, donations will be deposited in the General Fund and used for general expenses. (Choices are specified on the Membership form.)

## II. Process for Awarding Honorary/Lifetime Membership

- A. Information regarding longevity of membership and activities in which members participate shall be maintained by the Vice President or Board-designated person and provided to the Board each year in November for consideration in March.
- B. In March the Board shall review the list of eligible members and evaluate whether they wish to award Honorary/Lifetime Membership status to any members that year, based on the recommendation of the Vice President.
- C. Status may be awarded to no more than five members in a year.
- D. Announcement of the award(s) will be made at the June picnic.
- E. Follow-up activities (notification to the Yearbook Lead, article about the award and the individual in the newsletter) shall be made by the Vice President or a designated individual.

**Membership Appendix A**  
**Olympia Weavers Guild Membership Form**

**2023-2024**

We welcome all members, new or renewing, to our guild. We endeavor to provide a friendly, supportive, inclusive environment where members may learn, share their unique skills, and be inspired.

**Part 1. Personal Information**

\_\_\_\_\_ Renewal

\_\_\_\_\_ New Member

(Please Print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

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**Part 2. Membership Dues, July 1 through June 30.**

A. Our membership renewal period begins each year in April for the following year. Dues are \$40 per year.

**B. Dues must be received or postmarked on or before June 30** to be included in the yearbook.

C. New members joining after February 1 of the current year may deduct \$15 from the yearly membership dues for membership through June 30.

**D. Special Needs**

If you have special needs and would like to request accommodation, please contact the Membership Chair listed on this form or contact us at [info@olympiaweaversguild.org](mailto:info@olympiaweaversguild.org)

\_\_\_\_ \$40 Yearly membership

\_\_\_\_ \$55 Household membership (2 or more people residing in the same house).

\_\_\_\_ \$30 Student or hardship membership

\_\_\_\_ Tax Deductible Donation\* to:

\_\_\_\_ Hazel Pattison Grant Fund

\_\_\_\_ Marjorie Erickson New Weaver Fund

\_\_\_\_ General Fund

\_\_\_\_ Terri Standley Inspirational Member Award Fund

\_\_\_\_ Total Enclosed

Check # \_\_\_\_\_

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\*OWG is a tax exempt entity under 501C(3) of the IRS Code. All donations are tax-deductible.

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**Part 3. Member Photographs, Address and Contact Information Confidentiality**

**A. Photographs**

Photographs may be taken during guild events. Please choose one of the following:

\_\_\_\_ I agree that photos of me taken during guild sponsored events may be used by the guild.

\_\_\_\_ I do not want my photo taken or used in any manner and agree to wear a specially marked name tag at all guild functions to let photographers know I do not wish my photograph taken.



**B. Yearbook**

Each year the Guild publishes a yearbook, which is printed and mailed to members and advertisers. The yearbook includes addresses and contact information. Please choose one of the following:

\_\_\_ I agree that the Guild may publish my contact information in the yearbook.

\_\_\_ I do not want the Guild to publish my contact information in the yearbook. Please do not print the following: (check all that apply)

\_\_\_ name      \_\_\_ address    \_\_\_ phone number(s)    \_\_\_ email

**C. Inspection of Books and Records**

Guild members may request to inspect and copy Guild Books and Records. Please choose one of the following.

\_\_\_ I agree that the Guild may include my contact information in requests for books and records.

\_\_\_ I do not want the Guild to include my contact information in requests for books and records.

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**Part 4. Please tell us a little about yourself.**

A. What are your main weaving interests?

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B. As a weaver and fiber artist, what would you like to learn more about?

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C. Like most Weavers Guilds we are an organization of volunteers. As members we all benefit from the combined efforts of many individuals. As opportunities arise we encourage you to volunteer when and how you can. Thank you for joining our guild!

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**Part 5. Please mail your completed membership form and dues for 2023-2024 to:**

Marise Person, OWG Membership Chair, 801 South St. SE, Tumwater, WA 98501.

