

PROCEDURE MANUAL

South Jersey Guild of Spinners and Handweavers

Updated May 13, 2023
Procedure Manual Committee

PROCEDURE MANUAL

South Jersey Guild of Spinners and Handweavers

The purpose of a procedure manual is to govern the affairs of the guild in a detailed manner. This will ensure that each Officer, Committee Chairman, and Guild Member knows exactly what is expected. This manual contains information regarding proper decorum, guild procedures, and detailed duties of the Officers and Standing Committees. Also included are By-Laws, Contracts for Programs and Workshops, Membership Forms, Information Sheet for Members, Ad-Hoc Committees, Removal Procedures for Officers and Standing Committee Chairmen, Etiquette Code, Grievance Form, and other appointed duties.

A copy of the procedure manual will be held by each member of the Executive Board of the South Jersey Guild of Spinners and Handweavers.

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Executive Board Job Descriptions South Jersey Guild of Spinners and Handweavers

President: Develops and oversees guild calendar for future meetings. Fills out building use form for guild meetings and sends it to the church in January. Makes up agenda for guild meetings and sends it to executive officers and chairs by e-mail. Presides over the guild meeting (following Robert's Rules of Order). Makes up sign in sheet for guild meetings. Fields internal and external inquires and delegates to chairs of standing committees and volunteers as necessary. Upholds the protocol for etiquette and rules of order for executive board and guild meetings. Provides basic updated information to Website, Social Media and Communication chairs. Receives and distributes information from WARP and other groups as needed. Prepares following years budget with treasurer and presents it at the executive board meeting for approval. Responds to guild issues as they arise. Makes sure fellowship hall is set up for meetings (chairs and tables) and is cleaned up after guild meeting. Arrives at meeting one hour before start (9:00 am). Makes decision for the cancellation of meetings with executive board. Receives reports from the committee chairs at the executive board meetings. Presides at the Executive Board meetings. Sets up nominating committee for voting on executive board officers when necessary. Appoints chairman of committees when they become vacant and ad hoc committees. Sign off once a month on the treasurer's report. Calls for an audit of the treasury books once a year. Is ex-officio of all committees.

Vice President: Presides in the absence of the President and is prepared to succeed to the chair if asked to do so, and acts as coordinator of social events. Greets new members and guests at meetings.

Secretary: Takes minutes at the executive board and general guild meetings. Distributes guild minutes to members in good standing by e-mail. Distributes executive board minutes to executive board members by e-mail within three weeks of the last meeting. Corresponds with individuals and outside groups as necessary.

Treasurer: Receives income, makes deposits, and expends funds as needed. Completes spreadsheet of receipts and expenses. Gives report at general guild meeting. Makes up budget with the President and proposes it at the executive board meeting in April. At the May meeting, presents the budget to the general guild members for approval. Sends in quarterly sales tax form to the NJ Division of Taxation (ST-50 form). Has president of guild sign off monthly on treasurers report. Monitors expenditures of workshop and programs in keeping within the budget. Coordinates with the NJ Sheep and Wool Association for vendor space at the NJ Sheep and Wool Fiber Festival.

Program Chairman: Shall make all arrangements for programs for the general guild meetings and other special programs prior to September. Sends the contract to the instructor for payment of program. Payment for programs should not exceed \$200.00 plus the going rate for millage to and from the event. Sends a copy of the contract to the treasurer. At such time, a check will be issued to the presenter by the treasurer. Sends announcements of all programs to Communications Coordinator, Social Media Coordinator, Website Coordinator, and News Letter Coordinator.

Spinners Study Group Chairman: Determines topic of interest to spinners for ongoing study. Publicizes dates, time and place of event to its members.

Weavers Study Group Chairman: Determines topic of interest to weavers for ongoing study. Publicizes dates, time and place of event to its members.

Show & Sale Chairman: The chairman uses information from the prior show to see what worked and what does not. The chairman sends out information about the Show and Sale to guild members. Responsible for coordinating guild members for setting up and breakdown of the guilds booth, receives items for sale, assigns a committee member to make up tags and inventory sheets, keeps track of sales and works with treasure for all items sold, assigns volunteers to run booth and demonstrators. Coordinates with treasurer the application and payment of vendor booth for the next year (Garden State Sheep Breeders Association). Makes a final sales report and gives a copy to treasurer.

Membership Coordinator:

Maintains current membership directory and distributes it to the guild members by e-mail through the Communication Coordinator. Sends new members general information packet. Provides name-tags for guild members and guests.

