

(Revised 2016)

MONTANA ASSOCIATION OF WEAVERS AND SPINNERS

POLICY HANDBOOK

This Policy Handbook is designed to offer guidelines for the smooth operation of the Montana Association of Weavers and Spinners, within the framework of the Bylaws of the organization, per **Article II (Bylaws)**.

Per Bylaws, Article II, Objectives, ref Section A:

If sufficient funds are available, the Board of Directors may award grants in financial support of workshops sponsored by member guilds within the area. Up to four (4) grants of \$250.00 each may be awarded per year in non-conference years only. The opportunity to participate in a workshop supported in part by MAWS must be made available to all MAWS members. The recipient guild must advertise the workshop statewide through the MAWS newsletter, MAWS website or through direct correspondence with other MAWS guilds. Requests for workshop grants must be received to be considered for approval by the Board of Directors at the Directors' meeting prior to the workshop.

Per Bylaws, Article IV, Board of Directors, ref Section A:

Insofar as is practical, the six Members at Large should be drawn from areas roughly defined as eastern, central, and western Montana, in order to provide truly statewide representation on the Board.

All Board positions will be held for two year terms, beginning at the conclusion of the biennial convention. The President position is a two year position, followed by a two year ex-officio term.

Per Bylaws, Article IV, Vacancies on the Board of Directors, ref Section C:

It shall be the responsibility of the Board of Directors to replace members when a vacancy occurs. It is suggested that the remaining board members select from among the previous slate of officers, if any of them are agreeable, or whomever the Executive Board deems appropriate. This is to insure that the replacement will be familiar with the operations and duties of the position to be filled and will be prepared to step into an active participation on the Board for the remainder of the vacant term.

Per Bylaws, Article VI, Duties of Directors and Conference Officers, ref Section A, The President:

As Chairperson of the Association it is the responsibility of the President to maintain a permanent record of all proceeding business within the organization. This includes maintaining a file containing:

Copies of the newsletters;

Minutes of board meetings;
All Conference Treasurer's reports;
MAWS Treasurer's reports for the previous 10 years;
Bylaws and Policy statements with updates on any changes made to them;
All correspondence by the President pertaining to MAWS business;
Past and present Conference Officers by years;
Copies of the Secretary of State Report submitted by the MAWS Treasurer;
Copies of requests submitted by MAWS Treasurer and Newsletter Chairperson;
Anything else that would be of interest or importance to the organization.

Two months prior to the biennial conference, the President will contact the host guild for a slate of officers who will be in charge of the conference to come. This information will be shared with the Board at the board meeting held at the conference prior to the biennial meeting, and with the membership at the biennial meeting. Time is given at these meetings for the next slated Conference President to give a short talk on upcoming events.

The President is in charge of having at least one meeting of the Board during off conference years. As many as three meetings may be called during conference years. If matters arise that require action sooner than a meeting can be convened, a discussion and/or vote may be taken by letter or phone conferences.

The Conference President is required to attend and submit a report at all board meetings from the time of election through the board meeting following the conference, and if not able to attend, will send the Conference Vice President in his or her absence.

The President is responsible for making sure Bylaws and Policies are kept updated and that all members of the Board have updated copies.

The President will keep in touch with the Conference President and work as closely as possible with this person to make sure things are in order and progressing well. The President will update the board regarding conference progress as needed.

The President will nominate one Member at Large to be Chairperson of the Members at Large when they are acting as a committee of the organization.

Per Bylaws, Article VI, Section B, ref the Treasurer:

In order for the Treasurer to prepare a budget proposal for the coming fiscal year, it will be necessary for all other members of the Board of Directors to provide an estimate of the expenses which they will incur in fulfilling the duties of their offices during that time. Such estimates should include the costs of paper, printing, postage, telephone calls, etc. The proposed budget will be subject to discussion and acceptance or rejections by the Board as a whole. The Treasurer will present an operating budget to any meeting of the Board of Directors.

In planning for an upcoming conference, the Treasurer will include in the proposed budget the amount of \$1,000 to be turned over to the Conference Treasurer to be used as “*grant seed money*” for the conference. This would be best done during the business meeting if possible. This money can be used for printing and general startup operations of the conference and would not be required to be returned to the Treasurer at the completion of the conference.

In addition, conferences can apply for a loan of up to \$1,000 for conference expenses which will need to be returned to MAWS once the conference expenses have been settled. Loans will need to be reconciled and returned to MAWS before the final budget is submitted and any proceeds from conference are dispersed between the conference hosts and MAWS.

Per Bylaws, Article VI, Section D, the Newsletter Chairperson:

The newly elected Newsletter Chairperson will assume the responsibilities of Secretary. The duties of the Secretary are to take minutes at the Board Meetings and provide a copy to the Newsletter Chairperson for publication in the newsletter. If the Newsletter Chairperson is not willing to assume the responsibility of taking minutes, then another person may be assigned the task. That person would be referred to as the Secretary but would be a non-voting member at meetings.

A newly elected Newsletter Chairperson will submit a budget to the Treasurer at the beginning of the term. The balance of the budget may be requested by the Newsletter Chairperson at intervals that allow for the efficient production of the newsletter. The Newsletter Chairperson will send the Treasurer receipts and an expenditure report within two (2) weeks after each newsletter is mailed.

To insure the newsletter reaches all members, the Treasurer will provide the Newsletter Chairperson with an updated mailing list of all members at least quarterly.