For admin use:

\_\_\_ funds to treasurer    \_\_\_ database    \_\_\_ welcome

Received/postmarked \_\_\_\_\_

\_\_\_ nametag    \_\_\_ yearbook    \_\_\_ photo

Effective Date: 5/19/2023

# Officer Responsibilities

## Purpose

The purpose of this document is to describe the responsibilities of the Officers of the Board of Directors.

## Authority/Relevant Documents

Relevant documents are as follows:

Bylaws, Sections 4, Officers; Section 7, Books and Records  
Policies and Operational Procedures: Board of Directors; Finances;  
Organizational Details

## Policies

### I. Composition and Qualifications

- A. Officers of the Guild are the President, Vice-President, Treasurer, and Secretary. As a group, they shall be referred to as the Officers of the Board.
- B. Officers are elected by the Board at the Annual Meeting as described in the Board of Directors POP.
- C. Candidates must have been a Director for a minimum of one year and have actively participated in Board activities.

### II. General Responsibility Statements

- A. Generally speaking, the officers are responsible for managing the day-to-day operations of the Guild.
- B. Duties may be specifically assigned in the Bylaws document or may be assigned by the Board of Directors.
  - 1. In some circumstances, Bylaw-assigned duties may be delegated, by the Board to another Director or to a Guild member. (Example: the individual responsible for keeping the membership list as required.)
- C. If the Officers are considering an issue and are unable to achieve a majority consensus, the issue should be brought to the attention of the full Board.

### III. Specific Responsibilities

#### A. President

1. Bylaw Stated Responsibilities
  - a. Function as the chief executive officer of the Guild, authorized to bind the Guild on contracts and transactions on behalf of the Guild, with the approval of a majority of the Directors, except for emergencies. (See Bylaws.)
2. How the above translates to duties
  - a. Has signatory authority on all Guild financial accounts.
  - b. Signs all Guild checks as directed by the Treasurer.
  - c. Utilizing appropriate input from members and the Board, generates meeting agendas.
  - d. Presides at all Board meetings.
  - e. Assures notices occur as required. (See Bylaws.)
  - f. Directs planning efforts.
  - g. Channels concerns and issues brought by members or Directors toward resolution.
  - h. Assures that Board activities, concerns, and announcements are communicated appropriately to members and that member issues are brought to the Board.
  - i. Interfaces with non-Guild organizations and individuals as appropriate.

#### B. Vice President

1. Bylaw Stated Responsibilities
  - a. Fulfill the role of the President in the President's absence.
  - b. Perform other duties as the President or Directors assign.
2. How the above translates to duties
  - a. Presides at Board meetings when the President is unavailable or on request.

#### C. Treasurer

1. Bylaw Stated Responsibilities
  - a. Maintain the financial records of the Guild and prepare a budget, financial statements, and annual financial report as required by Sections 7 and 9 of the Bylaws; ensure that the Guild's Annual Report is filed with the Washington Secretary of State.
  - b. Ensure that all tax returns are promptly filed with state and federal taxing authorities.
  - c. Prepare and maintain records as required by Section 7.
    - i. Financial records sufficiently detailed to enable the Guild to fully declare the true statement of its financial status.

- ii. A record of the Guild's members in a form that permits preparation of a list of the names and addresses of all Members, in alphabetical order. Note: this responsibility has been delegated by the Board to the Membership Committee.
- 2. How the above translates to duties
  - a. Heads the Finance Committee, determining its composition as needed.
  - b. Works with the Designated Person as described in the Finance Document to perform a monthly review of accounts.
  - c. Prepares quarterly reports as required for Board review.
  - d. Prepares the annual budget, monitors ongoing financial activity, and keeps the Board informed as appropriate.
  - e. Reviews budget change requests and makes recommendations to the Board regarding requests.
  - f. Processes properly documented requests for funds, assuring that standards are met, and issues checks as appropriate.
  - g. Receives properly documented funds and deposits them in the appropriate accounts in a timely manner.
  - h. Assures that dynamic electronic records are "backed up" on a regular basis.
- D. Secretary
  - 1. Bylaw Stated responsibilities.
    - a. Maintain the corporate records of the Guild as specified in Section 7. See Bylaws.
      - i. All of the Guild filings with the Washington Secretary of State.
      - ii. All duly adopted Bylaws and amendments.
      - iii. Minutes of all Annual, Regular, or Special Meetings.
      - iv. Consents in Lieu of Meetings.
      - v. All notices and other written communications to the Members or Directors within the past six (6) years, including the financial statements.
      - vi. A list of the names and addresses of the Guild's current Directors and Officers
  - 2. How the above translates to duties.
    - a. Records the minutes of all Board meetings (Annual, Regular, Special, and Consents in Lieu of Meeting), making the resulting minutes available to Board members within 15 calendar days of the meeting.
    - b. Sends the minutes to the Newsletter person for publishing in the next available newsletter (subject to item a).

