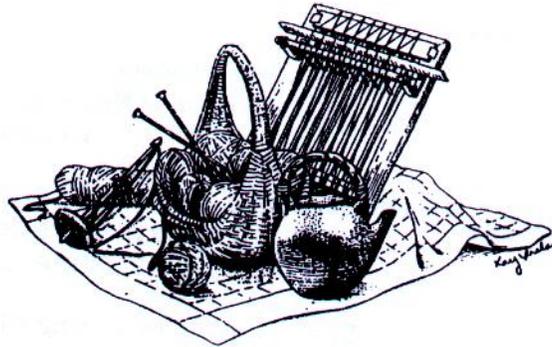


Craft Guild of Iowa City

Handbook



**A place to enjoy
pottery, beading, glass and fiber arts**

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The Craft Guild of Iowa City is a non-profit organization which promotes interest in crafts and provides an opportunity for creative development in the following areas: knitting, glass arts, pottery, quilting, spinning, and weaving and basketry. New groups may be organized by eight or more active members with the approval of the governing board. Classes and instruction are offered by all groups except glass arts. It is recommended that Guild members belong to not more than three groups, but may join a fourth group with the consent of that group's Chair. We operate under the guild concept, in that we are a working group and recognize our responsibilities to make it a viable, ongoing organization by giving of our time, talents, and knowledge.

The Craft Guild is governed by a Board composed of elected and appointed officers. These officers include President, Vice President, Treasurer, Secretary, and all group Chairs. Board meetings are held on a monthly basis (first Tuesday of the month or as scheduled) at the Guild House. All Guild members are welcome and urged to attend these meetings.

Membership in the Craft Guild is open to men and women over the age of eighteen. There are three types of annual membership. An **Active** member enjoys full participation in groups and full use of the facilities. Dues are \$70.00 for a full year, September 1 to August 31. A **Family** membership is available for an **Active** member and his or her immediate family, living at the same address. A **Junior** member, age 12-18, must be sponsored by a parent or guardian who is an active member and must be accompanied by that adult at all times. Each additional family member pays an annual dues of \$35. **Honorary** members are chosen by the Board in recognition of outstanding contributions to the Craft Guild. **Honorary** members do not pay dues, but enjoy Guild privileges as determined by the Board.

Affiliate members are non-guild members receiving instruction offered by a group of the Guild. The **Affiliate** membership extends only for the duration of the instruction. **Affiliate** members are not entitled to Guild privileges and must be supervised by an active Guild member whenever they are in the Guild House.

Craft Guild workshops may be opened to non-members at an additional fee if space is available; by doing this, we can introduce the Guild to nonmembers and hope they become interested in joining. The workshop fee will vary according to the guest instructor fee and cost of materials. The money collected will go to the treasury of the group sponsoring the workshop.

Newsletters are printed and sent via email or post to all Guild members in June, August, October, December, February, and April. Members having items to contribute should contact the Newsletter Editor. Newsletter deadlines are Wednesday noon following Board meetings of the above listed months. General Craft Guild events include an Open House (September), exhibits, demonstrations, workshops, and a spring potluck meeting (May) which includes annual reports, the election of general Board officers, and other Guild activities.

The house at 815 Oakland is owned by the Craft Guild and is provided for the use of all active members during the year. The house is used for scheduled meetings and on an individual basis when use does not

interfere with a scheduled meeting. Entrance to the house is gained by the combination given to members when dues are paid.

The Guild has equipment and facilities available for casual and recreational use by its members. Guild facilities and equipment are not to be used by individual members (1) for the creation of items for personal remuneration that would offer that individual an unfair competitive advantage in the market place, (2) to seek or accept commission work which is reliant wholly, or in part, upon Guild equipment for its completion, or (3) to offer private, paid instruction. Nonmembers are not permitted use of the facilities or equipment with the exception of affiliate members.

As members of the Guild we have certain cooperative responsibilities: winterizing and spring cleaning the Guild House, volunteering to mow the lawn, painting, and doing repairs as needed.

