

# RULES AND REGULATIONS

## CRAFT GUILD OF NEVADA COUNTY

Membership- Persons interested in handcrafted items are invited to join as an active member by subscribing to the regulations for membership and signing the Guild's statement of understanding.

### 1) ACTIVE MEMBERSHIP

#### a) Responsibilities

- i) Subscribe to the purpose and policy of the Guild as stated in the By-Laws
- ii) Pay dues annually by January 1<sup>st</sup>; Members must pay dues in order to vote
- iii) Present items of work to the Standards Committee for all Guild-sponsored sales and expositions at scheduled Standards Review dates
- iv) Participate on one or more committees and contribute time to fund-raisers
- v) Attend monthly meetings on a regular basis
- vi) Members will not copy original ideas or patterns or infringe on copyrights

#### b) Entitlements

- i) Participation in Guild activities and social events
- ii) Access to wholesale resources
- iii) Workshops at no cost or reduced cost
- iv) Participation in shows upon acceptance by the Standards Committee
- v) Full voting rights
- vi) Emailed membership newsletter
- vii) Opportunities to share artistic interests and networking experiences

#### c) Meetings

- i) General meetings will be held by consensus of the Guild in January
- ii) The Board of Directors will meet once a month for the purpose of conducting Guild business. All members are invited to attend. Only Board Members can vote
- iii) A special meeting will be held as needed

### 2) BOARD OF DIRECTORS / OFFICERS

#### a) President

- i) Shall exercise a general supervision over the Guild's affairs
- ii) Shall preside at general meetings and Executive Board of Directors meetings
- iii) Shall appoint committee chairpersons
- iv) Shall oversee chairs for annual show

#### b) Vice President

- i) Shall assume the function of the president in his/her absence
- ii) Shall assist the president in helping committees to function

#### c) Secretary

- i) Shall record minutes of all meetings and handle correspondence

- ii) Shall send minutes electronically from board and general meetings
  - iii) Shall post minutes on Member's only section of website
- d) Treasurer
- i) Shall receive dues and other monies from chairpersons
  - ii) Shall keep the books and pay the bills authorized by the Executive Board
  - iii) Shall keep a record of paid members
  - iv) Shall file tax returns, financial reports, etc.
  - v) Shall prepare the budget for review and adoption by the Executive Board and the membership
  - vi) All checks shall be signed by the treasurer or the president
  - vii) Shall be responsible for the year-end report at the Board meeting
- e) Director of Public Relations
- i) Shall establish community awareness of Guild and Guild's core mission
  - ii) Shall proactively recruit new Guild members
  - iii) Shall organize and help maintain committees
  - iv) Shall develop relationships and sponsorships within the community
- f) At the end of each term of office, officers and committee Chairpersons will meet with their successor to turn over records, including procedures manual with examples and discuss any pending business. Changes of record-keeping and procedures manual must be approved by the Executive Board

### 3) COMMITTEES

- a) Membership Committee
- i) Maintain membership and attendance records
  - ii) Take applications, explain functions of the Guild to new members
  - iii) Assign membership numbers
  - iv) Distribute brochures, follow up on leads for new members
  - v) Provide updated membership list to the newsletter editor
- b) Publicity Committee
- i) Responsible for news release for all events
  - ii) Promote the Guild to community groups
  - iii) Responsible for all publicity including news releases, community calendar announcements, advertisements, fliers, mailing lists
- c) Newsletter Committee
- i) Responsible for publishing monthly newsletter
  - ii) Publish updated membership lists
  - iii) Maintain master copies of Guild newsletter
- d) Community Service Committee
- i) Responsible for the community service projects
  - ii) Hold workshops as necessary
  - iii) Responsible for creating and implementing Christmas gifts project
- e) Standards Committee
- i) Will be composed of the Board of Directors
  - ii) Evaluate members' workmanship for participation in shows and events
  - iii) Oversee scholarship judging and awards

### 4) PRINTED MATERIALS, RECORDS, MANUALS, SPECIAL AWARDS

- a) Any changes to printed materials of the Guild must be approved by the Board of Directors
- b) Any printed materials given out representing the Craft Guild of Nevada County must be approved by the Board

## 5) COMPLAINT PROCEDURES

- a) Written complaint submitted to the President
- b) President requests response from the person or committee concerned
- c) Review and recommendation for resolution by the Executive Board if the matter has not been resolved by the President
- d) If the Executive Board cannot resolve the matter, it will be presented to the general membership for a vote