- c. Assures that dynamic electronic records are “backed up” on a regular basis.

Effective Date: 03/05/2023  
Amended: 11/12/2023

# Organizational Details

## Purpose

The purpose of this document is to review the background of the Guild, describe it in general terms, its affiliations, and publications and to speak to use of photographs and members' contact information.

## Brief History Overview

The Olympia Weavers Guild first met in 1944 with nine members and has continued to grow since then. The Guild gained IRS non-profit status, effective late 1992 and incorporated as a Washington non-profit corporation that year as well.

In 2022, the Guild voted to change from a membership-managed organization to a Director-managed organization.

## Authority/Relevant Documents

Relevant documents are as follows:

- Declaration of Non-Profit IRS status
- Articles of Incorporation, Amendment, and Addendum
- Policies and Operational Procedures: Finances, General Committee Information, Individual committee documents

## Policies

### I. Purpose

- A. The purpose of the Olympia Weavers Guild shall be to provide a safe and welcoming forum where active weavers and fiber artists may share information, knowledge, and techniques, and provide each other with guidance, encouragement, inspiration, and Guild-financed grant support.
- B. Guild members are encouraged to share their interests in weaving with members of the community by promoting community education and participating in special events and services.
- C. Membership in the Guild is open to any individual interested in weaving and related fiber arts.
- D. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed by all Committee chairs and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances.

## **II. Affiliations**

The Olympia Weavers Guild is affiliated with the Association of Northwest Weavers' Guilds (ANWG) and the Handweaver's Guild of America (HGA) and pays dues annually to both organizations.

## **III. Publications** The following are the Guild's publications. For more detail, refer to individual committee documents.

- A. Newsletter: The official publication shall be titled The Olympia Weavers Guild Newsletter. It shall be published every month that the Guild meets and members shall receive a copy.
- B. Yearbook and Resource Guide: Published yearly in September, this publication includes a list of Guild Directors and Officers, current members, committee Chairs, programs and workshops for the current year. Grant information, Show and Sale eligibility, Properties available for rent, and sponsored advertising information are also included.
- C. Website: Updated regularly, the Guild website ([www.olympiaweaversguild.org](http://www.olympiaweaversguild.org)) provides the community and Guild members with information regarding the Guild and Guild activities. See Communications Committee document.
- D. Bylaws, Policies and Operational Procedures are posted on the Guild website. Copies are available in the library.
- E. Responsibilities for publications are referenced in the relevant Committee Document.

## **IV. Confidentiality and Access**

- A. Any individual with special needs is asked to contact the Membership Chair or email via website information contact and efforts will be made to accommodate them.
- B. General photos or videorecording of Guild meetings is not permitted. Anyone wanting to photograph specific artwork must have permission of the artist.
- C. Photographs may be taken at Guild meetings during Showcase and at Guild sponsored events by the Historian. Members may express their wish to not have their photographs taken or used by the Guild. See Procedure.
- D. Member name, address, and contact information is published annually in the Yearbook, which is distributed only to members and Yearbook advertisers. Members may express their wish to exclude their address or contact information from being published in the Yearbook. See Procedure.

- E. Books and records are made available to member request for inspection and copying. Members may request to exclude their address or contact information from books and records requests. See Operational Procedure.

