

Warp and Weft Weavers Guild Operational Policies

Warp and Weft Weavers Guild Operational Policies are operating decisions that guide various Guild activities.

I. General Guild Policies

- Policy 1** Regular meetings will be at 10:00 a.m. on the first Wednesday of each month, from September through June
- Policy 2** The Guild will become a member in the Handweavers Guild of America.
- Policy 3** Annual membership dues of \$30 are to be paid by July 15. New memberships can be added at any time. Family memberships will be at the regular membership plus \$10 for each additional family member. The additional family member(s) must live in the same house and one newsletter will be sent to the residence.
- Policy 4** The Guild will publish monthly Newsletters, 10 editions per Guild year.
- Policy 5** The Guild's monthly Newsletter shall be distributed electronically. For those who desire the print version, a surcharge of \$10.00 shall be levied in addition to annual dues payment.
- Policy 6** At the Board's discretion, the Guild may make an annual financial donation to the Farm Bureau Foundation for the use of the facility.
- Policy 7** The Board is authorized to spend up to \$350 for operational needs without Membership approval. See By-Law III, Section B, Para.4.

II. Workshop Policies

- Policy 1** Workshops shall be self-supporting activities, but at the Board's discretion Guild funds may be dispensed to partially support a worthwhile workshop.
- Policy 2** Workshop Payment: The Guild requires payment in full by the stated deadline to reserve a space in a workshop. Material fees, if any, are due the first day of the workshop. There will be a fee for checks returned for insufficient funds. Because the Guild contracts with out-of-town teachers, months in advance, we cannot give a refund for a last minute cancellation. If the applicant gives notification of cancellation at least four calendar weeks before the start date of the workshop, a 50% refund will be given. The full workshop fee will be forfeited if cancellation is made within the four weeks prior to the workshop. If an applicant needs to cancel, and can find a member to take their place, the registration can be transferred.

Policy 3 HOUSING WORKSHOP PRESENTERS: If a presenter is housed for one night, the member providing housing will receive a 50% reduction in that workshop fee. If the presenter is housed for more than one night the member providing housing may attend that workshop at no charge

Policy 4 Attendance at Guild workshops is limited to paid registrants only.

III. Guild Show Policies

Policy 1 Warp and Weft Weavers Guild will have an annual Show.

Policy 2 An entry fee will be charged as determined by the Show committee.

Policy 3 The Guild will purchase and renew as required a general liability policy to help protect the Guild and Members in the event of injury to members or nonmembers. Insurance policy documents are to be kept by the Secretary and renewed by the Treasurer.

Policy 4 The Guild will purchase and renew as required a Directors and Officers general liability policy to help protect Officers and Volunteers from possible personal liability for their actions or omissions on behalf of the Guild. Policy documents are to be kept by the Secretary and renewed by the Treasurer.