

BLACK SHEEP WEAVERS FIBER GUILD
Operating Procedures and Guidelines

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BLACK SHEEP WEAVERS FIBER GUILD

Operating Procedures and Guidelines

Introduction/ Purpose

The Black Sheep Weavers Fiber Guild (~~Guild~~) has established Bylaws which contain the ~~high-level~~high-level principles for governance of the Guild and are maintained and approved by the entire membership. ~~ms document~~ (Operating Procedures and Guideline)* is intended to provide details of how we do things so that continuity can be maintained and new members can benefit from the knowledge of experienced members. It is intended to be a living document that can be edited and revised by the Board as required.

Other documents maintained and approved by the full membership include the Standards of Acceptance and Eligibility for Shows and Sales, Guidelines for Genres of Fiber Arts, Sale Procedures (Inventory Sheets and Sale Tags), Sale Waiver, and Sale Inventory Sheet. Board members periodically review and recommend updates to these documents which are published and maintained on the Guild website.

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Board Member Roles and Responsibilities

President

1. Supervise the affairs of the Guild.
2. Sign checks as necessary.
3. August through June, prepare a monthly President's letter and submit it to the Newsletter Editor by the deadline.
4. Prepare meeting agendas for all meetings from items carried over from previous meetings, items requested by members, and new business items.
 - a. Distribute, no less than four days prior to the meeting, agendas to Board members and those responding to the Board or requesting time on the Board agenda. Items to be discussed or considered by the Board are to be distributed with the agenda.
5. In ~~August-June~~, fill out Room Reservation form for meeting room #3 through the office of Hartland Community Education.
6. Request all motions to go before the Board be drafted and a copy given to the President at the meeting.
7. Preside ~~at over~~ all meetings.
8. Appoint committees.
9. Vote only to break a tie vote.
10. Ensure that Guild activities are in keeping with the Bylaws and Operating Procedures.

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First Vice President-Programs

1. Preside ~~at over~~ meetings in the President's absence.
2. Plan programs as early in the year as possible for listing on the Guild calendar in the membership brochure, the newsletter and on the Guild web site.
3. Arrange programs and speakers that are of interest to the Guild. (This includes surveying the interests of Guild members, gathering recommendations from the membership, and basing selection on the various fiber arts the ~~membersmembers'~~ practice.)
4. Submit ~~proposed~~ annual budget to Treasurer by required date for Board approval.

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5. Contact speakers, negotiate fees (mileage, if applicable) and mail program agreements to be signed and returned by speakers prior to their program dates. (Speaker's fees are capped at \$125; exceptions require Board approval.
6. Provide the appropriate signed agreements ~~to for~~ all parties involved.
7. Request payment in advance from the Treasurer to pay the speaker(s).
8. Submit articles for each newsletter describing ~~the next~~next month's program.
9. Print any required handouts in advance of each program and, if required, set up the room prior to the meeting, based on the request of the presenter(s).
10. Introduce the evening's speaker(s) to the members at the Guild meeting.
11. Remain after the program to set the room back to its original/ required room arrangement,

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Board Member Roles and Responsibilities (Cont.)

Second Vice President-Workshops

1. Preside ~~over at~~ meetings in the President's and First Vice President's absence.
2. Act as Workshop Chairperson arranging workshops with speakers of interest to the Guild. This includes determining the interests of Guild members, based on various fiber arts the members practice and gathering recommendations from the membership.
3. Submit proposed annual budget to Treasurer by required date for Board approval.
4. Plan a minimum of two workshops per Guild calendar year.
5. Maintain responsibility for the planning, budgeting, advertising, registration, conducting, and follow-up bookkeeping for each workshop as outlined in the Workshop Guidelines section of this document.

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Secretary

1. Record the minutes of both Board and General meetings.
2. Email President with synopsis of meeting(s) minutes for approval.
3. Email approved document(s) by due date (determined by newsletter editor) to newsletter editor for inclusion in newsletter.

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Treasurer

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- I, Create and maintain an annual budget.
 - a. Develop proposal with input from Board Members (prior to September meeting).
 - b. Present Budget to membership for approval (September).
2. Maintain and monitor the Guild bank account.
 - a. Go with the President to PNC Bank in Milford or agreed upon location Hartland to sign appropriate paperwork when new officers are elected.
 - b. Obtain online access from previous Treasurer.
 - c. Order checks as needed.
3. Collect and disburse all funds.
 - a. Collect and deposit dues payments, donations, etc.
 - a.b. b. Disburse payments to members for approved expenses.
 - c. Collect and deposit all receipts from Guild Sales (see detailed description below).
4. Be responsible for all financial aspects of Guild Sales.
 - a. Prepare cash boxes (2) including startup cash.
 - b. Set up Square credit card reader the night before the sale and notify approved cashiers with username and password and second authentication codes.