## **Operational Procedures**

### **I. Member Photographs, Address and Contact Information Confidentiality**

- A. On the Guild form used for new membership and for annual renewal of membership, the following options are included so that members can request confidentiality of their photographs or contact information:
1. Photographs:  
“Photographs may be taken during Guild sponsored events. Please choose one of the following:  
\_\_\_ I agree that photos of me taken during guild events may be used by the Guild.  
\_\_\_ I do not want my photo taken or used in any manner and agree to wear a special name tag at all guild functions to let photographers know I do not wish my photograph taken,”
  2. Yearbook:  
“Every year the Guild prints a yearbook, which is printed and mailed to members and advertisers. The Yearbook includes addresses and contact information. Please choose one of the following:  
\_\_\_ I agree that the Guild may publish my contact information in the yearbook subject to the following limitations (detail any restrictions) \_\_\_\_\_  
\_\_\_ I do not want the Guild to publish my contact information in the yearbook or to disclose it in any other manner.”
  3. Special Needs Communication:  
“If you have special needs and would like to request accommodation, please contact the Membership Chair listed on this form or contact us at [info@olympiaweaversguild.org](mailto:info@olympiaweaversguild.org).”

### **II. Requesting and Responding to a Request for Inspection of Books and Records**

- A. Requesting Access
1. This procedure and attached form are not required if a member has a question regarding a piece of information that could be provided by a conversation with an Officer, Director or Committee Chair. It is meant to address a member’s request for complex or extensive information regarding OWG or OWG’s operation.



- a. Examples not requiring that a form be filled out: What was the value of merchandise sold at the last Show & Sale? How much was budgeted for Sheep to Shawl expenses in 2018?
    - b. Examples that would require that a form be filled out: How much has been expended in Grants, by year, from the Hazel Patterson Memorial Fund since it began? How much money has been donated by members to the scholarship fund? How much money has the library spent each of the last ten years?
  2. Complete the form in Appendix A and forward it to the Secretary. If additional routing is required, the Request Form will be forwarded as appropriate.
- B. Responding to the Request
1. Secretary will document receipt of the request and whether clarification is needed. Clarification needed/obtained should be documented on the form.
  2. If the request is forwarded to another Officer, Director, or Committee Chair, this should be documented on the form.
  3. Requests incurring expense or research time should be documented and verified with the requesting member before proceeding.
  4. A list of books and/or records provided should be summarized on the request form or a copy attached.

**Appendix A—Organizational Details**

**Request for Books and Records**

**Date:**

**Member Name:**

**Contact Information:**

**Item Requested:** (Please state specific item requested. For example, year-end budget reports 2020-2030)

**Format:** Electronic \_\_\_\_ Hard copy \_\_\_\_ (If cost is incurred to provide this information, that cost will be charged to the requesting party.)

**Reason for Request/Intended Use for Information Obtained:**

**Signature of Requesting Member:**

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**Date Received:**

**By:**

**Action needed:** Clarify request: \_\_\_\_ Forward Request: \_\_\_\_

Forwarded to:

Date:

Explanation:

**Anticipated expense or research time communicated to Requesting Member:**

Date: \_\_\_\_\_ Proceed with request: \_\_\_\_ Abandon request: \_\_\_\_

Summary of materials provided:

**Date:**

**Signature:**

Effective Date: 5/19/2023

# Programs and Workshops

## Purpose

The purpose of this committee is to arrange for programs to be presented at Guild membership meetings September through May, excluding December, and one or two extended day or multi-day workshops each year, based on the interests of members and the annual budget.

The intention is to expand members' knowledge, skills, and abilities and to provide encouragement and inspiration.

## Authority/Relevant Documents

The relevant documents are as follows:

Articles of Incorporation, including Amendments and Addendums  
Policy & Operational Procedures: Finances, General Committee Information,  
Membership, Organizational Details

## Policies

### I. General Overview

- A. The Programs and Workshops Committee is a Standing Committee led by two members: the Chair and an Assistant. A two-year commitment is suggested but is not mandatory.
- B. The Chair and Assistant are encouraged to utilize additional members on their committee to accomplish the scope of work.
- C. The general responsibilities of Committee Chairs are addressed in the General Committee Information POP.
- D. Existing Guild Policies and Operational Procedures for the receiving, handling, counting, and management of funds shall be always followed by the Committee chair and members. Additionally, Committee chairs and others responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances Document.

### II. Programs

- A. Program expenses are paid by the Guild, subject to the budget. Grant and Scholarship recipients present programs at no charge as a condition of receiving funds.