Per Bylaws, Article VI, Section E, ref Members at Large:

The Members at Large may be directed to act as Education Coordinators of MAWS, with duties which may include disseminating information concerning the workshops and other educational opportunities available to members statewide. They may also coordinate scheduling of such workshops, with a view to helping groups around the state share costs of bringing outstanding speakers to Montana. Members at Large are the Bylaws Committee and the Nominating Committee.

Duties of Members at Large:

1. Attend all board meetings and the MAWS Conference business meeting.
1. Secure nominations for the MAWS Executive Board and manage the details of the election at the MAWS conference business meeting.
2. Oversee the management of the “Living Treasure” award, publish information and nomination forms in the MAWS newsletter, evaluate nominations, and select

nominees to be honored. Arrange for the meal to be paid for, order the flowers, commission an appropriate award for each honoree, and arrange for the ceremony at the MAWS conference for presenting this award.

3. Accept assignments from the Board as projects come up.
4. Be aware that one person will be selected for the job of Chairperson of the Members at Large by the President.

Officer/Board Member Records:

At the end of a term, each outgoing officer or Board Member shall pass records, documents, procedural notes and forms pertinent to that office, on to the successor. If it is not possible to make this transfer at the conference, it shall be made as soon as possible thereafter.

Per Bylaws, Article VII, Biennial Meeting and Conference:

When coordinating plans to bring in a speaker or workshop, guilds must not compete with the MAWS Conference to the extent that conference attendance will be jeopardized.

It is understood that the registration fees charged for the conference shall be sufficient to make the conference a self-supporting activity. The group hosting the conference shall be mindful of the need to keep costs to participants at a level which will make participation possible for the greatest number of MAWS members.

Per Bylaws, Article VIII, Nominations and Elections:

The election of the Board of Directors will take place during the biennial business meeting. Terms shall be two year.

The Nominating Committee, comprised of the Members at Large, will present the slate of nominees at the Conference business meeting. A show of hands will determine a majority vote, and the new officers will be presented to the membership.

Per Bylaws, Article X, Dues and Finances:

MAWS ACCOUNTS

The membership year is from January 1 to December 31. Dues are \$10.00 annually.

While memberships run from January 1st to December 31st, guilds and members updating independently, are encouraged to have their dues to the MAWS Treasurer by November 1st. This will allow time for their memberships to be processed prior to conference registration.

A checking account will be maintained at a financial institution convenient to the Treasurer. With the concurrence of the Board, other accounts, i.e., savings, Certificates of Deposit, etc., may remain with the institutions where they are established. Both the President and the Treasurer will receive copies of all account reports from the financial institutions where MAWS monies are held.

Within 30 days of the election, the outgoing Treasurer will cooperate with the new Treasurer to transfer signature authority to all accounts. Checks drawn on the checking account will require only one signature to be valid.

The Treasurer will turn over all financial records of the organization to the newly elected successor as soon as practicable, but not more than 30 days after the election.

At the end of the two-year term, the Treasurer will request a review of the MAWS account, in writing. This review will be conducted by one or more qualified persons named by the President. The report of this review will be submitted to the incoming Treasurer, with a copy sent to the President. In the event of the re-election of the Treasurer, a review will still be conducted and a copy of the report filed with the President.

The annual financial report of the Treasurer shall consist of ITEMIZED income and expenditures. A copy of the report shall be sent to the President.

MAWS will pay a stipend of \$250.00 payable at the end of each year of acceptable service to the Treasurer and \$ 200.00 to the Internet Coordinator in non-conference years, and \$300.00 in conference years, each upon receipt of a written request. The amount will be paid at the biennial conference in even-numbered years and on July 1 of odd-numbered years. The Newsletter Chairperson will receive a stipend of \$175.00 upon written request, following publication of each quarterly newsletter.

The MAWS Board will authorize reimbursement for members to attend board meetings at no more than the current state low personal mileage rate for Board Members who so request. Requests must be presented to the Treasurer in writing.

CONFERENCE ACCOUNTS

The conference accounts will be separate from the MAWS general account.

At least 10 months prior to the proposed conference, the Conference President will present to the Board a detailed budget of the upcoming conference. This budget shall include proposed registration fees per person, vendor booth fees, revenue costs, food costs per person including gratuities, teachers' fees, travel, meals, housing and other costs. This budget shall include a break-even number of participants. The MAWS President shall appoint a committee of the Board including the Treasurer, to review the budget and report to the Board and the Conference President regarding its sufficiency. At this time the Conference President will report the name of all known teachers and

speakers, the type of classes, the status of teacher contracts and a sample of the teacher contract being used. The Conference President will also provide the venue contract.

All reports will be transferred to the upcoming officers at the business meeting held in conjunction with the biennial conference, or within 60 days thereafter at the maximum. The final financial report of the Conference Treasurer shall consist of ITEMIZED income and expenditures and shall be due within 90 days of the conference. A copy of that report shall be sent to the President and the Treasurer.

CONFERENCE PROCEEDS

After the expenses of any conference have been paid, and any outstanding loans have been returned to the MAWS Treasurer, the Conference Treasurer will send fifty percent (50%) of the net proceeds to the Treasurer who will deposit the amount in the MAWS account.

If the conference incurs a loss, the conference officers may apply to the MAWS Board for a grant in the amount sufficient to cover the lost.

Reimbursement will be at the discretion of the Board. The Board will review the conference books before a decision is made.

NEWSLETTER

Money to pay for the newsletter will be derived from the dues.

Per Bylaws, Article XII Amendments

Newsletters will be published quarterly. A newsletter will be published within three months following a biennial conference, and will include the financial statement of the conference. One of the newsletters published prior to the conference shall be timed to accommodate absentee voting on any proposed Bylaws amendments.