Bring credit card reader (Square) and provide username and password to approved cashiers.

 - c. Maintain and provide necessary supplies such as adding machines, pens, staplers, etc.
 - c. Maintain cashier guidelines and training materials, and provide necessary supplies such as adding machines, pens, staplers, etc.
 - d.
 - e.d. Work Sale (entire duration if possible) with assistants to help with inventory spreadsheet, inventory sheets, tags, tallies, etc.

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Board Member Roles and Responsibilities (Cont.)

Treasurer (continued)

- f. Reconcile sales with inventory sheets.
- g. Pay all bills related to sale.
- h. Calculate and pay participating members for sales receipts less 10%-15 Guild fee.
- 5. Maintain an accurate accounting record of funds collected and expenses incurred.
- 6. Generate and maintain membership roster.
 - a. Maintain the current roster and release ~~online~~ online version to all Board members, including Membership/ Hospitality.
 - b. Use newsletter to announce onboarding of new members and send contact information to Board Members and Membership/ Hospitality.
 - c. Print rosters for members and include on the printed roster the following statement: "All member information included on this roster is for the personal use of members for BSWFG business only. E-mail messages to multiple group members must use the Blind Carbon Copy (BCC:-) method to avoid revealing email addresses." (adopted 6/6/13).
 - d. Assign artist ID numbers to qualified members. Same ID number is maintained for members with less than ~~3-year~~ 3-year lapse in continuous membership.
 - e. Save past rosters for 3 years for reference.
 - f. ~~Prepare and print member ID cards annually.~~
- 7. File and pay Michigan State sales and/or use taxes on an annual ~~quarterly~~ basis in compliance with Michigan State regulations and file annual taxes on or before April 15.
- 8. Maintain Business Name and Sales Tax license as required.
- 9. Maintain responsibility for Guild post office box.
- 10. Sign such items as require a signature.
- 11. Prepare a monthly summary of Guild income and expenses to be presented at Guild meetings and/or in the newsletter.
- 12. Prepare a financial statement to be presented at the end of the fiscal year.
- 13. Submit accounting records for audit at the end of the fiscal year.

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Board Member Roles and Responsibilities (Cont.)

MLH Representative

1. Serve as a liaison between the Black Sheep Weavers Fiber Guild (BSW) and the Michigan League of Handweavers (MLH).
2. Attend MLH meetings (usually four per year) or appoint a representative to attend.
3. Report to BSW members at Guild meetings a synopsis of the business of the MLH meeting and its current activities.
4. 4. Write and submit to the Newsletter Editor articles informing the Guild about the various MLH events being held.
- 4.5. Provide MLH with timely information on Guild activities.
6. Encourage Black Sheep members to join MLH and to participate in the annual MLH workshops and the biannual conference.

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Membership/ Hospitality

- 1.1. Greet guests, make them feel welcome, and introduce them at the meeting.
2. Prepare, keep, and have available name tags at each meeting and Sale.
3. Provide light refreshments for Guild meetings.
4. Advise new members of BSW website for necessary guild membership information.
5. Write a welcoming letter to new members.
6. Assist the Treasurer in maintenance of the membership roster and ensure access to Guild officers and members as required.
7. Submit proposed annual budget to Treasurer by required date for Board approval.

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Librarian

- 1.1. Maintain and organize existing inventory by subject matter alphabetically at a storage location convenient to guild members (currently cupboards in meeting location).

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Board Member Roles and Responsibilities (Cont.)

2. Gather suggestions from the membership for new purchases/ subscriptions.
3. Submit proposed annual budget to Treasurer by required date for Board approval.
4. Purchase publications and subscriptions within ~~requested~~the requested budget and direct to the Guild at its Post Office Box.
5. Purchase supplies required for checkout system and ~~apply~~applied to new inventory.
6. Maintain the checkout system and follow up on late returns or missing publication issues.
~~issues.~~
7. Recommend the disposal of items when necessary and when feasible, solicit donations for discards.

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Publicity

- ~~1.~~ Submit proposed annual budget to Treasurer by required date for Board approval.
2. Create a list, with deadlines, of organizations, publications, radio stations, TV stations, other art guilds, online art addresses, etc. for distribution of promotional materials.
3. Make the public aware of the annual sales held by Black Sheep Weavers' Fiber Guild: ~~the~~The Holiday Sale and the Spring Fling Sale.
4. Notify, as soon as the sale dates are available, organizations that publish a calendar for the year (i.e. Community Life (Hartland), Highland Business Assoc. online calendar, nearby Chamber of Commerce groups, etc.).
5. Write a "press release" for each sale including pertinent information about date, time, location, hours of operation and a description of what products will be offered at the sale.