- B. If a workshop instructor also presents a program, travel expenses will be split between Programs and Workshops, when contracted together.

### **III. Workshops**

- A. Workshops are organized on a cost recovery basis with participants paying all workshop expenses. Costs are rounded up to the nearest dollar.
- B. Workshop participants pay all workshop expenses to the Guild through the Committee Chair.
- C. A Member who hosts a Workshop instructor is exempt from Workshop fees, but is responsible for the instructor's local transportation, housing, and meals.
- D. Instructor hosts are selected by the committee.
- E. Registration
  - 1. Registration deadlines are announced at Guild meetings, in the newsletter, and by email. This is to ensure equal access to workshops for all members.
  - 2. To secure a registration, members pay a deposit, generally one half of the estimated cost, by a deadline set by the committee.
  - 3. When the number of registrations exceeds the number of spaces in a workshop
    - a. Participants are selected by lottery, which will continue to create the waitlist.
    - b. All others are placed on a wait list in lottery order.
    - c. Additional registrations are accepted, or added to the wait list, in the order received.
    - d. When there are spaces in the workshop, and no members on the wait list, invitations may be extended to other guilds in the area.
- F. Workshop Deposits
  - 1. Deposits are non-refundable and once registered, participants are obligated to pay the entire workshop cost.
  - 2. A registered participant who is not able to attend the workshop may work with the committee to find a substitute from the following sources:
    - a. The waiting list, in lottery order.
    - b. Guild members.
    - c. Other Guilds or individuals.
  - 3. The registered participant and the substitute will work out how the deposit and registration costs are repaid to the registered participant.
  - 4. Balance due after the deposit is paid must be paid prior to the workshop at a date set by the committee.

5. If a booking is canceled, the Guild pays the contracted facility fee if owed.
- G. Coffee and tea are supplied by the Guild; participants provide their own food.

IV. **Responsibilities** (in addition to those listed in the General Committee Information POP)

- A. Responsibilities of the Committee Chair and Assistant may be delegated to committee members with the following caveats:
  1. If the Committee Chair, Assistant, or a committee member is a current member of the Board of Directors, they may request the Board authorize them to sign any contracts referenced below.
  2. If there are no current Directors on the Program & Workshops Committee, all contracts must be signed by the President or Vice President.
- B. Responsibilities of the Committee Chair and Assistant
  1. Arrange for Program presenters and Workshop instructors. When possible, the Program presenter may also teach a workshop.
  2. Negotiate, deliver, and retain copies of contracts and agreements on behalf of the guild with
    - a. Facilities and other resource providers, including for regular membership meetings.
    - b. Program presenters
    - c. Workshop instructors
  3. Use the Guild's established contract language, including provisions for cancellations and/or venue contract language as appropriate.
  4. Participate in the budget planning process. Request approvals for budget increases, in advance, from the Board of Directors.
  5. Manage income and expenses of the committee based on the approved budget. Submit receipts and income to the Treasurer in a timely manner. This may include:
    - a. Funds from Workshop deposits and registrations
    - b. Payment to facilities and other resource providers
    - c. Payment to presenters and instructors
    - d. Reimbursement for incidental office supplies needed for committee work.
    - e. Travel reimbursements at the business rate established yearly by the IRS and utilized for government contracted travel mileage (see [irs.gov](https://www.irs.gov)).
  6. Arrange resources as agreed for the presenter or instructor. This may include:
    - a. Copies of handouts

- b. Equipment, display tables, etc. Local transportation, housing, and meals. (See Workshop policy.)
  - c. Meeting space
- 7. Provide descriptions of upcoming programs and workshops to the website and newsletter editors.
- 8. Oversee registrations and payments for workshops according to Workshop policy.
- 9. Submit an annual report to the Board at year's end.
- 10. Maintain a notebook of detailed procedures, timelines, suggestions, job assignments, copies of letter and contracts, and/or any other information useful to future committee members.

### **Operational Procedures**

Detailed procedures, specific timelines, suggestions, job assignments and other significant information can be found in the committee notebook.

