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# handweavers guild of boise valley, inc.

## **Policy on Guild Participation in Member Estate Sales**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. to help with the organizing for the sale of weaving / spinning / fiber assets of a member's estate as a complimentary service to the family.
- II. The Guild will provide ideas for possible avenues of dispersing the assets at no charge.
- III. The Guild will provide assistance in sorting, identifying, and valuing of the weaving/spinning/fiber assets of a member's estate as the family wishes.
- IV. If the member, family, or estate would like someone to handle the entire liquidation of the weaving/spinning/fiber assets, the guild will provide names of individuals who may be willing to provide this service for a fee. This will be independently negotiated between the estate and the individual, not through the guild.

## **Policy on Payment of Membership Dues**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that dues are due in June each year (currently, \$25.00).
- II. Late dues will be accepted until September 15th. Members who have not paid their dues by that date will be dropped from the membership rolls, will stop receiving the monthly newsletter, and will not receive an updated membership directory.
- III. If a New Member pays for their dues in April or after, the dues will apply to the remainder of the current year and to the following year, as well. Dues paid late in the year, but before April, will apply only to the current year.

## **Policy on Budget and Spending**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that the Treasurer and the Board will prepare a budget to be approved by the guild membership.
- II. Any expenditures of more than \$100.00 over and above the budget categories must be approved by the guild membership.

## **Policy on Library Use and Late Fees**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that members may check out items from the guild library.

- II. The check out period for borrowed materials is one month. For the months when there is no meeting scheduled at the Adelman House, the items will be due at the next meeting held there. The main instance when this occurs is over the summer. Items checked out at the last meeting at the Adelman House in the Spring will be due at the first meeting in the Fall.
- III. Members can extend the loan period by arrangement with the Librarian. This is the responsibility of the borrower.
- IV. Members are responsible for returning items in a timely manner to assure other members will have access to the items they wish borrow.
- V. All library items should be returned in good order.
- VI. If damage is assessed, the borrower is responsible for repair or replacement.

### **Policy on Equipment Rental and Late Fees**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that members may rent equipment held by the guild.
- II. For reference: Equipment Rental Fees
  - A. Carder - \$5.00 per month.
  - B. Schacht Hand Cards - \$5.00 per month.
  - C. Dorothy Table Loom - \$10.00 per month -- both 4 and 8 harness looms are available.
  - D. Minerva 4 harness Floor Loom - \$20.00 per month.
  - E. Wool Combs - \$5.00 per month.
  - F. Bead Loom - \$5.00 per month.
  - G. Display Unit - \$10.00 per week.
  - H. Mannequin - \$5.00 per week.
  - I. Inkle loom - \$5.00 per month.
  - J. Warping Board - \$5.00 per month.
- III. The equipment will be stored in a safe place.
- IV. Transportation of the equipment to and from the storage location is the responsibility of the renter.
- V. If no one else has reserved the equipment, members can extend the rental period by arrangement through the Librarian, and by paying another rental fee on a per month basis.
- VI. Equipment care is the responsibility of the renter. If damage is assessed, the borrower is responsible for repair or replacement.
- VII. Members who return equipment late will be responsible for paying the regular rental fees that are due for the entire time the equipment is in their possession.
- VIII. Check-out Procedure
  - A. Check availability of equipment with the Librarian.

- B. Reserve equipment.
  - C. Make arrangements for pick-up of the equipment with the Librarian.
  - D. Sign the check out card.
  - E. Pay the rental fee to the Librarian.
  - F. Pick up equipment from the storage location.
- IX. Check in Procedure
- A. Make arrangements for drop-off of the equipment with the Librarian.
  - B. Equipment will be returned to the storage location.
  - C. Pay balance of rental fees, if any are due.

### **Policy on Newsletter and Directory Advertisement Fees**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that advertisements may be placed in the Directory or the Newsletter.
- II. Fees for business advertisements in the Directory will be \$10.00 per space of 4 1/4 by 5 1/2 inches.
- III. Newsletter
  - A. Guild members may place classified advertisements in the Newsletter free of charge.
  - B. Non Guild member individuals may place classified advertisements in the Newsletter for the sale of personal equipment or supplies for \$5.00 per month per ad.
  - C. Advertisements for commercial business purposes in the Newsletter will be charged a fee of \$10.00 per space of 4 1/4 by 5 1/2 inches per month.
  - D. Commercial businesses may also wish to develop and print their own fliers that can be added to the collation of the Newsletter. The fee for the guild placing these in the Newsletter is \$15.00. The business should print enough so that one can be placed in each newsletter for the hard copies being mailed. Electronic copy should also be sent, to be placed into the electronic version of the Newsletter.

### **Policy on Honorarium for Non-member Program Speakers**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that Guild members provide their expertise at no charge when presenting a program at the monthly meeting.
- II. Outside speakers (non-members) may be offered a small honorarium, up to \$50.00 for their services, when they give a program at the guild meeting.

### **Policy on Workshop Fees**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that participant workshop fees shall be determined based on the projected cost of conducting the workshop.
- II. Participants must be a member of the guild in order to be able to register for the workshop.

### **Policy on the Annual Yarn and Equipment Sale**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. to hold an annual Yarn and Equipment Sale at the May meeting, for the purpose of selling personal fiber or equipment items.
- II. Members pay the guild 10% of the total amount they receive from the sale of their items.
- III. Non-members or commercial vendors may also bring items for sale at the meeting. They are responsible to pay the guild 20% of the total they receive from the sale of items they offer. (Decided by vote of the guild membership at the May, 2008, meeting).
- IV. The fee percentages are paid to the Treasurer on the day of the sale, and is done on the honor system.

Revised December, 2008