The front door must be locked at all times. The basement door should be left open. All windows must be closed and locked and all lights turned off when you leave. The heat should be turned back to 60 in the winter when no one is using the house. In the summer the air conditioner should be turned off before leaving the house. Please double check these items before you leave the premises. There is no smoking at any time in the house. Please clean up after yourself. There is a vacuum cleaner stored in the closet on the first floor; it can be used anywhere but in the pottery room. Another vacuum cleaner is stored in the pottery room for use in that area. During the year members will be called upon for general clean-up of the house.

Children are not allowed in the house except on occasions when it is open to the public, such as Open House. This rule is for the safety of your child as well as for the protection of the equipment and the working conditions of the members.

If you should notice an odor coming from the kiln, please turn on the exhaust fan in the pottery room and open the inside pottery door. When spending time at the house, please park at the side of the Guild House; not blocking the picket fence or the neighbor's garage. When many members are at the Guild House it will be necessary for some to park on Oakland and Sheridan Avenues.

Guild Finances, Equipment, and Libraries

All money collected goes into the Guild treasury. Accounts are kept for each individual Guild group and for the general Guild. Moneys are deposited and disbursed by the Guild Treasurer. Deposit or reimbursement requests by members should be accompanied by the appropriate form and submitted to the group or Guild treasurer.

Dues are deposited in the general Guild account. Fees collected for classes and materials are deposited in individual Group accounts. Expenditures from Group accounts are designated by those groups, with Board permission required for any amount over \$500, or expenditures which would impact other groups within the Guild, i.e., those requiring more space, utilities support, or modifications to the building. Groups may raise money through special projects with permission of the Board for deposit to their group account.

The general fund pays for the utilities services and other costs related to general building management

and operation.

Special equipment and materials specific to a Guild group are the property of that group while it exists at the Guild. Each group is responsible for the purchase of this equipment, materials, and its maintenance. If a group ceases to exist those materials and equipment become the property of the Guild.

Purchases over \$500 must be approved by the Board even though individual group funds are used. If equipment or materials are no longer needed, the group may offer them for sale provided the sale proceeds are deposited in the group account and appropriate procedures for these sales are followed.

While each group is generally responsible for paying for equipment from their account, a group may request a loan from general Guild funds from the Board. If granted, specific repayment plans are required. If there are special circumstances that might warrant the general Guild sharing the cost of a proposed acquisition, a group may petition the Board for such consideration.

Each group has the responsibility to inventory their materials and equipment on a timely basis and to establish use policies consistent with safety, security, and the general goals of the Guild.

House Committee

A House Committee may be appointed by the Board to evaluate the interior and exterior facilities of the Craft Guild and make recommendations to the Board for short- and long-term improvements, with a suggested sequence for implementation. These improvements should also take into account routine maintenance concerns and schedules. The Board of the Craft Guild is responsible for the safe and efficient operation of the structure and oversight of facilities use within the building. General fixtures and furnishings in support of active group needs are also the responsibility of the Board.

Improvements to the Guild facilities fall into four categories:

1. Physical modification: Wall repairs, windows, any changes to the structure or utilities services.
2. Housekeeping: General oversight.
3. Cosmetics: Generally the finishes on walls, floors, windows, etc.
4. Furnishings: Those for general use (tables, chairs, etc.,) or possibly building shelving for libraries and equipment storage.

Since the general appearance of Guild facilities is of concern to this committee, interior building signs and posted policy statements are also committee responsibilities.

This committee is responsible for coordinating and implementing the improvements and maintenance programs approved by the Board.

Member Groups of the Craft Guild of Iowa City

Statements of Policy

Daycrafters

Daycrafters began as a daytime spinners' group but has evolved to include any member who wishes to work on any handwork. This group meets on the second Thursday morning in member's homes. The group focus is a "gathering time" to complete projects, and also to provide mentoring or to share information about any of the fiber-arts, or other groups.

