

Fox Valley Spinning Guild
Policies and Procedures
March, 2016

Dues

1. Annual dues for a single membership are \$20; family membership is \$28 (all family members must reside at the same physical address).
2. Dues are payable at the September meeting. Dues are not refundable.
3. Any members failing to pay dues by the October meeting shall be removed from the membership list.
4. Dues are payable to the Treasurer.
5. Membership dues for joining during the course of the year shall be prorated as follows:

Month	Single	Family
Oct - Dec	\$20	\$28
Jan - March	\$15	\$21
April - June	\$10	\$14
July - Sept	\$5	\$7

Members must be in good standing (dues paid for current year and any additional financial obligations resolved) in order to vote, chair a committee, or run for an elected office.

Members are encouraged to wear their name tags at meetings and Guild events.

Guild membership packet shall contain: bylaws, policy and procedure document, equipment list, check out form, library list, membership list, photo release form, temporary name tag, Facebook step by step 101. All these items will be made available and kept current in the Members Only part of the website.

Welcome for a guest would be a name tag (sticker) and a tri-fold brochure.

Membership benefits include the use of Guild equipment and library materials.

General meetings may be attended by the public.

Guests are welcome to participate in programs if supplies are available.

Preapproved expenditures for the Guild will be reimbursed with the presentation of receipts to the Treasurer.

Advertising in the Newsletter

1. Personal sales - A one paragraph ad (up to 30 words) may be placed by a member to sell personal fiber and related items.
2. Events - events that include demonstrating opportunities will be listed with a contact person and phone number in relevant newsletter issue.
3. Ads may be designed, arranged, or rejected at the editor's discretion.

Recurring Guild events:

Spinning in the Park: Spinning in Fox Cities parks throughout the summer

Fiber socials: an opportunity to spin, craft, and laugh together, learn from each other

February: New London Art Fair; demonstrating opportunity

April: Sinawa; guild retreat weekend

July: Symco Thresheree; spinning demo opportunity

July meeting: Potluck and rummage sale

September: Sheep and Wool state convention, shopping and class opportunities

December meeting/Holiday party: potluck, optional gift exchange, Heifer Project free-will donation

Refer to calendar in Newsletter, Facebook and Website for places, dates and times.

Checking out equipment and library materials:

Books and equipment are available to lend for a month at a time. A minimum of 7 day notice to the librarian or equipment manager is required for them to bring it to the following general meeting. A check-out form must be completed at the meeting. Renewals are available with a notice of request for additional time and an updated form.

Members should acknowledge that use of any equipment or library materials are at their own risk and responsibility beyond normal wear and tear.

Approval or permission from persons in a photo must be obtained prior to publishing or for media use.

The membership list, including emails, is for confidential Guild use only. The membership list shall not be used or distributed for personal gain.

Personal announcements may be made using the Facebook accounts.

To share an announcement or event use the public Facebook page:

<https://www.facebook.com/foxvalleyspinners>

To share with Guild members on Facebook use the private link:

<https://www.facebook.com/groups/foxvalleyspinners/>

Amendments or additions to this document may occur with a majority vote at a general meeting.

Guild Job Descriptions and Expectations

President: set agenda for business meeting.

Vice President: works as point for arranging programs and workshops, presenters and facilities; authorized as treasury co-signer.

Secretary: records business and officer meetings.

Treasurer: maintain financial records; prepare budget and present quarterly budget status.

Media officer: attends and holds a vote at officers meeting, oversees media committee.

Resource officer: attends and holds a vote at officers meeting, oversees resource committee.

Membership officer: attends and holds a vote at officers meeting, oversees membership committee.

In the case of a shared office, there will be one vote per office position.

Media committee:

Newsletter editor: prepares a monthly newsletter for the members, business correspondence/notifications.

Web Administrator: maintains the Guild website.

Social Media Coordinator: maintains Guild resources on the current social sites.

The Resource committee:

Librarian: is responsible for lending and care of publications owned by the Guild, and keep a current, published inventory of same.

Equipment Chairmen is responsible for the lending and care of the equipment owned by the Guild, and keep a current published inventory of same.

Historian compiles and maintains information about the Guild.

Membership committee:

New Member Chair: shall greet and introduce guests, inform and register new members.

Correspondence Secretary: handles Guild social correspondence.

Program committee: consists of the membership at large, under the leadership of the Vice president. Currently the guild plans a program for alternating months, with a show and tell social meeting between program meetings.