**Olympia Weavers Guild Contract**  
**Meeting Year (insert years)**  
**Appendix A**

1) **PRESENTER:** The Olympia Weavers Guild (OWG) is delighted to welcome:

Name: _____	Today's Date: _____
Address: _____	_____
Email: _____	Phone: _____

Program to be provided on: _____	Workshop to be provided on: _____
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The agreed subject & description of your Program is:

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The agreed subject of your Workshop & Description is:

**LOCATION:** All OWG Programs are delivered in a hybrid format via Zoom; some OWG members will be viewing 'in person' as a group from guild meeting room; other members will be viewing individually via Zoom from their homes.

\_\_\_\_\_ **VIRTUAL PROGRAM:** The presenter is providing the program via Zoom. The presenter will be provided with the link to the Zoom meeting by the OWG Program Chair and should plan to join the meeting by 9:30 am with a start time of 10:00 am.

\_\_\_\_\_ **IN-PERSON PROGRAM:** **Gull Harbor Lutheran Church** 40 Boston Harbor Rd NE Olympia WA 98506 If the Workshop is held at another location, that address will be forthcoming. The presenter will be provided with the link to the Zoom meeting by the OWG Program Chair and should plan to join the meeting by 9:30 am with a start time of 10:00 am.

2) **FEE SCHEDULE**

The fee for the agreed Program is: \_\_\_\_\_ Materials fee: \_\_\_\_\_

The fee for the agreed Workshop is: \_\_\_\_\_ Materials fee: \_\_\_\_\_

The number of Days for the Workshop: \_\_\_\_\_

Maximum number of students for Workshop: \_\_\_\_\_

Minimum number of students for Workshop \_\_\_\_\_

Transportation costs (estimate) \_\_\_\_\_ Car mileage allowance is current IRS approved rate (insert current rate). Air fare allowance is for the lowest reasonable coach class fare

**Overnight Requirements:**

YES \_\_\_\_\_ NO \_\_\_\_\_ Do you need overnight accommodations

YES \_\_\_\_\_ NO \_\_\_\_\_ Would you consider staying with an OWG member? They will provide you with sleeping accommodations, transportation to and from the meetings and meals.

Date(s) Overnight Arrangements needed: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

Room Limitations \_\_\_\_\_

Stair Limitations: \_\_\_\_\_

Dietary Limitations: \_\_\_\_\_

Shower/Bath Requirements \_\_\_\_\_

Other: \_\_\_\_\_

**Equipment:**

\_\_\_\_\_ Presenter will bring their own laptop

\_\_\_\_\_

Presenter will bring their own projector

**OWG will provide the following, IF CHECKED BY THE SPEAKER:**

For Program	For Workshop	
		Windows Laptop computer
		Computer Speakers
		TV (wall mounted)
		Display table (30 x 72") <b>indicate number needed</b>
		Heavy-duty 15' extension power strip
Additional equipment to be supplied by Olympia Weavers Guild as Pre-approved by the Program Chair:		



3) **CONTRACTING PROCESS:**

Within 60 days after receipt of the contract, the presenter will return a completed and signed contract to the OWG Program chair as listed below. Following receipt of the completed and signed contract from the presenter, the OWG Program chair will forward a signed copy of the contract back to the presenter for their records. A copy will also be provided to the OWG Treasurer with a check request for the date of the program. A check for the amount of the contract will be written by the OWG President. It will be mailed to the presenter on completion of the virtual program or provided directly for in-person programs.

The Program Chair will schedule a **technology check via Zoom up to two weeks before** the scheduled program to assure a smooth process when the program is delivered. (Scheduled for Date and Time)

4) **CANCELLATION POLICIES:**

The Olympia Weavers Guild (OWG) reserves the right to cancel the program **without penalty at any point prior to 60 days before the program.**

In the case of bad weather conditions, a natural disaster, or man-made disaster, or illness beyond the control of the Olympia Weavers Guild, the OWG **or the presenter** may have to cancel the scheduled program. If so, the OWG will attempt to reschedule the event. **If the OWG is unable to reschedule, we will not be responsible for the payment of the contract fee to the presenter.**

\*\*\*\*\*

**SIGNATURES:**

Please sign and return one copy of the contract to:

Date: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

Authorized

Date: \_\_\_\_\_ Signator \_\_\_\_\_

Program Chair: (Insert name and contact information for Program and Workshop Chair)

# Properties

## Purpose

The purpose of this document is to set forth policies governing the management of Guild owned property and the ways in which the property is to be received, managed, and maintained.