Communications Coordinator:

Communicates to guild members by e-mail, important documents, minutes of meetings, meeting dates, items for sale, demonstrations and other guild business.

Librarian Coordinator: Maintains the guilds library books, DVD's, and paper work. Library is housed at the home of the Librarian. Guild members may use the library and can go online to request items. Go to Librarything.com, login in SJGSH, and password SJGUILD. Library materials may be borrowed for no more than 2 months.

Website Coordinator: Receives information from executive board officers and standing committee chairmen for frequent updating of website.

MAFA REP. Coordinator: Represents guild at MAFA meetings and events. Informs President and guild of pertinent issues. Provides information needed by the MAFA database. Participates in MAFA Reps. Groups, IO.

Social Media Coordinator: Maintains guild presence on social media platforms. Receives information from executive board for posting. Sends mini newsletter to guild members by e-mail. Posts information in a timely manner. Keeps track of the Guild's social media presence on Facebook, Instagram, and Twitter. Moderates Guild Ravelry page. On Facebook, the Social Media Chair ensures that there is a monthly update in the announcements for when the next guild meeting, and various study groups are scheduled. Keeps track of who has answered the joining questions and adds those who have. On Instagram, posts guild related information and images. On twitter posts related information. On Ravelry, posts as needed.

Workshop Coordinator: Solicits ideas from membership for potential instructor and making sure the guild member supplies the workshop coordinator with the name, address, cell phone number, e-mail, cost of workshop, and a brief description of the instructor. Workshop coordinator then reviews the information with the workshop committee members. The committee then votes on the proposed workshop. If the proposed workshop is accepted, then the committee coordinator sends an e-mail asking for participants before a contract is sent to the instructor. This will ensure a self sufficient workshop. The committee coordinator works directly with the treasurer of the guild. The coordinator arranges travel, housing, food, time, dates, and instructor's fee using the workshop contract template. Communicates with the executive board about arrangements and sends a copy of contract to the treasurer. Registers the participants. Collects deposits and material fees if needed. Sets fees and deposit amounts as needed to cover the workshop expenses. May Coordinate with other guilds to hold combined workshops or fill in spots as needed. Coordinates with the presenter to obtain a signed contract, and uses the contract as the basis for payment to the presenter, and coordinates with the treasurer to pay the presenter.

Demonstration/Out Reach Coordinator: The coordinator actively seeks out new demonstration opportunities for the guild to participate in, to educate the community in the fiber arts. Receives information from guild members for potential demonstrations and coordinates with members assisting with the scheduled demonstration events. Sends information to communications coordinator to be distributed to guild members by e-mail. Reports directly to the President for further action on the demonstration activity.

Guild Equipment Coordinator: Receives request for use of guild equipment (appropriate forms completed) by guild members in good standing; signed by the equipment coordinator. Maintains guild equipment, and is responsible for collecting and refunding deposit fees.

Newsletter Coordinator: Receives information from executive board and members to post in the newsletter. The monthly due date for receiving information is set by the current coordinator. All information for the newsletter is gathered from the communications chairman and other e-mails from guild members. The newsletter will be sent out once a month on the date set by the current coordinator.

The Executive Board job descriptions may be updated at any time by the presiding officers or committee chairmen of the guild.

Updated May 16, 2023
Procedure Manual & Bylaws
Committee JD, RT, NT, NB, DS,
KG, AG

Duties of a Standing Committee Chairman

A Standing Committee Chairman is an appointed position by the Executive Board Officers.

The Standing Committee Chairman's duties include;

1. responsible for committee meetings
2. appoint a chain of command when necessary
3. send out information in a timely manner
4. coordinate volunteers and equipment if applicable
5. notify Communications Chairman if information needs to go out to guild members
6. work with Treasurer of guild when money is involved
7. make a final report for your records, and send a copy to the President (who is the ex-officio of all committees)
8. reports at the general guild meetings when necessary (ask to be put on agenda)

Additional Information;

The ultimate responsibility is the Chairman of the Committee. If for some reason you can not fulfill your duties, appoint someone in your chain of command to act in your place.

This will avoid any confusion and will add to the success of your committee.

Guild Meeting Attendance by a Non-Member

Any person who is not a guild member in good standing may attend one meeting free of charge.

It is the duty of the president and membership chairman to keep track of these individuals.

At such time, dues must be paid to the guild if they wish to attend further meetings.

We have the right to refuse their entry to any virtual or in person meetings after their initial meeting of the SJGSH.