Knitters

Knitters meet informally with either a daytime or evening group at the Guild House. Anyone with an interest in knitting is welcome. No experience is necessary to join the group.

The emphasis is on the sharing of ideas and exchange of knowledge between members. Items from the library can be checked out by members. "Show and Tell" of completed projects by members at the meetings is encouraged, but is completely voluntary.

Glass Arts

The Glass Artists meet on a weekly basis at the Guild House. Equipment may be used by the group members at the Guild House. New members must have a working knowledge of copper enameling, stained glass or beading.

Potters

There are monthly pottery meetings, except in summer. The elected officers of the potters are Chair, Secretary/Treasurer, Material/Glazes Chair, and Firing Chair. The duties of these officers are as follows:

Chair: Holds the monthly meetings; provides material for the Guild Newsletter and represents the Potters Group at the monthly Board meetings; forms committees for accomplishing specific tasks, such as clean-up, sales, demonstration; organizes classes.

Secretary/Treasurer: Takes in all monies collected for classes, fees, clay, and donations; gives a financial report at the monthly meetings and arranges for payment of all bills as well as handling all bookkeeping concerning bills and money received; keeps record of new members.

Materials/Glazes Chair: Responsible for ordering all materials, forwarding all bills to the Secretary/Treasurer for processing; responsible for receiving materials.

Firing Chair: Evaluates firings; checks running time of kiln, keeps track of firings (kinds and dates); responsible for gapping the kiln every 20 firings.

Certain SAFETY RULES should be strictly observed in the pottery room.

1. Check with the Materials/Glazes Chair before mixing glazes or clay bodies to learn of procedures and possible hazards.
2. Operation of the kiln should be under the supervision of the firing chair, to ensure that proper procedure is used. No two kilns are turned on at once as this blows the main fuse or breaker. The kiln should not be loaded, unloaded, the kiln cracked, or switch turned on or off without instructions from the firing chair. The exhaust fan should be turned on when the kiln is on.
3. Wear a mask when mixing chemicals; it is advisable to wear gloves.
4. No smoking or food containers allowed in the pottery room.
5. Turn on exhaust fan when kiln is on.
6. Always wear shoes.
7. Clean-up is a cooperative effort. However, each member is responsible for cleaning up after themselves (includes wheel, bats, wedging table, table-top, etc.). Also take time to sweep the floor, especially after trimming. This is important especially for the next person, as well as to keep down the clay dust (one of the most hazardous materials in the area).
8. Never operate the pugmill when alone in the house.

Beginning pottery classes are taught each fall and spring as interest demands. An instruction fee is charged in addition to Guild dues.

Quilters

The Quilters, members who range from beginners to experienced quilters, meet informally in members' homes on the fourth Thursday morning. The Quilters plan their meetings based on a quilting technique or topic which interests them. Members help each other with skills and ideas. Each member sets personal goals for starting and finishing individual projects. Finished projects are shared at Guild functions. The Quilters welcome new quilters who would like to learn piecing, appliquéing, or quilting.

Spinners

The Spinners meet each month from September to May with the exception of December. Meetings are held at the Guild House on the third Tuesday and begin at 7:30 p.m. At these meetings business is transacted, a program is presented, and members share ideas, accomplishments, and resources.

The elected officers consist of a Chair and a Secretary/Treasurer. The Chair appoints committees as needed. The nominating committee is appointed by the Chair no later than the April meeting. The committee is to report nominations to the Spinners at the May meeting, with the election of officers to follow immediately.

Spinning equipment (carders, wheels, drum carders, and library) may be borrowed by the members of the Spinners for a period of one month. A sign-out sheet is maintained for all equipment.

Instruction in spinning will be offered as interest demands. Spinning and related workshops may be initiated from time to time as there is an interest and need. Revenues acquired from such workshops and classes are to be used for the good of the Spinners.

Special events in which the Spinners have participated are demonstrations, workshops, Iowa Spin-In, the Iowa Federation of Handweavers and Spinners, and the Iowa State Fair.

