



# DESERT FIBER ARTS POLICIES

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**Amended May 15, 2023**

These Policies serve as a detailed guide governing the operation of Desert Fiber Arts (DFA), also referred to as the “Guild”). The Policies provide answers to numerous questions and offer useful direction for members, Officers, the Board of Directors, and Committee Chairs and Coordinators. They are an important supplement to DFA’s Articles of Incorporation and Bylaws, as they address many issues not otherwise treated in those documents. Finally, they are intended as a user’s manual to assist in understanding the structure, scope, and variety of activities and needs of the organization, both as a safety net to protect the Guild from many uncertainties that may arise in the conduct of its affairs, and as a cornerstone in its continuity.

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# 1 MEMBERS

## 1.1 Rights of Membership

- Each DFA member in good standing has the right and is encouraged to attend all Board meetings held in open session.
- Each DFA member in good standing has the right and is encouraged to attend all general membership meetings, which include regular membership meetings, special membership meetings, and the Annual Membership Meeting.
- Each member in good standing, whether a Primary or Add-On member, has full voting rights as described in the DFA Bylaws and in these Policies.

## 1.2 Membership Privileges

- Each Member in good standing is entitled to receive all communications regarding DFA and a copy of the DFA Membership Directory upon request. Each member shall also have access to the DFA Website, where the membership directory is updated as changes occur.
- The directory will only be printed for those within the Tri Cities requesting a printed copy. Members without email addresses automatically receive printed copies. Copies are to be picked up at the Guild House, unless out of Tri Cities members request them to be mailed. Copies will be printed on the DFA computer. Members of the same household requesting mailed directory will only receive one copy.
- Each member in good standing may use the DFA Studio, and may be assigned a door code or key for access, as appropriate.
- Each Member in good standing may participate in any existing DFA Study Group and may be entitled to join with other members in establishing a new Study Group.
- Through DFA, each member in good standing will become part of the Association of Northwest Weavers' Guilds (ANWG) and will receive all membership benefits of that organization.
- DFA members in good standing are encouraged to invite non-members to use the DFA Studio as guests on an occasional basis under the supervision of their DFA member host, and are encouraged to discuss the benefits of DFA membership with their non-member guests.
- Prospective DFA members are also invited to participate in all DFA programs, classes, and workshops where space is available and not otherwise taken by existing members. Such participation will be based on a non-member or other contract rate, as agreed upon by the Board.
- Members are prohibited from using the DFA membership information as a mailing list by any organization, corporation, or individual outside of the Guild. Membership mailing lists may be used by any DFA member for activities which further the mission of the Guild.
- Nothing in these Policies shall limit members from engaging in their own fiber art activities by themselves, with other DFA members, and/or with DFA study groups, whether inside the DFA Studio or on their own or other premises, or require members to obtain Board approval prior

to engaging in any such activities, provided members are following DFA Policies, Bylaws, and Articles of Incorporation.

### 1.3 Membership Responsibilities

- Each member is encouraged to participate in discussions and surveys involving the organization.
- Each member is encouraged to consider serving as a DFA Officer, as a member of the Board of Directors, as a Committee Chairperson or Coordinator, or as a volunteer in helping to organize, promote or conduct any of the numerous programs, workshops, classes, Study Groups, projects, fundraisers, sales, or other activities or functions undertaken by the Guild on behalf of DFA members and/or the wider community.
- Each member has the responsibility to pay dues to DFA on time, and to support the mission, values, and purpose of DFA.

### 1.4 Membership Dues

- Annual dues will be \$40.00, payable at the time membership is sought by or on behalf of a person who is establishing a Primary membership for the first time. A “Primary” member refers to the first person from a household to become a member of DFA during a fiscal year.
- Annual dues will also be \$40.00 for a Primary member who seeks to renew membership from the previous fiscal year.
- Annual renewal dues will be payable by or on behalf of such persons by June 1, the beginning of the new fiscal year, and a reminder may be sent to all members of this renewal date. Such members will be allowed a “grace period” through July 31 of the new fiscal year for their membership dues to be received in order to avoid a loss of membership privileges.
- A courtesy reminder will be sent to each of these members who have not paid by July 1, to encourage their continued membership in DFA without loss of any privileges.
- Membership rights and privileges for such persons whose annual renewal dues have not been paid in full by July 31 of the new fiscal year will be reinstated at any time their annual dues are so paid. No proration of membership rate will be allowed.
- Primary members can establish up to two additional annual memberships for family members living in the same household at the same address. These are referred to as “Add-On” memberships and can only be established by a Primary member.
- Annual dues for each Add-On member will be \$5.00 payable by on behalf of such person(s) at the time this Add-On membership is sought. Dues for these Add-On members are assessed in part to assist DFA in paying the cost of membership in other fiber art associations.
- Add-On members can establish Primary memberships in a future fiscal year if they so desire.
- The Board may approve complementary memberships for services rendered or to be rendered to DFA.
- Any change in the dues requires approval by both the Board and the Membership. Failure to obtain such approval from both the Board and the Membership will invalidate any such potential change. A change in any other aspect relating to dues, other than the amount, shall be governed by a decision of the Board.

## 1.5 Conditions of Membership

- All services provided by DFA members for the benefit of the Guild shall be done without compensation, except where the Board provides a complimentary DFA membership as provided in these Policies.
- DFA Membership lists may be used by any member for activities which further the purposes of the Guild. However, no member shall permit any organization, business, or individual outside of the Guild to use the DFA Membership list for any purpose, unless first expressly authorized by the DFA Board of Directors.

## 1.6 Membership Voting Procedures

In addition to the voting procedures set forth for the election of Officers and Directors, the following voting procedures will be used to enable members to resolve all other issues which they have the authority to decide. These other issues include, but are not limited to, approval of the Budget and of changes in the amount of dues, amendment of the Articles of Incorporation and the Bylaws, and removal of Directors. Voting may be by electronic means or in person, as determined by the Board.

### 1.6.1 Voting Procedures for Approval of the Budget

- No later than the April Board meeting, the Board will approve a Budget and will direct that a designated committee or group create and submit a ballot to all eligible members for a vote, that a deadline be established for submission of the ballot, that those so designated tabulate the results and submit the results to the Board, that the Board review the results and correct any errors, and that the results then be announced at the Annual Meeting.
- The Membership's approval or rejection of the Budget will be determined by a majority vote of those members then entitled to vote who timely submit a ballot.

### 1.6.2 Voting Procedures for Changes in the Amount of Dues

- Upon the Board's approval of a change in the amount of dues, it will direct that a designated committee or group create and submit a ballot to all eligible members for a vote.
- A deadline will be established for submission of the ballot.
- Those so designated will tabulate the results and submit the results to the Board.
- The Board will review the results and correct any errors.
- The results will then be announced to the Membership as soon as practicable.

### 1.6.3 Voting Procedures for Amendment of the Articles of Incorporation and/or the Bylaws

- At a meeting of members called for the purpose of amending the Articles of Incorporation and/or the Bylaws and at which a quorum is present, any proper motion, made and seconded with regard to any amendment shall be decided by a majority vote of those members who are then entitled to vote.



#### 1.6.4 Voting Procedures for Removal of One or More Directors

At a meeting of members called for the purpose of removing one or more Directors and at which a quorum is present, the members shall elect a presiding officer to conduct the meeting, and thereafter any proper motion made and seconded with regard to the removal of any Director shall be decided by a majority vote of those members who are then entitled to vote.

#### 1.6.5 Other Voting Procedures

All other issues on which members may cast votes at a meeting at which a quorum is present will be decided based on a proper motion made and seconded, and decided by a majority vote of those members who are then entitled to vote.