Revised March 4, 2021
Procedure Manual Committee

Procedure Manual

Membership/SJGSH

A member must be in good standing for two previous consecutive years before they can be nominated for an officers position or appointed chairman of a committee.

This member must maintain the SJGSH high standards of honesty, integrity, decency, and cooperation before they can be considered for a position on the Executive Board.

Membership to the SJGSH may be rejected by the Executive Board if they feel that an individual is not for the Good of the Guild. Documentation should be made referencing their decision.

Definition of Good Standing:

A member will be considered as 'In Good Standing' based on the following:

Dues for the current Guild year are paid no later than September 30th.

Good standing may be reinstated with payment of full dues by December 31st.

Dues paid after December 31st will allow member all membership privileges with the exception of voting in elections for the current Guild year.

Attends a minimum of 3 meetings in the current Guild year (in person or virtually) prior to elections.

Has no outstanding unresolved or substantiated grievances.

Has no outstanding or substantiated censure.

Updated 5/13/2023
Procedure Committee

South Jersey Guild of Spinners & Handweavers

New Membership Form

Please fill out this form and send along with a \$35 check to:

SJGSH

P.O. Box 746

Moorestown, NJ 08057-0746

Email contact: info@sigsh.net

Date:

Name:

Address:

Phone: Home () _____ Cell () _____

Email:

I am a: Spinner _____ Weaver _____ Tapestry Artist _____

Fiber Dyer _____ Knitter _____ Crocheter _____

Circular Sock Machine Knitter _____ Basket Weaver _____

Other: _____ Other: _____

~~Other:~~ _____ ~~Other:~~ _____

I would best describe my experience level as: Beginner Intermediate Advanced

I need a mentor for:

I can be a mentor for:

I'd be happy to volunteer my talents on one of the following committees:

Membership Communications Social Media Librarian

Spinners Study Group Weavers Study Group Tapestry Study Group

Workshops Monthly Programs Annual Show and Sale

MAFA Representative Community Outreach

Signed: _____

For Authorized Use Only:

Membership Year: _____

Payment Date: _____

Payment Method: _____ Check #: _____

Pro-rated? _____

Protocol

Workshops

Any guild member may suggest a potential workshop related to the fiber arts.

The guild member must produce the name of instructor, address, cell phone number, e-mail address, cost of workshop, and a brief description.

Guild members then present the findings to the workshop committee chairman.

The workshop committee chairman, then reviews the information with the workshop committee members

The committee then votes on the proposed workshop.

If the proposed workshop is accepted, then the committee chairman must send an e-mail to all guild members asking for participants for said workshop.

All workshops are self sufficient.

A contract with all of the necessary information will be send to the instructor by the workshop committee chairman.

The workshop committee chairman works directly with the treasurer of the guild.

A copy of the contract will be sent to the treasurer.

South Jersey Guild of Spinners and Handweavers Presentation Contract

To:
Name:
Address:
Telephone# and Email:

I, _____, hereafter knows as "Presenter" agree to provide a program to the South Jersey Guild of Spinners and Handweavers hereafter known as "SJGSH" entitled:

Name of Program being Presented:

Program Date and Time: _____ from _____
Date Time

Location: (Check One)

- First Presbyterian Church, 101 Bridgeboro Road, Moorestown, NJ 08057
- Virtual Presentation via _____
(Zoom, Microsoft Teams, etc.)

Presenter agrees to provide SJGSH with a one-paragraph summary and a representation image of the event.

Presenter grants permission to allow SJGSH to publish information including name and presentation information and photographs, including those of Presenter's work(s), in SJGSH promotional materials in any multimedia format including, but limited to print, digital and social media networks.

As payment for these services, SJGSH agrees to pay Presenter the fee of\$ _____ upon completion of the presentation.

____ Transportation costs will be at the current Federal Mileage Rate\$_____, per mile estimated.

____ Mileage Rate does not apply via Virtual Presentation

Prior to presentation, Presenter will provide SJGSH with a list of needs to give the presentation, i.e., screen, projector, extension cord, etc. In addition, if Presenter has materials that they want to sell at the time of presentation, Presenter must notify SJGSH in advance so that it can be advertised prior to the meeting via SJGSH monthly newsletter and emails.

This agreement may be cancelled in writing by either party 30 days prior to lecture date. In the event of extreme weather conditions or serious personal emergency, either party has the right to cancel within 24 hours of the scheduled lecture.

