

POLICY STATEMENTS

Treasurer

All reimbursements need to be made from an itemized written request.

Visitors

Visitors are welcome to attend the general meeting for one visit. They will be expected to join the organization in order to attend subsequent programs.

Educational Grant

The education grant for members is advertised in the January MOA and applications are due on or before the March general meeting. The grant is for \$250.00 and the recipient is obligated to give a 45 minute presentation on the grant proposal topic within the next calendar year. The previous year grant winner is not eligible to apply.

Workshops

Workshops are generally open to paid members first; however, non-members may be placed on the waiting list and accepted in turn.

Major Workshops

The charge for major workshops reflect cost only. As a general rule, the teacher's charge, expenses (room, board, travel cost) and workshop room rent are used as a basis for estimated expenses. The estimated cost of supplies should be available at the time the workshop is organized.

A minimum number of participants to pay expenses need to be signed up when there has been enough interest indicated and ½ the estimated cost is collected at that time. The deposit is refunded only if another member fills the space, or if there are more than the minimum number of members participating. The remainder of the fee is collected one month before the workshop.

If a cancellation of the workshop occurs, the deposits will be returned. Other monetary contingencies will be decided by the board.

Mini Workshops

Teachers for the mini workshops are generally guild members and donate their time. Material fees go directly to the teacher. As we use the guild meeting place, there is no charge for space.

Membership

Persons eligible for membership are those who are interested in weaving, spinning, or manipulating fibers. Dues are payable June 1 of each year.

\$18.00 for regular membership

\$22.00 for family membership (all members must live at one address)

\$10.00 for student membership

Dues are prorated after the January general meeting.

Each member receives a membership card. A name badge for each member is kept in the name badge file box.

The membership roster is printed after the October general meeting, and distributed at the November general meeting. Additional members are listed in the monthly newsletter. All memberships should be paid by October to be included in the roster.

Guild logo pins and earrings are available and prices vary.

POLICY STATEMENTS continued

Library

A person must be in the current membership roster to check out books, VCR tapes or other materials. HGA membership material is to be stored in the library and checked out to board members only. Publications (SS&D, Handwoven, Spin Off) will be mailed to the librarian. Yarn samples and catalogs are kept only as long as they are current.

To check out books: Sign the card inside the book with your name, phone number and current month/year. Leave the card on the library table or with the librarian. Return or renew each book monthly at the library table. Renewals are made only if no one has requested the book.

To check out magazines: Find the correct sheet for the name of the magazine in the black notebook. Sign the magazine's date and volume number as well as the current month/year. Return or renew the magazine on a monthly basis. Renewals are made only if no one has requested the magazine.

To check out videos: Return the card inside the video case with your name, phone number and the current month/year. Leave the card and a \$5.00 deposit with the librarian. \$3.00 will be refunded upon return of the video the following month. ***ALL VIDEOS MUST BE RETURNED THE FOLLOWING MONTH OR THE \$3.00 DEPOSIT WILL BE FORFEITED AND AN ADDITIONAL CHARGE OF \$5.00 PER MONTH WILL BE MADE.***

Announcement Board

An announcement board will be maintained by the librarian's assistant and limited to newsletters from other guilds, ads from companies, workshops and general information limited to spinning, weaving or textile arts. Ads will be posted once and need to be approved by the librarian.

Mother of All

Newsletters, communications, and general information go to the Mother of All editor. The guild e-mail address will be that of the editor of the Mother of All. One free newsletter may be sent to an interested non-member. The Mother of All will also be sent to the Handweavers Guild of America and the Arizona Federation.