

Chesapeake Region Lace Guild, Inc. (CRLG) Standard Operating Procedures

Procedural rules will be approved by a vote of the CRLG Board and updated and maintained by the President, to include ensuring all elected or appointed board members receive a copy upon assumption of duties. Updates will be dated and a copy retained for the official records of CRLG Inc.

1. Finance

a. All requests for payment from CRLG members will be presented to the Treasurer for payment on the CRLG Request for Reimbursement Form with contracts or receipts, if available. Form attached at as Appendix A.

b. Remuneration for Demonstrations. When individuals represent CRLG Inc. demonstrate any remuneration shall be paid directly to CRLG Inc.

c. Use of the CRLG Logo. At the discretion of the board, a specific license to use the logo will be granted with an agreed upon remuneration to the general fund for lace-related items only.

d. Monetary Awards. At the discretion of the board, sponsorship of CRLG prize money for judged community events can be disbursed to county or state fairs, or other non-profit organizations.

e. Audit of CRLG funds. An Annual Audit will be conducted in the spring by an Audit Committee appointed by the CRLG board.

2. Lace Days.

a. CRLG will conduct two Lace Days per year, usually the 4th Saturday in April and the fourth Saturday in October.

b. A CRLG Board Member will be designated as the Coordinator for Lace Days. Guidelines at Appendix B.

c. The registration fee for Lace Day will be \$ 8.00.

d. Charges for vendors will be \$ 2.50 per linear foot of table space, or \$15 for a 6-foot table and \$20 for an 8-foot table.

3. Library. CRLG Videos, some with books or patterns, may be borrowed for 30 days. All videos returned by mail must be sent insured for \$60.00. Videos can be obtained from the CRLG Librarian at the spring or Fall CRLG Meetings or requested by mail. To request by mail, please send your request to the Librarian, and you will be notified of the postage cost required. Members are responsible to return the materials within 30 days of receipt.

4. Advertising Policy.

a. Fiber Arts related promotional material may be distributed at CRLG activities.

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b. No advertising or offers for sale of items will be published in the CRLG Newsletter or Website. Exceptions are fund raising items for CRLG non-profit / educational fund.

5. Workshops.

a. CRLG Workshops Teachers Fees are \$250.00 per 6-hour day of instruction.

b. Reimbursement for travel expenses for teachers is not to exceed \$ 300.00

c. Student Fees for Workshops:

(1) One-day Workshop \$ 50.00

(2) Two-day Workshop \$90.00

(3) Three-day Workshop \$130.00

(4) Non-CRLG members will be charged an additional fee equal to the current CRLG annual dues. The individual will then become a member of the organization for the current year.

d. Student attending part of a workshop. This is permitted at the discretion of the Teacher if the student can be accommodated. The fees will be prorated by the day for the class they attend (one of a two day class or one or two days of a three day class.)

e. CRLG members who are teachers may be offered contracts by the CRLG Board for workshops at the prevailing rate, not to exceed once a year.

f. Workshop/Classes.

(1) No refunds, unless filled from a waiting list or the individual finds someone to take her/his place. Emergency exceptions will be considered by the board on a case-by-case basis.

(2) A CRLG Member providing accommodations for a teacher and space for the workshop/class can take the workshop/class at no cost.

(3) A CRLG Member providing accommodations for the teacher and attending the class/workshop can take the workshop/class for half the price.

(4) A CRLG Member providing space for the workshop/class can take the workshop/class for half the price.

(5) A CRLG Member providing accommodations for a teacher and not taking the workshop/class will be paid \$25.00 per workshop/class day.

(6) A CRLG Member providing space and not taking the workshop/class will be paid \$25.00 per workshop/class day.

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6. Contracts. No contracts between CRLG and second parties will be entered into without the approval of the board. After approval, the contract may be signed by any CRLG bonded officer of the board (President or Treasurer). (Types of contracts: Teachers, Speakers, Vendors and Use of Venue, i.e. churches, schools or other business/public locations)

7. Website Policy. To protect the privacy of members, no personal information will be posted in material on the website, (i.e. phone numbers, addresses, and email addresses).