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Publicity (continued)

6. Send, approximately two months prior to the sale, the "press release" with photos to area newspapers, radio stations, other art guilds, online art venues, etc., including a contact telephone number or email (not for publication) to be used if there are any questions.

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Board Member Roles and Responsibilities (Cont.)

7. Send, approximately two months prior to the sale, a series of 3-4 emails to the member and customer lists to inform them of the details of the upcoming sale.
8. Develop and submit ad(s) by the publication deadline for any paid advertising in newspapers or ~~magazines, and~~ magazines and arrange with the Treasurer payment for the ad(s).
9. Send out a reminder to area newspapers, radio stations, other art guilds, online art venues, etc., approximately two weeks prior to the sale.
10. During the sales, collect email addresses from new customers to add to the customer email list. Various promotions may be used to help encourage the customers to submit their email addresses, such as a drawing for a free coupon ~~to~~ in the next sale.
11. Follow up after the sale by sending a thank-you to any or all organizations, publications, or stations that made a significant attempt to help publicize the sale.

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Newsletter Editor

1. Take pictures at each monthly Guild meeting. Select 5-10 pictures for inclusion in the newsletter.
2. Provide copies of pictures to Webmaster for display on Guild website.
3. Approximately 2 weeks before each meeting, email all members to request articles for the newsletter.
4. Review all received articles for missing information, punctuation and any obvious grammar errors.
5. Forward to Webmaster any items which meet the criteria for publishing on the Guild website. If necessary, identify website(s) to add to article content to supplement article information.
6. Prepare a monthly newsletter in Microsoft Word, fitting submitted articles and meeting photographs into newsletter template. Adjust layout as necessary to fit all content.
 - a. To reduce file size for emailing, condense the Word document and then save it in .pdf format.

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Board Member Roles and Responsibilities (Cont.)

7. One week before each Guild meeting, email a .pdf copy of the newsletter to all Guild members, using ~~membership~~the membership roster.
8. ~~8.~~ Provide a .pdf copy of the newsletter to the ~~Web Site Coordinator~~Webmaster for inclusion on the website.
9. ~~9.~~ Print and mail copies of the newsletter to members who do not have e-mail accounts, as identified on the membership roster.
10. Print 10-20 copies of the newsletter to make available to members at Guild meetings, particularly for distribution to new members and to guests.

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the Guild.

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Website Coordinator

1. Maintain and update the Guild's website from information provided in meetings and by members.
2. Maintain a current copy of the Guild's Bylaws and Operating Procedures on the website. Update documents per changes approved/ documented in meeting minutes.
3. Maintain the Guild Guidelines for sales as well as the timeline, inventory form and sale participation waivers. Update these documents per changes documented in meeting minutes.
4. Maintain an updated Calendar of Guild Events on the website with descriptions of ~~the next~~next month's program description.
5. Maintain the workshop page on the website posting descriptions of upcoming workshops until two full months prior to the workshop when registration ~~opens~~opens, and the registration form replaces the preview description.
6. Gather and post separately non-BSW events of interest to Guild members.
7. Maintain a current list of officers, the monthly meeting location, directions, and meeting times.
8. Provide information on the upcoming Guild Sales as soon as the date has been confirmed. Post details as they are confirmed and provided by the Sale Chair.
9. Submit proposed annual budget to Treasurer by required date for Board approval.

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Workshop Procedures and Guidelines

1. Identify potential speakers for member-preferred topics.
2. Select and contract speaker.
 - a. Contact workshop presenter, determine credentials and identify all costs associated with conducting the workshop.
 - b. Book tentative date and location and include a cancellation clause.
 - c. With Board approval, the Guild may choose to subsidize transportation or room rental costs for a particular workshop at a to-be-determined level.
3. Prepare an outline or description of the proposed workshop and outcomes.
4. Write copy for members including ~~costs, and costs and~~ submit to Newsletter editor for publication and to website coordinator for posting on the web site.
5. Solicit registrations and collect all fees.
 - a. Workshop space is open first to Guild members. If all space in ~~a respective workshop~~ the respective workshop is not reserved and paid for by a predetermined date, open registration to non-Guild members. A \$10 non-member fee may be additionally assessed.
 - b. Confirm each registration by email, phone or US mail.
 - b-c. ~~Hold~~ Hold checks until workshop cancellation deadline.
6. If at or before workshop cancellation deadline, paid registrations are sufficient to cover workshop costs:
 - a. Submit checks to ~~T~~ Treasurer for deposit.
 - b. Reconfirm contract with workshop presenter and act as liaison in all matters pertaining to conducting the workshop.
 - c. Arrange meals, transportation and lodging for presenter as needed.
 - d. Continue accepting registrations until ~~class~~ the class limit is reached, then maintain a waiting list.
 - e. Provide updated information to Newsletter editor for publication and Website Coordinator for posting.
7. If at the workshop cancellation deadline, there are not sufficient registrations to hold workshop, cancel contract with presenter, cancel room booking and return previously collected checks.