## Authority/Relevant Documents

Articles of Incorporation, Article III

Policies & Operational Procedures: Finances, General Committee Information

## Policies

### I. Acquisition of Items

- A. With input from the Board and/or membership, the Chair and committee are responsible for accepting donations and/or acquiring properties suitable for use within the Guild, but not in infinite numbers, according to the following criteria:
  - 1. Item can be used for beginning weaver classes – e.g., table loom and accessories; warping board; shuttles; hooks, etc.
  - 2. Item can be used for experienced weaver workshops – e.g., multi-shaft table looms; maraudai or inkle looms; card weaving tools.
  - 3. Items can be used for weaving adjunctive activities – e.g., rag cutters; carders.
  - 4. Considered item requires acceptable level of work to make it functional.
- B. The Chair and committee are responsible for ensuring that equipment is inspected, repaired, and maintained in reasonable working condition and that an up-to-date inventory, including dollar value of items, is maintained.
  - 1. Up-to-date records shall reflect the property usage and issues or problems identified by the user.
  - 2. Lost or damaged property will be replaced by the borrower, in an amount equal to the cost of a suitable repair or replacement.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed. Additionally, those responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances document.

## **II. Disposal of Items**

- A. Items donated and deemed not acceptable for Properties inventory (for example: floor loom, requires unacceptable level of repair, not usable for class/workshop) may be disposed of in the following manner:
  - 1. Offer item to members for sale or donation.
    - a. If donation, member making donation must specify where donation will go (general fund or grant fund). If not specified, donation goes to the general fund.
    - b. If sold, advise Treasurer sales tax is due to be paid. This may occur if it is a large item or sold on behalf of a member/donor.
  - 2. If not sold to members, item may be offered to other guilds or advertised to the public at large.
    - a. For further details, refer to "Properties Job Duties" document or Properties notebook.

## **III. Use of Property by Guild Members**

- A. All usage of guild-owned equipment is subject to rental fees except for the following:
  - 1. Equipment used by a member for public demonstrations.
  - 2. Equipment used by a Guild study group or as a traveling loom.
- B. Rental fees are established by the Board of Directors. (See Operational Procedures below for current rental fees.)

## **IV. Use of Property by Non-Guild Members**

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

## **V. Other Items**

- A. The Properties Committee is also responsible for the oversight and storage of other items owned by the Guild, subject to available space. Such items may include the following:
  - 1. Historical Records
  - 2. Show and Sale display props
  - 3. Library materials

## **Operational Procedures**

### **I. Rental fees are as follows:**

- A. No fee for the use of raddles, stick shuttles, slewing hooks, or lease sticks.
- B. Looms (4 and/or 8 shaft Woolhouse, Rasmussen, Mountain, Dorothy, Bergman, and Louet) \$25.00 for up to 60 days; \$8/week thereafter.
- C. Additional equipment (Mountain loom stand, supplemental warp beam; Inkle looms; Marudai Stand; Drum Carder; Rag Cutter; Warping Board) \$10.00 for up to 60 days; \$5.00/month thereafter.
- D. Individual reed or temple \$5.00 for up to 60 days; \$2.00/month thereafter.
- E. Fees are paid when items are checked out, any remainder is paid on return.

### **II. Accepting Donations**

When accepting donations, Committee Chair should issue receipts to donors for tax purposes as appropriate.

### **III. Repair or Replacement of Damaged or Lost Property**

- A. Review of the equipment both on leaving the facility and returning, as well as input from the borrower, will document need for routine repair and maintenance, which may be done by the Properties committee or Guild volunteers.
- B. Damage in excess of normal wear and tear should be discussed with the borrower with the hope an agreement can be reached, repair affected, and the Guild reimbursed for repair costs.
- C. If the property is lost or damaged so badly that repair is not feasible, the borrower shall reimburse the Guild for the cost of replacing the item.
- D. If the Properties chair, making reasonable efforts, is unable to reach the borrower in a reasonable amount of time and recovery of the item is not deemed possible, the item will be deemed lost.
  - 1. Chair will notify the Board.
  - 2. If Board efforts do not yield results, the Board may direct Membership to consider the individual a “member not in good standing”, thus not allowed membership privileges until and unless the issue is resolved.

