

Standing Rules adopted September 19, 2023

#### A. DUES

Annual dues for the Bloomington Spinners and Weavers Guild, Inc. are \$30. To become a member in good standing dues must be paid by August 31. New members joining after January 1 will pay \$15. Students will pay \$10/year (with valid student identification). Members 80+ years old will pay no dues (Honorary Life Members).

After payment of the dues, the member is entitled to:

- a. the Guild newsletter, published once a month from July – June,
- b. the Guild Handbook (includes membership list) distributed no later than October 15,
- c. participate in Guild sponsored workshops in accordance with stated Guild policies,
- d. use of the Guild's library and equipment resources,
- e. participate in Craft Fairs and other income generating projects where the Guild has been selected to participate, in accordance with the Guild policies for such participation,
- f. new members that have paid dues by October 15, and guild members in good standing, may participate in the Show and Sale Guild Booth,
- g. to remain a member in good standing, dues must be paid by August 31. Failure to pay dues means the member will no longer be entitled to the above privileges until payment is made.

#### B. WORKSHOPS

At Guild meetings, proposed workshops will be discussed by members. The Workshop Committee Chair will contact the workshop instructor chosen to work out details of proposed workshops. Once details are set, the Workshop Committee Chair will present a written proposal to the Guild Board for approval. Then, a contract will be provided to the workshop instructor with the option to cancel if the minimum number of participants is not met.

For those planning to participate in the workshop, one-half of the fee must be paid at the time of sign up or within the time allowed for the Guild to cancel. This fee is not refundable, but may be transferred to another person. The remainder of the fee is due two weeks before the date of the workshop. Fees are refundable only in the event that the workshop is canceled.

At a stated time, if any places are still open in a workshop, these will be released to non-Guild members.

#### C. LIBRARY AND EQUIPMENT

Funds from the Guild Treasury will be used to purchase books and magazines for the Guild library with approval by the Guild Board. Equipment may also be purchased with approval by the Guild Board. The librarian will have annual discretionary funding available: \$200 for the library and \$200 for equipment. Above that, additional funding will require approval by the Board.

The library and equipment are currently housed in the Bloomington Spinners & Weavers Guild Fiber Arts Center in the College Mall, Bloomington.

To check out an item the Guild member must complete the check-out process. The check out procedures will be prominently displayed in the library and equipment areas.

Library materials should be returned in a reasonable amount of time. The Librarian will be responsible for contacting

the user if material is requested by another member. There is no charge to guild members for borrowing library materials. Library materials will have a one month limit, although there is the option for renewal.

#### D. FAIRS AND INCOME GENERATING PROJECTS

At times the Guild, as an organization, participates in Craft Fairs or other income generating projects. Participation by Guild members in these projects is subject to the following policies:

Off-Site Trade Fair Guild Booths:

- a. The Guild Board and membership must approve the participation in all off-site trade fairs that generate income (excludes the annual November Show and Sale).
- b. Participant must be a member in good standing (see Dues policies).
- c. Participant must work for the Guild at the booth for a prescribed length of time.
- d. The Guild will take 20% of the price for all items sold at off-site trade fairs Guild booth. This money will go into the Guild Treasury.

Annual Show and Sale Project: The Show and Sale Committee will recommend procedures for the annual Show and Sale to the Board and membership for approval.

#### E. RECORDS STORAGE

All hard copy Guild records including bank statements, membership records, store and sale records and library and equipment inventories and receipts will be stored at the BSWG Fiber Arts Center at the College Mall or at another location determined by the Guild Board. Reports and minutes for all committees, Board meetings, and Guild general meetings, as well as newsletters, will be archived electronically on a password protected Guild website page.