Fiber Artist:

Name (Print) Date

Signature:_____

SJGSH Representative:

Andrea Peart, Date
Programs Coordinator

Etiquette Meeting Guide

South Jersey Guild of Spinners and Handweavers

The SJGSH maintains high standards of honesty, integrity, decency, cooperation and respect to its members.

Etiquette is a code of polite conduct. This is expected behavior that shows civility. This includes courtesy, politeness, civilized conduct, and treating opponents with respect, as you would want them to treat you. The goal of ground rules will ultimately lead to the greater good of the guild. This is the commitment of the SJGSH to make meetings enjoyable and productive.

Good etiquette during a meeting requires all participants to adhere to a number of ground rules. These rules provide the frame work for guiding the guild members towards acceptable behavior, and how the guild functions and makes decisions during a meeting.

The following list of etiquette guide lines.

Respect Everyone's Time

Share the time, do not monopolize the discussion or rob others of the time they need to share their perspective.

Respect the Work of the Meeting

Know the meeting's purpose and desired outcome. If this is unclear, ask.

Come prepared and ready to engage.

Information is the raw material of results. Be ready to contribute any information you have that will improve the results of the meeting.

Everyone is responsible for keeping the meeting on track.

Document clear commitments then follow-through.

Respect Each Other

Listen when others speak. Remember no one has all the information.

Avoid interruptions, and side conversations.

Share your views and concerns in the room. Show each other courage and respect by having the tough conversations that need to be had directly.

Personal criticism is not permitted.

Treat each other with kindness and tolerance first.

Work the point, not the person. It's not about the person, it's about the resolution of a problem or challenge.

Always keep you cell phone on silent during a meeting.

**Everyone is responsible for enforcing the ground rules.
This gives you permission to say something if you feel there is a problem.**

Updated June 3, 2020

Grievance Procedure

The grievance procedure provides documentation of a perceived injustice and guidelines for resolving issues. By having a clear grievance procedure in place, allows a guild member to openly report their issue.

Steps to Form the Grievance

Submit a written report of the grievance, dated and signed

Identify the problem

Collect the facts separate from opinions

Witness Statements

Analyze the cause of the grievance

A decision will be taken which is best suited to the situation by the grievance committee.

Updated June 1, 2020

Protocol

Censure and Removal from the SJGSH

Robert's Rule of Order

Discipline: Chapter 15

Members can be censured for misconduct at meetings, violating confidentiality, bribery, fraud, lying, character assassination, false charges and accusations, assaults on the floor, neglect of duty, threats, disloyalty, and misuse of funds.

A motion to censure a member can occur in two circumstances. First, if the chair has named the person (as a result of that person's poor behavior), a member can make the motion to censure when the chair asks for a penalty. Second, if members know of another member's misconduct and want to bring it to the attention of the assembly in the form of a motion to censure, that can be done under new business or under the part of the agenda called for the good of the order.

Reasons for censure of members:

- Persistent violations of the rules
- Assaults on the floor
- Slanderous or insulting remarks as calling a member a liar or thief
- Disorderly conduct of any guild member
- Neglect of duty; disobedience to instruction made by the Executive Board
- Threats to hurt a member of the organization
- Defrauding or cheating the organization
- Bribery
- Conspiracy
- Larceny
- Misuse of funds
- False charges and accusations
- Disloyalty
- Character assassination

A member may debate his censure but he cannot vote.

A member cannot be censured twice for the same offense.

The next step would be suspension, removal, or expulsion.

Censure will be voted on by secret ballot.

INFORMATION SHEET FOR MEMBERS

The South Jersey Guild of Spinners and Handweavers
P. O. Box 746, Moorestown, NJ 08057

The purpose of the Guild is to "promote excellence in the fiber arts, foster the exchange of ideas, and provide continuing educational opportunities to its members in pursuit of these goals."

General Membership Meetings & Spinners and Weavers Gathering are held at the First Presbyterian Church, 101 Bridgeboro Road, Moorestown, NJ on the first Saturday of the month, with the exceptions of September and May. **As of 2020, and until further notice, the guild will meet VIRTUALLY through ZOOM.**

Our calendar runs from September through June. Our general guild meeting is from 10:00 am to 10:30 am. Our program is from 11:00 am to 12:00 pm. The Spinners and Weavers Gathering is from 12:15 pm to 2:00 pm.

The Spinners Study Group shares our knowledge from sheep to shawl. We work on all areas of spinning, from the beginner to the advanced spinner. We focus on proper wheel set up for each project.