Effective Date: 03/05/2023

# Show and Sale

## Purpose

The purpose of this document is to detail the guidelines governing the Show and Sale and the process by which the Show and Sale Committee will operate to ensure that the event functions as desired.

The purpose of the Show and Sale is as follows:

1. To educate the public on the many aspects of the fiber arts and the guild community.
2. To provide an environment for preserving and continuing these traditions.
3. To provide an opportunity for Guild artists to present quality handcrafted items for sale to the local community.
4. To contribute to the Guild's General Fund.

## Authority/Relevant Documents

Articles of Incorporation

Policies & Operational Procedures: Finances, General Committee Information;  
Operational Details

## Policies

### I. Acceptable Items

- A. OWG promotes all aspects of fiber arts and its members are involved in many related activities. Handcrafted items accepted for the sale will include one or more of these techniques: Woven, plaited, coiled, twined, spun, knitted, crocheted, tatted, hooked, felted, braided, hand-dyed or resist dyed, surface embellished or related historical/cultural fiber techniques (e.g. Viking knitting, nalbinding, paper making).
- B. These techniques will be shown, for example, in yarns, garments, accessories for apparel, textiles, books, baskets, wall hangings, rugs, other items for the home and fiber arts related equipment or materials.

### II. Artist's Eligibility Criteria

- A. Entered items must be handmade by the guild member submitting them for sale and meet the criteria stated above.
- B. Artists will use the provided inventory sheets, with each item listed on an individual line. Detailed instructions are provided before the Sale.

- C. Artists will tag their items with the provided tags. Individual tags may be added to the item in addition to the guild tag. Prepared fibers sold by the guild grower or dyer must be clearly labeled as such.
- D. To be eligible to sell, one must be an active member in good standing of the Olympia Weavers Guild by the most recent September meeting.
- E. These policies will be reviewed annually by the Show and Sale committee, approved by the Board, and published in the Yearbook.

### **III. Financial Detail**

- A. Participants who volunteer to work any aspect of the show agree to donate 18% of their sales to the guild. Non-working members donate 23% of their sales. Members may choose to donate 100% of their sales.
- B. The Show and Sale shall be self-funded, with any balance more than expenses going to the Guild's General Fund.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds and for budget development and adjustments shall be followed. See Finances document.

## **Operational Procedures**

### **I. Summary of Areas of Responsibility**

- A. The Show and Sale is a large event with a workload spread throughout the Guild year. It is recommended that the Chair utilize co-chairs or job-related sub-committee members to accomplish the tasks needed and to distribute the workload with multiple members. Areas of responsibility for the Committee Chair are as follows:
  - 1. Reserve, and ensure contracting for the event space.
  - 2. Determine date of sale.
  - 3. Organize all committee meetings.
  - 4. Arrange for tables and other equipment, linens, advertising, staff scheduling, printed flyers.
  - 5. Ensure the supply of tags and inventory sheets.
  - 6. Procure necessary tax papers.
  - 7. Receive Guild money for the cash box start-up.
  - 8. Arrange overnight storage space and safekeeping for checks and cash received.
  - 9. After the event, deposit money, balance the financial records, ensure payment of sales tax and disburse proceeds to the sellers with a report.
- B. Detailed procedures, specific timelines, suggestions, job assignments and other significant information can be found in the committee notebook.

## **II. Determining the Eligibility of Items for Sale**

- A. Participating artists are expected to determine that the items submitted for the Show and Sale meet the guidelines listed in “Acceptable Items” of this document.
- B. Questions regarding suitability may be submitted to Chair of the Show and Sale Committee who will consult with members of the committee.
- C. The Committee shall determine whether the items in question meet the criteria and will convey the decision and the reasons for the decision to the artist up to and including the time of the Show and Sale.