Revised ~~Revised November 1, 2024~~ January 20, 2017

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8. If a participant cancels before the workshop, the entire registration fee may be returned if the reserved spot is filled or a portion of the fee returned based on a reasonable assessment of the situation.
9. At the time of the Workshop:
 - a. Prepare handouts and/or materials packets if needed.
 - b. Set up workshop room, handouts and materials, as necessary.
 - c. Welcome registrants and introduce speaker.
 - d. Oversee smooth running and timing of workshop.
 - e. Be responsible for workshop room clean up as required.
 - f. Note: Guild sponsored workshops require the Workshop Chairperson or Board approved representative to be present.
10. Prepare evaluation report and financial reconciliation worksheet and submit submit it to Board. Reconciliation and receipts must be submitted to the Treasurer within 30 days following the respective workshop.

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Sales Procedures and Guidelines

~~(To be completed -- to cover primarily the duties of the Sale Committee as member procedures are included in the 'Inventory Sheets and Sale Tags' procedures)~~
Any and all items offered for sale in any Black Sheep Weavers Fiber Guild (Guild) Sale must:

1. Meet Guild Guidelines as outlined in the Standards of Acceptance document or be specially approved by the Sales committee. Once an item is specially approved it is accepted in future sales. The Sales committee may limit the number of specially approved items in any particular sale.
2. Each item must have a Guild issued sale tag securely affixed and properly filled out. Tags are available for sale at cost from a Sales Committee member (Darlene Murray) You may affix a personal business card or tag in addition to the Guild issued tag.
3. All items offered for sale must be listed on a Guild issued inventory sheet, correctly filled out. The Guild issued inventory sheet may be photocopied or printed from our website, but no other version of an inventory sheet will be accepted.
4. To facilitate accurate bookkeeping and payment to the Guild members, please fill out the tags and inventory sheets carefully and legibly. Only items with Guild issued tags and inventory sheets will be accepted.

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Revised ~~Revised~~ November 1, 2024 ~~January 20, 2017~~

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How to fill out the Tags:

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Three types of tags are available, general merchandise, smaller ornament tags, and jewelry tags. Use whichever tag best fits your particular item. Securely affix tag to sale item with yarn, ribbon, floss, wire, safety pin, etc. Do not use staples or straight pins. All applicable lines on both sides of tags must be filled out. Inv. # on the tag corresponds to the Inv.# on inventory sheet. The Inv. # consists of your BSW I.D. Number as listed on the Guild Membership Roster sheet followed by the number you have assigned the particular item (i.e. 120-1). Jewelry tags should be folded with the item affixed to the front (logo) side. In addition to filling out all lines on back of the jewelry tag, print out the price of the item in the lower right corner of tag front. Do not fold any tag along the perforated line!

How to fill out the Inventory Sheets:

Print name of sale and sale date(s) at top of inventory sheet.

Print clearly your name, phone number, and sale information at the top of each inventory sheet used. Print your BSW I.D. Number as listed on Guild Membership roster, in box at lower right corner of sheet(s). If additional items are brought to the second day of the sale, a separate and completed inventory sheet with new numbers assigned to all items must be submitted.

In Column is for by the Sales Committee ???

Inv.#-Item# is the same as the Inv. # on your tags. Inv. #-Item# consists of your BSW I.D. Number followed by the number you have assigned that particular item. Number items consecutively beginning with #1. If you have more than one of the same item, they will have the same Inv. #-Item#. Items which have the same number must be essentially the same and have the same price. For example, five silk scarves of the same size, design and price but of different colors, would have the same number and be listed as 5 under the quantity column. Do not assign more than 10 items to each inventory number. If you have more than 10 of the same item, assign a new inventory number for each group of 10.

Quantity column is the number of items which have the same Inv. #-Item#.

Description is a concise description of item. For example, knitted chenille scarf instead of scarf.

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Revised November 1, 2024
~~Revised January 20, 2017~~

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Price column lists price of each item in **whole dollar amounts only.**

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Sold/Fri and Sold/Sat Columns are checked by the Guild member who is recording the item as sold per the receipts. **The Guild treasurer does not reference these inventory sheets.**

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Total column is the total number of that particular item sold during the sale and is not totaled by anyone.

Out column is not used.

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At the close of the sale, each Guild member collects from the sale floor all of their unsold items.

If you have any further questions, please contact a Sales committee member. Alos additional information and/or special directions will be conveyed via the newsletter and Guild meetings prior to a Guild sale.

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