## 2 OFFICERS

### 2.1 Election Procedures

- To initiate the process of electing DFA Officers (President, Vice-Presidents, Secretary and Treasurer) to serve at the beginning of each new fiscal year, at or before the Board's February meeting, the Board will approve the appointment of at least two, but no more than four, DFA members to serve on a Nominating Committee for the purpose of proposing the names of those members who would like to serve in the capacity of DFA Officers in those positions which will be available in the next fiscal year.
- No relative or family member of an existing Officer may be appointed to the Nominating Committee.
- Those approved to be on the Nominating Committee will work together to find candidates who would like to serve in the capacity of DFA Officers in those positions which will be become available in the next fiscal year.
- No later than the April Board meeting, the Nominating Committee will provide the Board with the names of all candidates who are interested in each position, whether or not more than one candidate express an interest in any position.
- At the April Board meeting, the Board will determine how the election is to proceed whether in person and/or electronically, the last date that ballots may be received to be valid, and the process for announcing the results.

#### 2.1.1 The Nominating Committee Will:

- Prepare a ballot, by position, with the names of all eligible persons for those positions in which they have expressed an interest, together with a place for substituting the name of a write-in candidate for each position.
- Submit the ballot to the Board at the May Board meeting for confirmation that it is procedurally correct and free of errors.
- Publish Blast notice to all members of the upcoming election of Officers, and the process to be followed to cast votes in the election.
- Distribute the ballots as directed by the Board.

- Tabulate and certify the ballot results by at least two members of the Nominating Committee participating in the count;
- Submit a written report of the ballot results at the joint May Annual Meeting of the Board and Membership.
- Provide the original physical ballots and tabulation of electronic ballots to the Board for inspection at the joint May Annual Meeting.

At the joint May Annual Meeting, the Board will review the ballots and the tabulation of results, will vote to approve the results as submitted or correct any errors prior to approving the results, and announce the results to the membership.

### 3 BOARD OF DIRECTORS

The DFA Board of Directors, acting in its official capacity shall have exclusive authority to take action on behalf of the organization unless the Board specifically delegates such power to another DFA member or group or enters into a contract that permits action to be taken on its behalf, or unless its action are controlled by other provisions in its Articles of Incorporation or Bylaws or in these Policies. No DFA member or group and no individual member of the Board shall otherwise have the authority to take any action on behalf DFA at any time.

#### 3.1 Board Responsibilities

The job of the Board of Directors is to help keep DFA activities and expenditures in line with the purpose of DFA. The Board of Directors encourages activities that reflect the “each one, teach one” motto and that support of our members who enjoy fiber arts.

To accomplish this, the DFA Board of Directors is responsible to approve all activities performed under the auspices of DFA, whether at the studio or off-site. The Board also must approve all expenditures and contracts that permit actions to be taken on its behalf, unless its actions are controlled by other provision in its Articles of Incorporation or Bylaws or in the Policies.

Approval of all activities and expenditures will occur at an official meeting of the Board of Directors. Should an approval be required prior to the next meeting of the Board of Directors, an officer of the Board may poll all officers (not just those that can be contacted) by telephone or by email to determine if the situation warrants approval prior to the meeting. If one or more officers object, the request for approval will be added to the agenda for the next scheduled Board Meeting. If no officers object, the officer may verbally or by email poll all Directors (not just those who can be reached) to obtain a vote of yeah or nay on the approval. The decision will be formalized in the minutes of the next board meeting. Polling should be limited to urgent matters, or those requiring a timely response.

Except as otherwise provided herein, the DFA Board requires approval for the following:

- Actions involving the receipt or payment of money by DFA.
- Actions involving activities sponsored by DFA or to which DFA’s name is attached.

- Actions involving the participation by DFA in any event.
- Fundraising activities taken by or on behalf of DFA.
- Actions involving the presentation or hosting of programs, classes, workshops projects, and other activities sponsored by DFA or in which DFA facilities or its property is used.
- Requests for creation of new study or craft groups or the discontinuance of such groups.
- The sale or disposition of any DFA property.
- The acceptance or rejection of any property which is sought to be donated to DFA.
- The approval and/or signature of any contract, lease, or other document setting forth rights and/or obligations of DFA.
- The automatic payment of certain expenses to be paid each month or otherwise without further authorization. At the Board meeting at which the Budget is approved, the Board shall identify, designate and approve any automatic payment of expenses for the following fiscal year. The minutes of this meeting shall record the nature, amount, and payee of each of these expenses. The Board may withdraw this approval automatic payments at any time.

The provision identified in this section relating to Board approval are in addition to all other provision in these Policies authorizing the Board to take action on behalf of DFA.

The DFA Board may also take any other action necessary to ensure policies are being followed and/or to act in the best interest of the organization, provided such actions do not violate any DFA Policies, Bylaws or Articles of Incorporation.

### 3.1.1 Election Procedures

In addition to Officers who serve on the Board of Directors, each other member of the Board (Directors At-Large and the Past President) shall serve for a term that runs concurrently with one or more DFA fiscal years.

Election Procedures for all At-Large members of the Board of Directors will proceed as set forth for Officers, except as follows:

- If there are an insufficient number of candidates to fill all available At-Large Directors positions as part of the election process, the At-Large Director position or positions for which there is/are no candidate(s) will remain vacant and no write-in option will be permitted for, and no member will be elected to, such position for the new fiscal year.
- A vacancy in an At-Large Director position resulting from an insufficient number of candidates who might be elected, may later be filled in accordance with the provisions of the Bylaws as though the position had become vacant through resignation or removal of a predecessor in that position.
- The Past President is automatically designated as a voting member of the Board of Directors and is not elected to the Board.

### 3.1.2 Terms of Office

1 The terms of office for Members of the Board of Directors are outlined in the DFA Bylaws.

2 The terms of office are as follows:

- 3 • President – 1 fiscal year
- 4 • Vice-President – 1 fiscal year
- 5 • Secretary – 2 fiscal years
- 6 • Treasurer – 2 fiscal years
- 7 • At-Large Directors- 1 fiscal year
- 8 • Past President - 1 fiscal year.
- 9 • The President and At-Large Directors may be elected to no more than 2 consecutive
- 10 terms and will serve until a successor is elected or approved.
- 11 • The Past President may serve for no more than 2 consecutive terms if the President
- 12 serves and additional term or until a successor is designated.
- 13 • The foregoing term limits do not include any initial partial term during which any
- 14 director filled the same position prematurely vacated by a previous member, and do
- 15 not prevent a member from serving consecutively in different positions on the Board
- 16 of Directors, whether or not as an Officer.
- 17 • However, no member may serve for a period of more than 6 consecutive fiscal years
- 18 in any two or more positions on the Board of Directors including any initial partial
- 19 term(s) of service, whether or not as an Officer.
- 20 • If a member's service on the Board of Directors ends because of any term limits, s/he
- 21 may later be elected to any position on the Board of Directors, whether as an Officer
- 22 or an At-Large Director, after a period of at least one full fiscal year has elapsed.

### 23 3.1.3 Corrective Action

24 By a vote of a majority of the entire Board of Directors (not just those that are present at  
25 the time of the vote), the Board may for any reason take corrective action with regard to  
26 any member, which action may include but not be limited to sanction, suspension, loss of  
27 position as an Officer, Board member, or Committee Chair or Coordinator, or termination  
28 as a DFA member.

- 29 • The reasons for such correction action may include, but are not limited to, non-
- 30 compliance or repeated non-compliance with any provision of DFA Policies, Bylaws, or
- 31 Articles of Incorporation, failing to adequately support or fulfill the conditions of
- 32 membership, or being disruptive to the mission, values, purposes, or other members,
- 33 of the organization.
- 34 • While it is expected that the Board will act judiciously in taking any such action, it
- 35 must be acknowledged that the Board is entrusted with the responsibility of
- 36 preserving the interests of the organization and protecting its members.

### 37 3.2 Job Descriptions

38 Job descriptions for each position on the Board of Directors are included in Appendix A, attached  
39 to these Policies.