## 6) WORKSHOPS

- a) Workshops are open to all interested parties. When the number of sign-ups exceeds the class size limit, enrollees will be accepted in order of application from the membership first. Any vacancies remaining will be allotted to non-members in order of application
- b) Fees
  - i) Workshop fees are due at the time of sign-up and are not refundable unless the class is canceled, or an unforeseen emergency occurs. Checks will be made payable to the Guild
  - ii) Material fees will be determined separately at the time of class by the instructor
    - (1) Workshop instructors must agree to allow students to use what they learn for pleasure or profit by signing a release

## 7) GUILD SHOWS / EVENTS

- a) The Guild will establish artisan shows to promote fund raising and celebrate community artists.
- b) Guild shows will be added to the annual calendar and on our website.
- c) Applications will be available on our website
- d) General Membership Responsibilities /Guild Vendor Qualifications
  - (1) To qualify for members' discount on shows/events, participant must have become a member six months prior to show/event
  - (2) Participate in mandatory event meetings
  - (3) Sign up for a job at event/show
  - (4) Approval by the Standards Committee. Only crafts produced by the applicant are acceptable
  - (5) Booth sharing must be approved by Standards Committee. Each artist must submit information on application and provide pictures of work
  - (6) Booth fees paid in full by deadline
- e) Non-Members:
  - i) Approval by Standards Committee. All work must be that of the applicant
  - ii) Fees paid
  - iii) Booth sharing must be approved by Standards Committee. Each artist must submit information on application and provide pictures of work
- f) Vendor Responsibilities / Guidelines:
  - (1) Vendors will complete set up during the time allotted
  - (2) Booth will be open for business during entirety of show hours. Please do not pack up items or break down booth during show. No exceptions.
  - (3) Displays must be in keeping with the theme of the show/event. The Guild reserves the right to reject inappropriate displays or to remove merchandise not meeting the standards of juried items.
  - (4) Appearance of Booth:
    - (a) All booths must be presentable and clean at all times (empty boxes, overstock, etc. should be stored under tables, not visible to public

- (b) Tables must be draped to the floor on all sides visible to the public with clean, fire retardant materials (No open flames or heating appliances of any kind allowed)
  - (5) Vendors may not sell food or drink for immediate consumption.
  - (6) Craft demonstrations must be reviewed and approved by the Board for safety and appropriateness
  - (7) Vendor must have a valid California Seller's Permit displayed at booth
  - (8) No commercially produced kits or resale items may be sold
  - (9) No pets except animals for the handicapped
  - (10) Vendors not found in compliance with ALL guidelines, shall forfeit vendor fees and be asked to leave show
- 8) ADDITIONAL GUIDELINES SPECIFIC TO WINTERFAIRE SHOW at Nevada County Fairgrounds  
\*subject to change annually
- a) Non-Member Vendors must provide their own tables and chairs. \*Table rentals may be provided at a cost -contact Guild for additional information
  - b) Member Vendors are responsible for checking out and setting up their own tables
  - c) Booth Sizes are approximately 10' X 10'. Size may vary slightly due to the use of pop-up frames. It is each vendor's responsibility to constrain their space to within their designated 10' X 10' area. If using a pop-up frame prevents this, they are not to be used.
  - d) Electricity is available for all booths. Vendor must provide their own properly rated heavy duty extension cords that are properly secured to prevent any possible hazard.
  - e) All products must be handmade or significantly embellished by you.
  - f) Resale products/items are not allowed.
  - g) Internet connection is provided by the venue as a courtesy. Craft Guild of Nevada County has no control over the stability or security of the provided internet connection. Vendors should provide their own internet access.
  - h) Sales Tax-It is the responsibility of vendor to collect the appropriate tax rate for location of venue.
  - i) Craft guild of Nevada County shall not be liable for any injury, theft, loss, or mishap of any kind during the event.
  - j) Building is secured after show hours and patrolled by law enforcement. Vendors may choose to leave their merchandise and belongings overnight at their own risk.
  - k) We kindly ask that you do not bring pets or children with you when setting up. Set-up times are usually chaotic and generally unsafe for pets and children. If children are brought, they must remain inside the building and under constant supervision.
  - l) Vendors not found in compliance with ALL guidelines, shall forfeit vendor's fees and be asked to leave the show
  - m) If you have any questions or concerns, please email us at: [info@craftguildofnevadacounty](mailto:info@craftguildofnevadacounty)
- 9) CHANGES TO RULES AND REGULATIONS
- (1) These rules and regulations will be reviewed annually
  - (2) Recommended changes will be presented at the next Board meeting
  - (3) Proposed changes will be presented at the next general membership meeting following the Board meeting
  - (4) Members may present their recommendations at either or both of these meetings

APPROVED March 4, 2024