Weavers

Weavers is open to all weavers and basket makers or those interested in weaving and basketry. Weavers generally meet on the fourth Tuesday of each month, with the exceptions of December, June and July. Meetings are usually held at the Guild House at 7:30 p.m. Changes in this schedule are in the Guild Newsletter and announced at general meetings. Meetings consist of a business section, special programs, and project sharing. In addition to these monthly meetings, other special activities, such as pattern weaving workshops, basketry workshops, and other special workshops are held throughout the year and are open to all guild members on a sign-up basis for a fee. Subjects and sign-up sheets are presented at general meetings. A schedule of meeting dates and program topics is available at the Open House.

The Weavers Study Group is open to all weavers who know how to wind a warp and prepare a loom. This group meets monthly in members' homes. In May the group decides on activities for the coming year. Programs are prepared and presented by Study Group members. A program outline is available at Open House. Members are charged material costs.

Beginning weaving classes are taught each fall and spring as demand warrants. An instruction fee is charged in addition to Guild dues.

An extensive library of books, periodicals, and swatch samples is available to be checked out for one month. These materials are in the library which is available at general meetings or by arrangement with the librarian.

Looms and other weaving equipment are available to members of the Weavers at no charge for a period of one month. These items may be checked out at any time. Prior to Open House and any general workshop, looms must be returned to the Guild House. Members should report any problems with equipment to the Equipment Committee Chair. Equipment to be used only at the Guild House and not for checking out are listed on the bulletin board next to the sign-out sheet and, in many instances, on the equipment itself.

Library materials and weaving equipment have been accumulated over a long period of time using funds earned by the Weavers or through donations. Members are individually responsible for following appropriate check-out procedures and proper care of materials and equipment while using these items. Library materials and equipment are updated and improved with funds earned through various projects.

Organization

Weavers have three elective offices which are Chair, Program Chair, and Secretary/Treasurer; term of office is one year (may be extended). In addition to these offices, the Chair appoints heads of three standing committees; Equipment, Library, and Hospitality. These committee chairs, the elected officers, and the weaving instructor constitute the executive committee of the Weavers.

The Chair appoints a nominating committee each year prior to April 1 to seek candidates for the elective offices. These names are presented at the general meeting in May for the election. In the event of a vacancy during the year, the remaining officers appoint someone to complete the term of the officer.

Offices can be a shared position.

Duties

Chair: Presides at all meetings of the Weavers and executive committee; is a member of the Board of Directors of the Guild, representing the Weavers; serves as a liaison from the Board to ensure that Weavers are knowledgeable of the general Guild events and activities; responsible to submitting copy for the Guild Newsletter.

Program Chair: Presides at meetings in the absence of the Chair; responsible for programs for the general meetings.

Secretary/Treasurer: Keeps the minutes of business conducted at meetings and presents them to the general membership; maintains the financial records of the group. (All expenditures by the group are presented to the Secretary/Treasurer prior to being submitted to the Guild Treasurer for payment. Instructors for the workshops are responsible for notifying the Secretary/Treasurer of income and attendance for workshops so that accurate records may be kept.)

Equipment Chair: Responsible for inventory and maintenance of all weaving equipment; recommends new or replacement items for purchase; prepares and reviews sign-out sheets for equipment.

Library Chair: Responsible for inventory and maintenance of Weavers' library; recommends new materials for purchase or procedural changes for the library; reviews sign-out cards; seeks to ensure that materials are returned.

Hospitality Chair: Responsible for securing volunteers for each of the general meetings to provide and prepare beverages and snacks for the social times and to set up the meeting room for general meetings as required.

During the year Weavers participate in various special events, such as demonstrations, workshops, Iowa Federation of Handweavers and Spinners, as well as contributing to various all-Guild activities. All members of the Weavers Group are encouraged to participate in any of the activities planned during the year and to volunteer to serve as needed for both Weavers and Guild activities.

Revised November 2008