## 4 COMMITTEE CHAIRS AND COORDINATORS

### 4.1 General Provisions

- Members who seek to become a Committee Chair will be approved by the President, based on the President's determination of which eligible candidate is best able or suited to serve in that capacity. The positions of Committee Chairs will be filled each year as soon as practicable after the President takes office.
- Existing Committee Chairs may continue to serve in their present capacity until or unless replaced by the President.
- Any DFA member for whom DFA has received full dues for the current fiscal year is eligible to serve as a Committee Chair in that fiscal year.
- Committee Chairs are expected to fulfill their responsibilities as set forth in these Policies.
- Committee Chairs are encouraged to attend Board meetings to provide reports.
- The President may remove a Committee Chair for any reason, and in such event shall advise the Board of this action as soon as practicable, and no later than the next meeting of the Board after such action is taken.
- Committee Chairs are not required to do all the work of the Committee and should be encouraged to seek other members to assist. Efforts to obtain assistance from other members do not require Board approval.

### 4.2 Committees

#### 4.2.1 Standing Committees

The following committees/positions shall be considered. Job descriptions are found in Appendix B.

1. Membership
2. Finance
3. Workshop/Class Coordinator
4. Equipment
5. Librarian
6. Publicity
7. Webmaster
8. Meeting Host
9. Archivist
10. Facility
11. Fall Market
12. Communications
13. Asset Manager (Benton County Tax Submission)
14. Education Fund Committee
15. Benton-Franklin County Fair Coordinator
16. Grants
17. McCurley Fundraising Drive

#### 4.2.2 Ad Hoc Committees

1. Nominating Committee
2. Gallery in the Park/Allied Arts Show (Biennial)

## 5 PROGRAMS, WORKSHOPS, CLASSES, STUDY GROUPS, AND PROJECTS

### 5.1 Overview

Programs, Workshops, Classes, Projects, and Study Groups are presented for the primary purpose of supporting DFA members in their quest for enhancing their skills in fiber arts. It is typically expected that members providing a class/workshop will do so voluntarily. Expenses for equipment and materials will be reimbursed upon receipt of documentation.

The categories below may include several similar activities. All workshops and classes must be Board approved. Prior to Board approval for a workshop or class, a committee must deem the following standards have been met:

- Instructor must submit, in writing, through the workshop committee, information detailing class/workshop title, length of program, description, instructor(s) fee, materials fee or materials required, and minimum/maximum number of students accepted. Photos of project may be included.
- Once approved, a contract will be signed by the instructor(s) and the Board President.
- Paid classes/workshops will be registered through the website or through the DFA Treasurer. The Treasurer may assign this responsibility to the workshop coordinator.
- Program fee will be set with well-defined deadlines regarding minimum number of participants, dates for cancellation and situations in which any refunds might be granted.
- Class/workshops not meeting minimum enrollment by the deadline may be cancelled with no guarantee of compensation to the instructor(s).
- Fees collected must be submitted to the Treasurer in a timely fashion, with documentation detailing submitted fees. Requests for refunds must be approved by the chairperson/coordinator before submission to the Treasurer.

### 5.2 Programs

Programs frequently consist of educational activities presented at general membership meetings. Programs may occasionally include hands-on components. No Board approval is needed if a Program is presented free of charge. However, Board approval is required if DFA is charged a fee by the Program presenter, in which case the organization, and not the members, will be solely responsible for its payment. There is no requirement that Programs be self-supporting.

### 5.3 Workshops

Workshops consist of a seminar or series, presented by someone considered expert at the craft, and consisting of intensive, hands-on activities offered by DFA to its members for a fee set by the Board of Directors. Workshops usually occur over a defined concurrent number of hours or days.

Workshops may be presented by a member or members, or by an outside presenter. Pre-registration is required and fees must be paid in advance.

#### 5.4 Classes

Classes consist of hands-on activities offered by DFA to its members for a fee which is usually discounted for members. These classes may also be open to and paid for by non-members. Class fees will be set by the Board. Occasionally, the Board will, by contract, offer classes for a fee to non-members selected by other organizations. Classes may occur one time or over a period of time, such as weekly or monthly.

#### 5.5 Study Groups

Study groups may offer educational and/or hands-on activities to its member participants. Study groups are self-supporting. Members may donate money toward materials, if needed. No Board approval is required to conduct or schedule an existing Study Group. However, a newly proposed Study Group will need Board approval to understand how DFA facilities may be used, to confirm that such use is appropriate to DFA's mission, and to coordinate the use of its facilities with the activities of other Study Groups. No Board approval is required if Study Group members pay for their own materials, if materials are needed as part of these activities.

#### 5.6 Projects

Projects are larger hands-on activities, either in terms of scope, member participation, duration, and/or cost or funding. Board approval is needed for all Projects. In some cases, it may be that a Project is proposed that includes participation by DFA and/or its members, but without any payment to DFA. In such case, the Board should be especially prudent in committing its resources for such activity, not only because of the absence of compensation for such larger efforts, but because any extensive expenditure of time and effort by members of the organization may reduce the energies which are relied upon to conduct the organization's other activities.

#### 5.7 General Provisions

- Unless otherwise provided, Board approval is needed for each of the above activities.
- Any of the above activities may be provided by either a member or non-member instructor or facilitator.
- Where fees are charged for any of the above activities by a non-member instructor or facilitator, or by a member who DFA allows to sponsor their own activity for a fee, a signed, written contract will be required which identifies the following information:
  - The name and contact information of the instructor/facilitator; the title and description of the activities; the date(s) of presentation; the starting and ending time of the activity; all materials required and whether they will be provided; the minimum/maximum number of participants accepted; all fees charged for conducting the activity; cancellation contingencies; and any other terms as are appropriate.

- Where DFA is to collect registration fees or deposits from members, the Board will set deadlines for its receipt of these payments and determine the conditions under which refunds will be granted to members.
  - All DFA sponsored classes/workshops may be promoted within DFA at no charge. This includes emailing to our membership through regular channels, website, and social media. Program description for advertising would be the responsibility of the instructor and chairpersons.
  - Where DFA is to collect registration fees or deposits from non-members, no refunds will be granted, except under unusual circumstances determined by the Board.
  - Registration fees for any of these activities may include the cost of materials.
- Even in the case where there is no fee charged to members and/or no fee is charged by a non-member instructor or facilitator in connection with any of the above activities, the Board must be mindful of other conditions that may arise which should be addressed by contract, including the possibility that the terms of the original arrangement to provide the activity, especially if it is of significant size, commitment or duration, may unexpectedly be changed to the possible detriment of DFA and its members.
  - Where Board approval is needed for any of the above activities, the Board shall require and approve an expense budget for providing the activity.
  - Unless provided otherwise, all activities shall be self-supporting, so that the Board will set appropriate fees and minimum participation levels for this purpose.
    - DFA's own funds may be used to cover expenses only to the extent that it will be reimbursed by registration fees to be collected in conducting the activity.
    - Under circumstances in which DFA's own funds are used in this manner, participants must be advised that some portion of their registration fees may not be refundable if cancellation later becomes necessary.
    - As an exception to the policy, as part of providing an activity to the general membership the Board may pay the fee of an instructor or facilitator who the Board sponsors for such purpose without requiring the activity to be self-supporting.
  - If, outside the normal channels of DFA's sponsorship, a member or non-member wishes to use the DFA facility to conduct an activity for their own benefit, the Board may assess a facility fee for the use of its premises. If the request is from a non-member, it requires a member sponsor the activity and remain present for the activity.
  - All revenue received from fees charged in connection with conducting an activity shall become part of DFA's general fund, unless otherwise determined by the Board.
  - An out-of-town instructor or facilitator may be offered food and lodging as a guest by one of the members who will then be entitled to participate in the activity free of charge in exchange for providing this service.
  - Any additional promotion inside/outside the guild would be at the discretion of the chairpersons and/or instructor(s).

## 5.8 Payment for Presenters

- A presenter can provide information through a workshop, class, or program.
- The presenter may be paid or unpaid.



- A contract for services must be completed and signed by the presenter and Board president prior to the presentation.