The Weavers Study Group focuses on exploring looms and fiber equipment of all types. We work in all areas of weaving from the beginner to the advanced weaver.

The Spinners Study Group and Weavers Study Group are organized and determined by interest. We are committed to the members who wish to participate in an ongoing exploration of an agreed topic. Study groups determine their own subject, meeting day, time, and length of study.

MEMBERSHIP DUES are \$35.00 per year, and payable in May. Membership entitles you to receive the guilds newsletter, sell your wares at the Show and Sale, discounts on workshops, use of the guilds library and fiber equipment, and you are automatically a member of the Mid Atlantic Fiber Association (MAFA) and Handweaver's Guild of America (HGA).

The guild participates in the **Annual Show and Sale**. Members submit one or more items to be sold at the show. A very small percentage goes to the guild. This is a two day event held in September. Many members will demonstrate their talents by spinning, weaving, knitting, and crocheting at the show.

Rock Day is a special day for spinners, held annually on a Saturday in January. This term comes from a German word, "rocken", which means distaff or women, and the phrase evolved from "spinning on the rock." St. Distaffs Day was an ancient English holiday traditionally held on January 7th, the day after the Twelfth Night. The spinner of olden times had to return to work, and the holiday pranks continued with the men

setting fire to the linen tow of the spinners. In return, the men were doused with buckets of water. Our spinners are somewhat restrained, and we have a day full of games, fiber exchanges, and *lots* of spinning.

The guild maintains a **Web site**, www.sjgsh.net. Be sure to check it out for updates and the schedule of meetings and events. We contact our guild members through their e-mail for all reminders and guild information.

The guild maintains a **Library** of spinning, weaving, and dyeing books located at the home of the Librarian. Materials may be borrowed for up to one month. To access the South Jersey Guild of Spinners and Handweavers library go to www.librarythLng.c_omfcq_talQg/S GUILD. To borrow materials, check out your book by signing your name and date on the card and place it in the box provided by our librarian.

The Mid Atlantic Fiber Association (MAFA) represents over 60 guilds in this region. Your guild membership automatically makes you a member of **MAFA**. Every second year, the organization sponsors a conference for all fiber artists. Registrants attend lectures by nationally known fiber artists and visit commercial vendors to expand their collection of yarn supplies, libraries, and fiber related tools. Check out their website for more information, www.mafafiber.org.

The Executive Board is the governing body of the SJGSH. It consists of the **Officers** (President, Vice President, Secretary, Treasurer), previous president, and the **Chairman of Committees**, (Spinners Study Group, Weavers Study Group, Librarian, Membership, Communications, Website Coordinator, Programs, Show & Sale, MAFA Rep., Social Media, Workshops, Demonstration/Outreach, and Newsletter Coordinator).

The SJGSH has in place a set of **By-Laws**. These rules help us govern the guild according to Robert's Rules of Order.

The SJGSH **Procedure Manual** has additional information in regards to protocol at meetings, and the detailed workings of the officers and committee chairman of the guild. A copy of the Procedure Manual can be found in the guild library.

Updated February, 2021
SM/President

Ad Hoc Committees and Other Appointed Positions

Ad Hoc Committees

An ad hoc committee is formed for a special task or objective, and dissolved after the completion of the task or achievement of the objective. Most committees (other than standing committees) are of the ad hoc type.

The President of the guild will assign ad hoc committees when necessary.

The following is a list of ad hoc committees needed to govern the affairs of the guild.

- Nomination Committee (need 2 members)
- Audit Committee (need 3 members)
- SJGSH 50th Anniversary Celebration (2025) (need 4 members)
- Hospitality Committee (need 4 members)

Appointed Positions

The President with the approval of the executive board, will appoint a guild member to a standing committee position when it becomes vacant.

Other Duties of Guild members

Pick up SJGSH mail (Box 746). Moorestown Post Office, 200 Chester Avenue, Moorestown, NJ 08057, (800)-275-8777. Duty of Treasurer, and is responsible for PO Box key. Renewal of PO Box due in March.

Storage Shed (SJGSH), Treasurer is responsible for monthly rental payment and securing storage shed with Guild Equipment Coordinator.

Treasurer will hold the SJGSH Insurance Policy (Braddock Insurance Agency, Medford, NJ). Payment due once a year.

The guild has two debit cards, which are held by the President and Treasurer. The signatory of the bank account is the Treasurer and President.

Additional Information

Each Procedure Manual will have a divider tab. Use this section to add important information regarding the Office or Standing Committee you represent. In this section you will find a list of the current Executive Board Members.