

# **Textile Surface Design Guild, Policy and Procedures**

## **January 2015**

Membership in the Textile Surface Design Guild is set up to facilitate sharing of information and expertise among members in a spirit of cooperation. We will strive to attain this goal in all of our activities.

### **Safety:**

- Casa textile studio protocols must be followed at all times.
- Casa textile studio protocols will be reviewed with TSDG members annually.
- Casa textile studio protocols will be clearly posted in the TSDG storage room and on the TSDG website.
- Avoid use of potentially hazardous materials (eg. dye powder, chemicals) if you are pregnant, nursing or planning to become pregnant.
- All studio equipment must never subsequently be used for food preparation.

### **Studio Access / Security:**

- TSDG members are to follow Casa's current studio access and security policies.
- TSDG members must keep the studio doors closed at all times for your own safety.

### **Open Studio:**

- On the third Sunday of each month (check current events calendar for date changes) the TSDG will pay the daily studio access fee for any regular member who does not already have their own studio access pass.
- Open studio participants must sign in on the appropriate sheet located in the TSDG storage room.
- Members must indicate whether or not they are pass holders on the sign in sheet.
- Members are responsible for collecting and returning the studio keys at the front desk. If the kiosk is closed, place the keys on the front desk by reaching through the screen.

### **Library:**

- Regular members may borrow library materials upon signing and dating the appropriate page in the library binder.
- When returning books, members must indicate the date the item was returned in the return column of the binder and re-shelve the book.

### **Supplies:**

- Outside of scheduled program activities, if members use TSDG supplies to create products for their own use, they are responsible for keeping track of what was used and entering these amounts in the log book.
- The Treasurer will present an invoice to the membership twice a year for supplies used.
- Containers for any supplies that are completely emptied should be placed in the collection bin marked "empties", so that the inventory committee will know what needs replacing.

### **Membership Fees:**

- All renewing members must pay fees by June 30th to participate in monthly programs and remain on email/membership lists.
- Fees for new and non current regular members joining after January 1st shall be 1/2 of the regular membership fee.
- Non current members are individuals who have not been a member for more than 12 months.
- Yearly fees for associate and youth members joining or renewing at any point in the year shall be 1/2 of the regular membership fee.

- Associate members may attend social activities and the Annual General Meeting.
- Associate members may participate in guild sales after 3 months membership.
- Prospective new members who preregister may attend one program meeting at no charge prior to joining the TSDG.

### **Sales:**

- The TSDG will charge a 20% commission on members work sold at TSDG events.
- The TSDG will cover our share of advertising and sale costs.
- Sales are an important means of raising funds to cover TSDG yearly expenses so members are encouraged to participate in set up, selling and/or cleanup for these events.
- Sales volunteers will track attendance as carefully as possible during events.
- The Treasurer will report total attendance along with total sales.
- Hang tags are required on products for sale. You may use your own hang tags or use TSDG supplied tags. Product description and fabric care (if applicable) should be listed on the hang tag. Prices must be written on the TSDG supplied removable label, next to your personal sales number. Price labels must then be applied to the hang tag.
- Original work is encouraged. Copyright restrictions on work from patterns must be followed. Work made from kits will not be accepted for sale.
- Members will respect original ideas developed by fellow guild members.
- An itemized inventory list with prices and description of work submitted must accompany your work.

### **Administrative:**

- Members will RSVP to emails about upcoming programs to make planning for these events more efficient.
- All TSDG purchases under \$300.00 must be preauthorized by a majority of the executive.
- Purchases made without authorization are to be considered a donation by the purchaser.
- When replacing a vacancy midterm, the partial term of office will not count toward the maximum four (4) year term limit for Officers.
- Any Executive member or committee chair missing three consecutive general or executive meetings without just cause would be removed from office.
- When presenting workshops to the general public, TSDG regular members will be given priority access for workshop registration before workshop registration is opened to the general public.
- Members in good standing are welcome to borrow TSDG display equipment upon payment of a refundable fee.
- The borrower will be held responsible for any costs due to loss or damage of borrowed display equipment.