#### 5.8.1 Paid Presenter for Classes or Workshops

- The paid presenter may be a member or non-member. The presenter will be paid at or below market rate. The presenter and the workshop coordinator, with assistance from the Board, will negotiate terms of the agreement.
- For workshops and classes, the registration fees must cover the cost of the presenter. Registration fees will be made payable to DFA. The Board will decide the following for each class or workshop:
  1. Should DFA set the registration fee at a higher rate in order to receive additional moneys to cover the costs of studio use?
  2. Will DFA place excess fees into operational costs or a special workshop fund?
  3. Is the presenter considered an expert on the subject?
  4. Is the subject one that would be difficult to access elsewhere?
  5. Does the presentation require an excessive amount of preparation?
  6. Are travel expenses in excess of local travel?

#### 5.8.2 Paid Presenter for General Meeting Program

- Paid presenters for General Meeting Programs will be Non-Members of DFA.
- The Vice-President oversees scheduling presenters for the General Meeting Program.
- The Vice-President, with assistance from the Board will negotiate a fair payment with the presenter.
- Fees for the presenter will be paid from the DFA operating fund.
- A contract for services must be completed and signed by the presenter and the Board President prior to the presentation.

#### 5.8.3 Unpaid presenters for classes and workshops

- Members or Non-Members may volunteer to present classes or workshops to DFA.
- Registration fees will be determined by the Workshop Coordinator and the Board.
- All registration fees will be made payable to DFA.
- The presenter may offer items from their personal business for sale during or after the presentation as compensation for their time. The presenter is solely responsible for their items, money collection and transportation of items.
- With Board approval, DFA may offer a small compensation in the form of a gift, gift card, or free membership that is valid to the end of the fiscal year.

## 6 FINANCES.

### 6.1 Fiscal Year

- DFA's fiscal year is June 1 through May 31.

## 6.2 Bank Accounts

- The Board will establish one or more bank accounts for operations and, if appropriate, an account or accounts for savings or investment purposes. DFA's operations account will include funds for both unrestricted and restricted purposes.
- If a savings/investment accounts is/are established, the Board will designate that a minimum balance be maintained in its operations account for purposes of covering monthly expenses.
- The Board will also establish a separate bank account for Awards funds designated for certain restricted purposes.
- The account connected with the debit card held by the President will maintain a balance of \$500.00. If an expected expenditure is pending that is in excess of \$500, additional money may be added to the account to meet the expenditure, with Board approval.

## 6.3 Other Assets

### 6.3.1 Inventory

- The finance committee/Asset Manager is responsible for maintaining an up-to-date list of inventory/assets for tax purposes.

### 6.3.2 Debit/Credit Cards

- In order to protect the financial assets of the Guild, the Debit/Credit card held by the President will be funded from a Petty Cash account that shall hold no more than \$500.
- Unless otherwise determined by the Board, DFA will allow only the current President the use of the debit/credit card.
- Without Board approval, the President may spend no more than \$200 in a given month for guild needs, using the Debit/credit card. Any expenses exceeding \$200 must be approved by the Board.
- The Debit/credit card may not be used for expenses unless authorized by the Budget or in accordance with other provisions in these Policies.
- The Board may allow the President to maintain his/her assigned debit/credit card if continuing in her/his position in the succeeding fiscal year. Otherwise, the Board shall cancel the previously issued debit/credit card at the beginning of each new fiscal year, and the President will surrender such item to the Treasurer at the first Board meeting of the new fiscal year.

## 6.4 Budget

- As approved by the Board and the Membership, an annual Budget for projected revenue and expenses will be established prior to the beginning of each new fiscal year, or as soon thereafter as is practicable.
- The Board may expend funds that have not been approved, or exceed the funds that have been approved, by the Budget, but only up to the amount of \$1000.00.
- A proposal that seeks to expend more than \$1000.00 in funds that have not been approved, or exceed the funds that have been approved, by the Budget shall be presented to the

Membership for their vote and agreement at a meeting for which notice of such issue is timely provided.

- Unless otherwise determined by the Board, the President is solely authorized to spend or approve payments for the benefit of DFA in an amount not to exceed \$200.00 for each such payment; provided that the President shall not make or approve more than three (3) such payments in any one month and shall notify the Board of all such actions at the next meeting of the Board following the payment or approval of such funds. The Board may suspend the President's authority to make or approve the payment of such funds at any time.
- Unless otherwise determined by the Board, expenditures approved by the DFA Budget for the then current year are authorized to be made by the Chair of the Committee or the Coordinator to which the expenditure is related; provided the expenditures do not exceed \$200.00 in any month and do not exceed the total amount authorized by the Budget for such expenditures.
- Unused Budget expenses may not be shifted between Budget categories without Board approval, and not until the beginning of 4th quarter of the fiscal year or in the case of an emergency as determined by Board. If such shift in expenses is authorized, a revised Budget will be prepared and approved by the Board.

## 6.5 Financial Risk

The Board will consider and where appropriate, take action to eliminate or to otherwise minimize the financial risks to the organization, due to the organization's structure and/or practices and to the financial institutions in which DFA's funds are deposited. Such risks may include, but not be limited to, signatories on DFA's accounts, the negotiation of checks, the use of a DFA debit or credit card, the use of an alternate "billpay" method of making payment to vendors, and controls for the handling of items that may contain cash or checks.

## 7 FUNDRAISING & OTHER EVENTS

### 7.1 Overview

- In order to pay its annual expenses, DFA must rely on the ability to generate sufficient revenue in addition to its collection of dues. This goal may be attained through a variety of fundraising activities, including but not limited to sales, grants, and equipment rental. DFA's may also participate in community and other events as a means of fulfilling its mission, and as a method of promoting the benefits of the organization to those who might through future dues-paying membership, provide additional financial support for the Guild.
- All fundraising activities and other events in which DFA participates require approval by the Board.
- Members may sell their own hand-made fiber art merchandise at certain designated DFA fundraising events. In such cases, DFA will contract with each member who wishes to participate in the event to determine the terms and conditions of their participation, including but not limited to any donation/commission to DFA requested of members in connection with the sale of their merchandise. IRS Compliant 1099 forms will be provided to members whose sales meet and/or exceed the designated amount of the IRS.

## 7.2 Off-Site Fundraising

- Sales of merchandise for the purpose of raising funds to support DFA as a non-profit entity are often held at off-site locations away from DFA's main office, which sales in many cases appear to be permitted by state law to be undertaken without the obligation to collect taxes.

## 7.3 On-Site Fundraising

- Sales of merchandise for the purpose of raising funds to support DFA as a non-profit entity may also be held on-site at the DFA's main office, or through the use of its website or other media, which sales should in all cases include the collection of sales tax.

## 7.4 External Sales

- DFA may also sell merchandise to members of the public through advertisements in various media sources, in the absence of exhibiting and offering such merchandise at an on-site or off-site venue. Because of certain risks associated with such transactions, all sales of such merchandise shall include the following conditions:
  - All items will be sold "as is, where is."
  - The purchase price for these items is non-refundable. DFA cannot control for any damage to the item after possession is taken by the purchaser.
  - For purchases in an amount equal to or greater than \$100, at the time of payment DFA will also require the full name, address, phone number, and email address of the purchaser, and any designee who the purchaser selects to inspect and/or take delivery of the item as part of the transaction. Failure to provide this information at the time of payment will not affect the item being nonrefundable. Later changes to this information may be permitted at DFA's discretion.
- All advertisements of such items for sale should include a copy of the above conditions. DFA must retain a copy of all ads to confirm that this information was included as part of the sale.
- As part of each transaction for the sale of such items, DFA should also send an email or letter including these conditions to each purchaser, with a copy retained by DFA.
  - Such items can be inspected at a mutually convenient time prior to payment. Failure of the purchaser or his/her designee to inspect the item will not affect payment being nonrefundable.
  - The purchaser must take delivery of these items within a designated period after payment clears.
  - The purchaser must take delivery of these items from the DFA Studio.
  - DFA will not package these items, obtain or take payment for shipping, pay for insurance, or deduct money from the purchase price for these purposes.

## 7.5 Consignment Sales

- To avoid DFA acting as a retail sales outlet, consignment sales are not encouraged.
- If the Board approves a consignment sale, DFA must receive no less than 60% of the sales proceeds to cover administrative costs, and consigned items must be sold within six months. No extension of this sale deadline will be permitted for any consignment sale.

