

What the Knit Policies and Procedures

In addition to the guidelines presented in our Bylaws the following is presented:

General -

1. Officers will serve terms of one year and may be re-elected to the same position.
2. What the Knit has established dues of \$25 per year, prorated to \$12.50 after July 1st through the remainder of the fiscal year.
3. Minimum age for membership is 12 years. Members between 12 and 17 years must be accompanied by an adult member.

Committees -

Committees are developed to assist the board in the general operations of the Guild.

Chairs of committees shall attend all general board meetings. Board Members can also act as Committee Chairs.

1. Membership

- Provide membership packet to all new members
- Accept dues and submit to Treasurer.
- Provide receipt to member and copy of receipt to Treasurer, maintaining a receipt with the membership materials.
- Maintain an up to date roster of all guild members.
- Make available to all guild members a general membership directory (electronic or web)
- Generate and circulate Guild business cards to guild members. The guild will cover the cost of business cards.
- Provide name tags at guild meetings. Costs to be covered by the guild.
- Email guild check in roster to greeter at least 24 hours prior to guild meetings.
- Arrange to have a greeter(s) at each guild meeting who will sign members in as they arrive.
 - The greeter(s) will have members sign in on the member roster and guests will sign in on a guest list.
 - A greeter or assistant will escort the guest to a table and introduce her/him to their stablemates.
 - The greeter will hand to the president/vice president or designee, the guest list so that the guests may be introduced.

2. Program

- Determine and organize educational activities for each meeting.
- Determine educational topics of special workshops and retreats with approval of the board.
- Arrange for teachers (member or non-member) for monthly general meetings and retreat in consultation with the board.
- With approval of the board, determine cost (if any) to membership for teachers at any of the above activities.

- Make arrangements with retreat instructor regarding payment for teaching as well as transportation expenses with guidance and approval of board.
3. Webmaster
 - Maintain the guild's website for the primary purpose of making general guild information available to the membership and generate publicity for the guild.
 - Respond to requests for guild information.
 - Publicize guild events via social networks such as Ravelry, Facebook, local community calendars and local media.
 4. Charity
 - Determine the charitable organization(s) and be the contact person with the organization(s).
 - Inform the membership of the types of items that may be donated and deadlines for collection.
 - Arrange for the delivery of items to the charity.
 5. Hospitality
 - Arrange with the membership for refreshments at meetings as needed.
 - Provide refreshment volunteer names to newsletter co-ordinator prior to upcoming meetings.
 - Arrange for lunches following general guild meetings
 6. Nominating
 - Distribute via email/newsletter in April of each year to all active and in good standing guild members requesting nominees for the Board Members for the next term. The Members will be required to send an email nomination to the nomination committee.
 - Incumbents will be included on the ballot to run for another term unless an email is received by the nominating committee to decline running for another term and to request removal of their name from the ballot.
 - Distribute one written ballot by email to each active and in good standing member in May of each year. Members will bring their ballot in a sealed signed envelope to the June meeting to be counted by the nominating committee. If a member is unable to attend the June meeting, a ballot can be sent with an active and in good standing Member of the Guild attending the meeting.
 7. Librarian
 - Collect donations of books, magazines, & DVDs for the lending library.
 - Each item will have a Guild label attached inside the front cover with the donating members name.
 - A list will be kept of the items in the library & and who is in possession of each item.
 - In the event the library is no longer needed, all items will be returned to the donating members.
 - Provide monthly magazine, DVD or book reviews to be included in monthly newsletters.
 - Co-ordinate traveling library with guild educational topics.

- Maintain an online list of items contained within the library on the Ravelry What the Knit Group Forum pages - Lending Library - <http://www.ravelry.com/groups/bakersfield-what-the-knit/pages/Lending-Library-3>.
8. Open House
 - Plan an annual open house to showcase our guild.
 - Organize demonstrations of knitting, crocheting, spinning, dyeing, felting and other fiber related crafts for people to visit and learn about our guild.
 9. Sunshine
 - Send condolence and congratulatory cards to members as appropriate.
 - The guild will reimburse any related costs upon presentation of receipts.
 10. Newsletter
 - Publish a monthly newsletter to be sent to the members by the end of each month via email, unless a member does not have an email address, at which time a copy will be mailed via USPS.
 - The newsletter shall include:
 - Notes from the previous meeting.
 - Information and supplies needed for the upcoming meeting.
 - Contact information for officers of the Guild
 - Information about the time and location of monthly meetings.
 11. Facilities
 - Make arrangements for upcoming meetings.
 - Act as liaison between meeting facilities and board.
 12. Retreat
 - Work in conjunction with Program Chairperson on educational topic and teacher acquisition.
 - Make arrangements with facilities for annual retreat.
 - Act as liaison between facility and board.
 - Maintain roster of retreat attendees.
 - Collect payments from attendees, providing receipts to attendees, transfer funds to treasurer with receipt and maintain a receipt for the retreat records.
 - Make payment arrangements with facility
 - Provide retreat brochure to attendees at least 2 months in advance of event.
 - Delegate retreat social activity planning to additional committee member(s)
 13. Kern County Fair Liaison
 - Promote entries into the Fiber Arts Exhibit portion of the Kern County Fair all throughout the year.
 - Organize members to help with intake, set up and take down with the Fair Intake Coordinator.
 14. Focused Sponsorships
 - Collect funds from guild members for purposes of charitable gifts supporting other guild members in regards to financial activities conducted by the guild such as annual membership dues, retreat expenses, etc. These gifts can be anonymous or known.