- Within 30 days after the end of the consignment sale, DFA will notify the consignor to pick up its unsold property and advise that property not picked up within 30 days after receipt of this notice may be disposed of in a manner chosen by DFA at its discretion, including but not limited to charging the consignor for the cost of such disposal.
- DFA shall enter into a written agreement with the consignor that includes but is not limited to provisions relating to distribution of proceeds of sale and disposition of the unsold items.

## 7.6 Equipment Loans - Offsite

### 7.6.1 Member loans

- DFA may allow members to borrow certain equipment for use in their home or at another location away from the DFA Studio.
- For any equipment borrowed for offsite use, the Member will follow the procedure for checking out equipment.
- Equipment may be borrowed offsite for a maximum period of two consecutive months at a time. Members may borrow the same or similar equipment for no more than six months during any 12-month period.
- If a piece of equipment is not returned after two months, the equipment manager will communicate with the member to determine if the equipment is past due or if the member may continue the loan. If the member fails to return equipment as agreed, a past-due notice will be sent to the member who checked-out the item. If the item is not returned within 30 days after the notice is sent, a bill will be sent to the member for the purchase price of the equipment. Failure to timely return or pay the purchase price of the item within 30 days after the notice is sent will result in appropriate corrective action that may include, but not be limited to, the loss of DFA membership.
- A waiting list may be developed for frequently borrowed equipment.

### 7.6.2 Equipment Loans – Onsite

- DFA may also allow members to sign up to use available looms and certain equipment for use in the DFA Studio. Sign-up sheets are available next to each loom or other pieces of equipment. The member will be required to identify an estimated date when the equipment will be available for the next person. The member may provide their own yarn. If studio yarn is used, the member will pay for the yarn per posted price, plus tax.

### 7.6.3 Non-member Loans

Non-members may not borrow equipment. If a non-member wishes to do so, they may pay a membership fee and can borrow equipment once their membership is processed and New Member Orientation has been completed.

## 7.7 Grants

- The Board may authorize the submission of grant proposals on its behalf, provided the requested funds can be justified by purpose and amount in accordance with requirements of the granting agency.
- If funds are granted and restricted for designated purposes other than general operations, DFA will separate the funds from other operational revenue and only use them to pay for expenses approved by the grant.
- DFA will make every effort to expend grant funds by any deadline required by the grant, or to encumber the expenditure of such funds by such deadline if the grant so permits.
- As part of the process of submitting a grant proposal, DFA will assign the responsibility to a designated member to complete any required report or evaluation involving DFA's grant-related activities, and will take steps to assure that the required documentation is completed on time.
- In certain communications disseminated by the Guild, Grants received by DFA may require the inclusion of designated language providing information regarding the source of the funds that assist in supporting the organization. DFA may have no control over the obligation to include such information, and its inclusion is not intended to and does not reflect any opinion or point of view of DFA, its Board, Officers, or members, other than an appreciation for the receipt of the Grant funds in support of the Guild.

## 7.8 Other Events

The Board may approve the participation of or sponsorship by DFA in a variety of events within or outside of the community in order to fulfill DFA's mission and/or to promote the work of the organization or its members.

- Such events may include, but not be limited to, the Benton-Franklin County Fair, Allied Arts show, quilt shows, conventions, and meetings of the Association of Northwest Weavers Guild.
- Delegate(s) attending the Association of Northwest Weavers' Guilds meetings will be paid actual cost of gas for one car. When the meeting is held in conjunction with the biennial Association of Northwest Weavers' Guilds Conference, a member already attending the conference shall be designated as the delegate to the meeting and will receive reimbursement for gas and ferry costs.

# 8 DONATIONS

## 8.1 Guidelines

- The Board of Directors has the sole authority to accept donations on behalf of Desert Fiber Arts.
- The Board shall consider each donation according to its intended use, benefits, restrictions, liabilities, and financial impact on DFA, at the time of donation and in the future.
- Only donations that are consistent with the stated goals and mission of DFA; do not have the potential of jeopardizing its tax-exempt status; are not in violation of DFA's Articles of

- Incorporation, Bylaws, Policies, or local, state, or federal laws; are not expensive or burdensome in terms of money or staff to administer; and/or are not offered by donors with missions inconsistent with DFA; will be considered for acceptance.
- In no case will DFA pay for the cost of appraisal, specialized inspection, or other fees associated with the acceptance or evaluation for acceptance of a donation.

## 8.2 Types of Donations

### 8.2.1 Money

Donation of funds are welcomed and may be made:

- By credit/debit card through DFA website.
- By check, mailed to DFA or put in a sealed envelope, and inserted into the DFA lockbox. Checks shall be made payable to Desert Fiber Arts. In no event shall a check be made payable to a person who represents DFA.
- Except for small cash donations placed in the locked DFA Donations Box, donations in cash are not encouraged.

### 8.2.2 Tangible Personal Property

- Donations of tangible personal property to DFA should have a use related to DFA's exempt purposes or operations.
- Matters that will be taken into consideration before accepting donations of personal property include but are not limited to: marketability; transportation costs; storage costs; cost of selling or disposal; condition of the property; cost of maintenance and repairs; location of the property; cost of transferring title; cost of insurance; and title to, proof of ownership, and/or authority to donate or dispose of, the property.

### 8.2.3 Categorization

Each donation of tangible personal property accepted by DFA will be placed in one of three categories:

- Items retained for DFA members or organizational use. Items in this category will be retained until the Board determines they should be sold or disposed of.
  - Items "For Sale". Those items in this category must be sold within 6 months. Otherwise, the items are thereafter to be disposed of as soon as practicable. The Board can extend the sale deadline by up to, but no more than, 6 additional months.
  - Items for disposal. Items in this category should be thrown out unless the Board makes them available for donation to members for their own use, for donation to a DFA study group, or for donation to other organizations. Once items are placed in this category, they must be disposed of within 60 days.
- DFA will maintain an up-to-date list of all items in each category and will assign this responsibility to one of its committees.
  - The Board may change the category in which items are placed.

- Any personal property which is abandoned on DFA's premises will be immediately designated for sale or disposal.
- Any personal property which a member receives on behalf of DFA without DFA's prior approval may be rejected by DFA and become the sole responsibility of the member who accepted it.
- In no event shall a DFA member take possession of or commit DFA to receiving any tangible personal property sought to be donated to DFA without the approval of the Board.

### 8.3 Donations with Restrictions

- Donors may ask to restrict the purpose of a donation, and DFA may either accept or decline the receipt of any donation which includes any restriction on its use, sale, or disposal.
- If accepted, DFA may require that any restriction on the donation be limited to a reasonable period of time, such as three (3) years, after which, by Policy, the restriction shall be removed and the donation sold, disposed of, and/or converted to funds available for the normal operations of the organization.
- If DFA declines to accept the restriction, the donation will be returned to the donor. If a monetary donation made through the DFA website must be returned to the donor, the net proceeds after merchant processing fees have been paid will be returned.

### 8.4 Other Donations

Due to administrative costs and expenses, DFA will review, but is not likely to accept, donations which include, but are not limited to the following:

- Publicly traded securities, such as stock or bonds.
- Closely held securities, such as corporate stock.
- Real estate, or remainder interests in property, which would include such considerations as of the existence of a mortgage or other indebtedness, inspection of condition, appraisal of value, insurance, closing costs and other fees, tax payments, environmental assessment, location, and zoning status.
- Life Insurance.
- Donations with requests for naming opportunities.
- Cryptocurrency.
- Planning Gifts, Annuities, Bequests, Trusts, Retirement Plan Beneficiary designations, and Memorials.

### 8.5 Acknowledgement

Donors must receive written acknowledgement of donations which are valued at or above \$250.00, but may receive acknowledgment for less.



## 8.6 IRS Requirements

DFA adheres to all IRS requirements for disposing of gifts or donations of tangible personal property and for reporting and providing written acknowledgement related to any receipt of such property.

## 9 LIBRARY

DFA Members are encouraged to check out books and/or magazines from the Library in the DFA Studio.

### 9.1 Loans

The Library loans material based on the following procedures:

- Members in good standing may checkout materials for a period of one month.
- When an item is returned to the library, it should be placed in the Library's "RETURN BOX" at the bottom of the Library bookshelf. DO NOT return the item to the library shelf.
- After an item is overdue for two months, a past-due notice will be sent to the member who checkout out the item.
- If the item is overdue for three months, a bill will be sent to the member for the purchase price of the item. Failure to timely return or pay the purchase price of the item within 30 days after the notice is sent will result in appropriate corrective action that may include, but not be limited to, the loss of DFA membership.
- Members utilizing library resources while in the studio shall use the standard check-out procedure, even though items are not being removed from the premises.

## 10 COMMUNICATIONS

The primary mode of communications to DFA members will be by electronic means, such as email and website notifications.

### 10.1 Website

The Website will be maintained by the Webmaster and his/her designees on a regular basis and shall include the following:

- Policies and Job Descriptions,
- Articles of Incorporation and Bylaws,
- Information regarding dues, donations, classifieds, advertising, notices, etc.
- Calendar
- New activities, events, and notices
- Requests for volunteers
- Minutes of Board Meetings
- Notification of Meetings
- President's Monthly Highlights

## 10.2 DFA “Blasts”

Email “Blasts” is the primary mode of informing members of all DFA activities, study group activities, and board announcements.

- The primary purpose of “Blasts” is to provide necessary information to members regarding Guild activities and announcements.
- The Communications Chair (Formerly “Blaster”) is responsible to forward to the membership, emails that contain information from study groups, Board members and other DFA members.
- Blasts will be screened to determine the appropriateness of the information to the membership.
- Questions regarding appropriateness of the “Blasts” will be referred to the President or another officer as designated by the President.

## 10.3 Calendar

The activities calendar is located on the website, as well as on the studio whiteboard. It shall contain all activities that occur within the studio as well as outside events in which DFA is involved.

- The Website calendar will be maintained by a volunteer familiar with the ability to navigate the Website calendar.
- The studio whiteboard shall be maintained by the Facilities Manager.

# 11 SECURITY

## 11.1 Facilities Manager

- The Facilities Manager is responsible to disseminate keys and/or door codes to any member at the member’s request.

## 11.2 Members

- Members entering the facility using a key or door code are responsible for safe and efficient maintenance of the facility while present. This includes the following:
  1. Lighting – ensure all lights are turned off before leaving
  2. HVAC settings – temperature settings are at the recommended setting before leaving the studio.
  3. Air filters – are active while studio is occupied
  4. Electronics, including computers, printers, television, coffee machine and other electronic devices. All devices must be turned off before leaving the studio, unless a note on the device directs otherwise.

- Members using the studio are responsible for cleanliness of the studio, which includes tabletops, bathrooms, trash, replacing toilet paper and towel rolls, washing dishes and putting items away.
- Members utilizing equipment in the studio will keep work areas neat and will report any concerns regarding equipment to the Facilities Manager or Equipment Manager
- Members with a key or door code must ensure the facility is secure when exiting.
- Any member who fails to maintain the safety and security of the facility, including equipment, may be subject to loss of membership.

### 11.3 Treasurer

- Custody of keys to the lockbox and donation box may only be held by the Treasurer or another officer appointed by the Treasurer.
- The Treasurer will ensure that the process for deposits of cash/checks will be performed by at least two people, preferably the Treasurer and one other officer of the Board.

## 12 INSURANCE & LIABILITY

- DFA will carry insurance policies to protect the organization and where applicable Directors, Officers, and other members, from liability under several circumstances. Such insurance policies may include but not be limited to: Directors and Officers Liability Coverage, General Liability, Commercial Auto Liability Coverage, Business and Property Coverage, and Liability Insurance.
- No member of DFA, including an Officer, other member of the Board of Directors, or other DFA member, shall take any action or make any statement on behalf of DFA unless authorized by the Board of Directors. Such actions or statements not authorized by the Board of Directors shall be outside the scope of the member's authority, and DFA shall not be held responsible for such actions or statements, the result of which being that he member shall not be entitled to the benefits or protection of any liability insurance carried by the organization, and may be held personally liable for any damage, injury or other consequences of his/her actions or statements to DFA, to DFA members, and to members of the public.

## 13 RECORDS

As part of its official records, DFA shall retain a copy of all current and previously existing Policies, Bylaws, and Articles of Incorporation.

The most current DFA Policies, Bylaws, and Articles of Incorporation will also be posted on the DFA website for members' review, a copy of which should be downloaded and retained by each current member of the Board of Directors.

A copy of the most current DFA Policies, Bylaws, and Articles of Incorporation will also be available in the DFA library for review by any DFA members in good standing. Such members may also review in the DFA Studio any previously existing DFA Policies, Bylaws, and Articles of Incorporation by providing the Board with reasonable notice of a request for review.

1    14 REVIEW

2    Each fiscal year, the Board of Directors will review DFA’s Policies, Bylaws, and Articles of Incorporation  
3    to determine if any changes may be needed or appropriate.

4    By the end of the last quarter of each fiscal year, the existing Board of Directors will conduct and  
5    complete this Review, which will be discussed as part of the Transition meeting with members of the  
6    new, incoming Board.

7    15 AMENDMENT

8    DFA Policies may be altered, amended, or repealed, and/or new Policies may be adopted, by a majority  
9    of the votes cast by members of DFA Board of Directors then entitled to vote who are represented in  
10   person at a meeting called for such purpose at which a quorum is present.

11   Amendment of DFA Bylaws and Articles of Incorporation are governed by provisions in each of those  
12   respective documents.

13   The front pages of these Policies shall display the date of their amendment each time any amendments  
14   are made.

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## APPENDIX A. OFFICER JOB DESCRIPTIONS

### A.1 President

The President is the official representative of the Guild and conducts the Annual Meeting, Board meetings, and Special meetings. Prior leadership experience is preferred for the person in this position.

Preferred Skills and Abilities:

- Organizational and Leadership skills
- Ability to track progress on issues and bring closure
- Ability to delegate and encourage officers and committee chairs
- Good communication skills

President Duties:

1. To ensure all DFA activities are functioning as intended.
2. Appoints the standing committee chairpersons, with the Board of Directors' approval.
3. Is the alternate representative to the Association of Northwest Weavers Guilds, or may assign the duty to another Board member.
4. Schedules Board meetings on at least a quarterly basis and preferably on a monthly basis.
5. Schedules other Board meetings or special meetings as needed.
6. Oversees Board meetings using standard Roberts Rules of Order.
7. For decisions requiring action before a scheduled meeting, may canvass and obtain the concurrence of a simple majority of the elected officers, with final confirmation in a written format and added to the minutes of the next scheduled meeting.
8. Promotes discussion among Board members regarding all issues pertinent to Guild governance to assure that all points of view are considered.
9. Where a vote is tied, the President's vote may break the tie.
10. Works with the Treasurer to approve reimbursements, and other related items.
11. Meets with the Treasurer on a regular basis to confirm income from donations/sales, assist with deposits and transactions. This duty can also be assigned to another officer of the Board.
12. Sits on the Financial Committee.
13. Sits in on other Committees if necessary.
14. Writes a monthly information letter to the members regarding what occurred at the Board meeting. This can be in the newsletter and by blast. It can also be assigned to another Board member.
15. Pre-approves purchases of all goods or services by any member requiring reimbursement, unless the purchase is considered part of the person's duties such as those requiring the upkeep of the studio under the direction of the Facilities Manager.

## A.2 Vice-President

The Vice-President acts in the position of president in his/her absence. Prior leadership preferred for the person in this position, as well as a desire to be nominated to the position of President when the term expires.

Vice-President Duties:

1. Plans and arranges the program for General meetings from September through May. This includes notifying Guild members of the time, place and program or speaker for each general meeting.
2. Runs the General Meeting each month.
3. Provides upcoming meeting information to the newsletter editor and/or the Blaster.
4. If a Co-Vice-President has been elected, this person will assist the Vice-President in all activities and may also assist the President in assigned duties. The Co-Vice President is a voting member of the board.

## A.3 Secretary

The Secretary's primary function is to keep a written record of all transactions occurring at Board meetings and the Annual meeting. Ability to write well, use correct grammar and spelling is suggested for a person in this position.

Secretary Duties:

1. Ensure that meeting minutes are accurate and completed in a timely manner.
2. Ensure that a draft of the minutes is sent to Board members prior to the next meeting for corrections and that corrected minutes are sent to the Board members prior to the next meeting.
3. Ensure that meeting minutes are approved at the next Board meeting.
4. File meeting minutes in the DFA library and arrange for them to be posted on the website.
5. Send notes and letters as requested by the Board.
6. At the end of the term, assists in the transition and training of the newly elected Secretary for as long as it is required.

## A.4 Treasurer

The Treasurer's primary function is to be responsible for all financial records and for the receipt and disbursement of funds as required by the approved amended budget or resolutions of the Board of Directors. Experience in bookkeeping, finance or accounting is preferred for the person in this position.

Treasurer Duties:

1. Coordinates preparation of a draft budget for approval by the Board of Directors
2. Ensures that the budget is approved by the membership at the Annual meeting.

3. Prepares tax documents and other documents necessary to maintain the status of the Guild as a nonprofit corporation.
4. Serves as lead of the Finance Committee.
5. Schedules quarterly meetings of the Finance Committee to allow for auditing of processes, problem solving and to improve efficiencies.
6. Appoints committee to assist with the preparation of the budget
7. Maintains a complete list of current memberships and coordinates with the Membership Chair to ensure dues are collected.
8. Utilizes QuickBooks to maintain records of operations, awards, and petty cash accounts.
9. Balances accounts monthly.
10. Is accurate and timely in completing government reports as required by a 501c3 non-profit corporation.
11. At the end of the term, assists in the transition and training of newly elected treasurer for as long as it is required.
12. Oversees and ensures that deposits and money handling is performed with at least two people.
13. Seeks President's approval of Expense payment authorization for reimbursement and other payments not part of the regular bills of the Guild.

#### A.5 Past-President

The person in this position is not elected, but transitions out of the President's position into a voting position on the Board. The Past President assists the President in his/her duties, and performs other duties as assigned.

##### Past President

1. Serves as an advisor and voting member in the year immediately following his/her term as president.
2. Acts as representative to the Association of Northwest Weavers' Guilds.
3. Performs other duties as assigned.

#### A.6 Member-At-Large

Up to three (3) Members-at-Large may be elected to the Board of Directors. The people in these positions have voting rights and serve as representatives of the members. They will visit or participate in various study groups, report concerns to the Board and act to serve the best interests of the Guild.

##### Member-at-Large Duties

- Attend study groups as agreed upon by the Member-at-Large and the Board. The Member-at-Large may already be involved with one or more study groups for which they represent, or can choose to visit other groups and bring information back to the board.
- May be requested to act as a committee chair as needed.
- Actively participate in Board activities, Guild activities as scheduled.
- Assist officers in duties as assigned.





## APPENDIX B. Committee and Committee Chair Job Descriptions

All Committee Chairs and Co-Chairs shall be approved by the Board. (See policy)

### B.1 Standing Committees/Positions

#### B.1.1 Membership Chair/Co-Chair

Preferred Skills and Abilities:

- Ability to meet with new members in person at the studio.
- Welcoming personality.
- Knowledge of studio policies and procedures
- Ability to maintain all written materials on a computer
- Ability to utilize computer for communication and record keeping.

The Membership Chair may choose a co-chair or other members to assist with duties.

The Membership Chair is responsible for all aspects of welcoming, and recording all members of DFA. The Membership Chair shall:

- Track all members (new and renewals) as they apply through the website or on paper form.
- Maintain a complete list of the current DFA membership, keeping concurrent with the Treasurer's records.
- Publish the DFA Membership Directory in paper form, as requested by members.
- Maintain the DFA website Membership Directory, and update on a timely basis.
- Notify members of renewal dates and process.
- Manage renewal process through DFA website and paper renewals.
- Send welcome letter to new members, which explains the procedures and benefits of membership
- Maintain all written materials regarding all members
- Provide in-person orientation on scheduled and as-needed basis
- Encourage quick engagement in study groups, meetings and other opportunities offered by DFA.

#### B.1.2 Finance Committee

The Treasurer is the Chair of the Finance Committee. The President also sits on the committee. The Treasurer will confer with the President to appoint up to five (5) members of the committee.

Preferred Finance Committee membership skills and abilities:

- Knowledge of non-profit financial functions
- Knowledge of banking practices
- Knowledge of Quick Books
- Past experience as Treasurer of DFA or other non-profit

- Willingness and ability to assist Treasurer in his/her absence
- Willingness and ability to be mentored by Treasurer to prepare for future elected office

The Finance Committee is responsible for oversight of the Treasurer and all financial aspects of the guild.

The Finance Committee shall:

- Meet at least quarterly to review DFA financial processes and to address questions or concerns.
- Participate in budgeting process.
- Provide guidance and mentoring to current Treasurer.
- Assure laws and DFA policies are being followed.
- Perform year-end audit of finances prior to beginning of fiscal year.

### B.1.3 Workshop/Class Chair

Preferred skills and abilities:

- Friendly and welcoming personality.
- Ability to utilize computer and/or social media for all aspects of responsibilities.

The Workshop/Class Chair may request assistance from other members and/or form a committee.

The Workshop/Class Chair will arrange for workshops or classes that are of interest to DFA members.

The Workshop/Class Chair shall:

- Search out presenters or teachers that can provide workshops or classes for DFA
- Obtain written workshop/class descriptions from presenter as per DFA policy
- Present workshop/class proposals to Board for approval
- Ensure a suitable contract is signed by the presenter, as per DFA policy.
- Manage all aspects of the workshop or class, including soliciting members to assist, obtaining food or snacks, if needed, preparing studio, closing studio, obtaining supplies/equipment, arranging transportation/housing for presenter if needed.
- Maintaining records for workshop archive
- Attend Board meetings and provide reports as requested

### B.1.4 Equipment Chair/Co-Chair

Preferred Skills and Abilities:

- Capable of utilizing computer and computer software to track equipment loans, loan deadlines, etc.
- Good organizational skills

The Equipment Chair is responsible for the upkeep, loan management, and utilization of all DFA equipment. The Equipment Chair shall:

- Process equipment loans.
- Ensure that correct equipment is loaned to members.
- Check in returned equipment and return to storage.
- Ensure that equipment is returned in good working order; monitor for missing parts, repairs, and maintenance.
- Monitor equipment loans and returns on a weekly basis.
- Track borrowed equipment for overdue items, send out overdue notice as necessary. This includes a copy of the DFA policy regarding late returns.
- Track equipment bought, sold, removed, or added to rental inventory. Provide information to the Asset Manager.
- Request equipment purchases from the Board of Directors when necessary, such as for classes or to replace worn out or damaged equipment.
- Present equipment donations to the Board of Directors prior to accepting donation.
- Possess a key to the studio to allow access for equipment loans and returns.
- Arrange for selling or removal of inadequate equipment as deemed appropriate and as approved by the Board of Directors.
- Check inventory of consumable items such as brown paper for wrapping and replace as necessary.
- Clear equipment library check-in cart weekly.
- Perform yearly inventory on items with a value of \$25.00 or greater.
- Maintain the order and locations of all inventory.
- Notify membership of missing items and request return.
- Sewing machine and serger will be inspected yearly, cleaned, and maintained as necessary, and used briefly to ensure machine is in good working order.
- Report concerns or problems to Board
- Attend Board meetings and report activity as requested.
- May request assistance or back-up from members and will train in the loan process.

#### B.1.5 Librarian

Preferred Skills and Abilities:

- Highly organized
- Computer literate
- Able to be physically present at the studio on a regular basis.

The Librarian is responsible for all aspects of the Guild Library. The Librarian shall:

- Provide reports to the Board as needed
- Acquire books/magazines as requested by members and the board
- Maintain an up-to-date inventory of all books, magazines, and media
- Manage the check-in/check-out process
- Maintain a current listing of all materials on the web-based site "Library Thing".

- Notify members of new items in the library through Guild communication process

#### B.1.6 Publicity

Preferred Skills and Abilities:

- Writing and graphic arts skills
- Computer skills
- Able to utilize social media.
- The Publicity Chair is responsible to advertise Guild activities as directed by the Board.

The Publicity Chair shall:

- Develop advertising and marketing for Guild events
- Provide drafts of work to the Board for approval
- Utilize social media, newsletters, website, news outlets, and other advertising outlets.
- May request assistance or form a committee for special events.
- This position may be assigned to different people for different events. It may also work in conjunction or be included with the responsibilities of Communications, Blaster or other communication processes used by DFA.

#### B.1.7 Webmaster

Preferred Skills and Abilities:

- Highly experienced in professional level web management.
- Good communication skills.
- Available to quickly solve problems related to the website
- Willing to train DFA members in various aspects of website management and entries.

The Webmaster is responsible for all aspects of website management. The Webmaster shall:

- Maintain all required licenses
- Ensure the DFA website is updated as needed and remains in good working order
- Assist members in developing processes to increase efficiency in communications and website information.
- Keep Board informed of changes, budget needs and costs of improvements and maintenance
- May form a committee to manage various aspects of the website
- Train members involved in membership, front page updates, calendar and other processes that are utilized by DFA members.
- Other Web duties that are performed by members knowledgeable of the website are:
  - Posting Board Minutes and other documents as needed.
  - Removing and archiving old material

#### B.1.8 Meeting Host

Preferred skills and abilities:

- Welcoming personality
- Ability to be present at meetings and to help set up meetings

The Meeting host or hostess assists the Vice-President in setting up the meeting place for monthly General Meetings or other meetings as requested. The Meeting host shall:

- Set up room for General Meeting under the direction of the Vice-President
- Greet members, distribute name tags, provide snacks as needed and per budget.

#### B.1.9 Archivist

Preferred skills and abilities:

- Organizational skills
- Computer skills
- Photography skills

The Archivist creates historical files of DFA activities. The Archivist shall:

- Keep records, pictures, articles, notifications, etc. of all Guild activities and maintain them in a computer file, scrapbook, or other means.
- Ensure that DFA members can access historical files.

#### B.1.10 Facility Manager

Preferred Skills and Abilities:

- Physically able to perform the functions of the position
- Ability to problem solve maintenance issues
- Ability to be physically present at the Guild House on a regular basis

The Facility Manager shall maintain all physical aspects of the DFA Guild facility. The Facility Manager shall:

- Form a committee or request assistance from other members to perform any duties.
- Act as liaison and representative of DFA to the rental and maintenance agent(s).
- Maintain office, kitchen, and bathroom supplies at the Guild House.
- Maintain wall calendar at the Guild House.
- Provide reports to the Board.
- Keeps facility clean and orderly.
- Provide keys and/or door codes to members at member request.
- Notify Board of maintenance or equipment concerns.
- Update fire extinguisher certification yearly
- Change back door code yearly and provide to members
- Provide contact information for the rental and maintenance agents to the Board each fiscal year.

- Provide rental and maintenance agents contact information for the Board officers.

#### B.1.11 Fall Market Chair

##### Preferred Skills and Abilities

- Leadership skills
- Ability to remain organized, lead meetings and assign tasks
- Ability to work with deadlines

The Fall Market Chair will form a committee by January of each year to plan and implement the Fall Market fundraiser that occurs in November. The Fall Market Chair shall:

- Assign duties to committee members
- Secure a location for the Market
- Work within the budget provided and approved by the Board
- Provide regular reports to the Board
- Manage the volunteers in charge of the following:
  - Publicity
  - Cashiers
  - Set-up and take-down
  - Supplies and Display fixtures
  - Demonstrations
  - Docents
  - Raffle

#### B.1.12 Communications Chair (Formerly “Blaster”)/Co-chair

##### Preferred Skills and Abilities:

- General knowledge of electronic communications such as email, social media, website, etc.
- Organizational skills

The Communications Chair will coordinate Blaster activity from the Study Groups, Board, and other Chairs to ensure DFA Blasts are appropriate, timely, and meet the needs of the DFA membership. The Chair may request a co-chair or committee to assist with these tasks.

#### B.1.13 Benton-Franklin County Fair Coordinator

##### Preferred Skills and Abilities

- Organizational skills
- Physically able to be present at the Fair for extended periods of time

The Fair Coordinator shall be in charge of coordinating all DFA activities at the Benton-Franklin County Fair, at the direction of the Fair Superintendent. The Coordinator will

communicate with the Fair Superintendent regarding Department 25 and Department 6 as to fair theme, display, education content, demonstration schedules and security.

The Fair Coordinator shall:

- Encourage all DFA members to participate in exhibiting and participating in activities to promote the fiber arts display.
- Notify the Treasurer of payments needed for judged awards.
- Coordinate set-up and take-down of the display
- Safeguard member's items as much as possible.

#### B.1.14 Grants Chair

Preferred Skills and Abilities

- Experience writing grants
- Ability to utilize computer

The Grants Chair will seek out grants appropriate to DFA needs and activities. The Grants chair shall:

- Notify Board of available grants and request approval to apply for grants
- Write grants as per grant requirements
- Track grants and notify treasurer of changes and deadlines as needed.

#### B.1.15 Chair for Membership Show/Gallery at the Park

This show occurs every other year on the odd years in January. A chair will be assigned at least one year prior to the next show.

Preferred Skills and Abilities:

- Organizational skills
- Communication skills, both verbal, written and computer

The Show Chair will form a committee to address the following:

- Record an inventory of items to show at least one month before show
- Develop a theme for the show
- Communicate with Gallery in the Park Coordinator regarding Gallery needs and expectations
- Coordinate take-in, set-up, and take-down
- Encourage experiences, as well as new members to provide items for the show.
- May encourage a DFA challenge as part of the show.

#### B.1.16 Education Chair

Preferred Skills and Abilities:

- Communication skills
- Computer skills



- Networking skills

The Education Chair is responsible to support educational venues such as the County Fair, Summer library events and demonstrations at schools or museums. This Chair may also be Workshop/Class Chair.

The Education Chair will:

- Notify Board of activity requests from outside sources, such as schools, museums, and other programs.
- Request Board approval for DFA to participate in various activities.
- Form the Educational Fund Committee, which will establish criteria for assigning Educational Funds to be awarded for the benefit of the members of DFA.

#### B.1.17 Asset Manager (Benton County Tax Submission)

Preferred Skills and Abilities:

- Benton County Tax knowledge
- Computer Skills
- Ability to serve on the Finance Committee

The Asset Manager is responsible for the maintenance of the taxable asset inventory of the Guild.

The Asset Manager will:

- Serve on the Finance Committee.
- Maintain an accurate inventory of changes in the assets of the Guild on a regular basis.
- Prepare Benton County Taxes on a yearly basis.
- Meet deadlines for Tax preparation.

### B.2 Ad Hoc Committees

#### B.2.1 McCurley Fundraising Drive

This is an opportunity for DFA to be paid to assist McCurley Car Sales with their large sales that occur off of their business site. Members are encouraged to drive cars to the sale site.

The Coordinator schedules drivers and coordinates services with McCurley.

#### B.2.2 Nominating Committee

The Nominating Committee shall consist of three or more members and may elect its own chairperson.

Preferred Skills and Abilities:

- Knowledge of Board position responsibilities

- Willingness to contact groups and individual members to solicit interest in running for office
- Positive attitude about Board service
- Not a current Board member

The Nominating Committee shall:

- Solicit suggestions and/or volunteers to run for available office.
- Report nominations to the Board by March 20 for and April report to the Board.
- Assist with Ballot distribution and report of the final outcome.