



Las Tejedoras

Fiber Arts Guild

POLICIES AND PROCEDURES

Approved by the Board of Directors: August 23, 2021

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INTRODUCTION

History of the Las Tejedoras Fiber Arts Guild

The guild was founded in the Spring of 1972 under the leadership of Noel Stewart as Las Tejedoras de Santa Fe y Los Alamos. The guild changed its name to Las Tejedoras Fiber Arts Guild on November 2, 1999 to recognize that the members live throughout North Central New Mexico and that the members have expertise in a wide range of fiber mediums. The guild became a nonprofit corporation in the state of New Mexico on February 11, 2016 and obtained nonprofit status as a 501 (c)3 from the Federal Government on July 15, 2016.

Mission of the Las Tejedoras Fiber Arts Guild

To promote excellence in design and fine craftsmanship in the fiber arts
To provide educational opportunities for its members and the general public in order to further their skills in and appreciation of the fiber arts.

I Establishment of Policy

Policy

The Board of Directors (the Board) has authority to set policy for Las Tejedoras Fiber Arts Guild (the Guild).

Procedure

In non-profit corporations, the Board serves at the pleasure of the membership. The Board writes the Policies and Procedures for the Guild, reports to the membership, and is responsible for the implementation of the Policies and Procedures. The Policies and Procedures will be updated, as needed.

II Guild Membership

Policy

The Guild shall have one class of membership.

Procedure:

1. Dues:

- a. Annual dues shall be determined by the Board. Additional family members shall pay one-half of the annual dues.
- b. New members joining in April or May will have the following year included in their dues.
- c. Annual membership dues are payable in June. If dues are not received by the November meeting, members will be removed from the newsletter list and Google group.

2. Member Privileges:

- a. May attend all general, annual, and Board meetings
- b. Have the right to vote in elections and other matters
- c. Have the option to stand for election to the Board
- d. Will receive the monthly newsletter and may participate in the Google email group
- e. Have first-priority for space in Guild-sponsored workshops
- f. May submit ads in newsletter at a rate set by the Board

3. General Meetings

- a. The Guild fiscal year will begin June 1 and end on May 31
- b. General meetings will be held monthly from September through May, unless otherwise determined by the Board
- c. Fifteen members shall constitute a quorum
- d. General meetings will be held on a day of the month as determined by the Board
- e. The location of general meetings will be determined by the Board
- f. The annual meeting of the Guild will occur during the general meeting in May

- g. Elections will be held at the general meeting in May
- h. At the discretion of the Board, meetings may be cancelled or held by electronic means when circumstances make it inadvisable or impossible to meet in person

III Board of Directors

Policy

The activities, affairs and property of the Guild shall be managed and directed by the Board of Directors.

Procedure

1. Composition:

- a. The Board of Directors will consist of the Officers (President, Vice President, Secretary and Treasurer) and no more than 11 Directors elected from the membership.
- b. The immediate past President will also serve as a non-voting member of the Board.

2. Terms:

- a. Officers serve two-year terms. The term begins at the end of the annual meeting in May.
- b. The President and Secretary shall be elected in odd years; the Vice-President and Treasurer shall be elected in even years.
- c. Officers who have served for two consecutive terms shall not be eligible to hold the same office until one full term has intervened. However, due to the complexity of duties, the Treasurer may continue to function in that office if they are re-elected to the position by the membership at the end of each term of office.
- d. The non-officer Directors serve two-year terms, with one-half of the Directors elected one year and the remaining Directors the following year. The term shall begin at the end of the annual meeting at which they are elected.
- e. Directors who have served for two consecutive terms shall not be eligible to hold office as a Director until one full term has intervened.
- f. The past President serves as a non-voting member for one year.

3. Responsibilities of Directors

- a. Engage in planning, approve the annual budget, and supervise the Guild's operation.
- b. Attend board meetings.
- c. Serve as a liaison to the Guild and to any committees assigned by the President. Board members assigned to committees will report back to the Board as necessary.
- d. Other duties as assigned.

4. Meetings

- a. There will be a joint meeting of the outgoing Board and the incoming Board as soon as possible after the elections. This meeting is to facilitate a transition and to clarify the role of the new Board members.
- b. The annual Board meeting will take place in August.
- c. There will be a minimum of four Board meetings per year.
- d. A majority of Board members constitutes a quorum at a meeting.
- e. A Board vote may be conducted electronically provided that a majority of the Officers and Directors first consent, via email, to the action.

IV Officers

Policy

The officers shall be President, Vice President, Secretary, and Treasurer. Each officer shall have a written job description.

Procedure

Job Descriptions for Officers

1. President

- a. Preside at all General Membership and Board meetings.
- b. Create an agenda for each meeting.
- c. Review the minutes submitted by the Secretary.
- d. Be an ex-officio member of all committees of the Board.
- e. Ensure Guild Bylaws, Policies and Procedures are updated as necessary.
- f. Act as liaison between the Guild and general public.
- g. Appoint the Chair and in consultation with the Chair, members of all committees.

2. Vice President

- a. Attend Board Meetings.
- b. Assume leadership of Guild in the absence of the President.
- c. Perform duties as necessary for the President.
- d. Conduct and/or attend special meetings with the President when necessary.
- e. Prepare and present the Annual report at the Annual meeting.

3. Secretary

- a. Attend Board Meetings and General Meetings.
- b. Take the minutes of General Meetings and Board Meetings and submit them to the President for review.
- c. Send minutes to the newsletter editor before the deadline for each issue.
- d. Maintain a file of approved minutes for General and Board Meetings and a file of any Board actions without a meeting.
- e. Keep records of attendance at all General Meetings and Board Meetings and attach to the minutes.

- f. Answer or assure appropriate response to pertinent correspondence including the Guild email.
- g. Develop and maintain a list of all Board members including their terms of office.
- h. Perform other duties as may be requested by the Board.

4. Treasurer

- a. General Accounting Principles:
 - i. Establish and apply an accounting system that can report on actual spending vs budgeted amounts.
 - ii. Post all transactions to appropriate categories in a timely way.
 - iii. Backup system at least monthly and arrange a secure location for backup storage.
 - iv. Maintain Guild books and pertinent financial documents including regular reconciliation of the bank accounts to the records held by the Guild.
 - v. Keep authorized bank signatory cards up to date as board membership changes. When new officers are elected, change the signatory cards within 3 months of election.
- b. Specific accounting practices relevant to the Guild:
 - i. Pay all bills and monies due to members within twenty (20) days or upon receipt of the bill.
 - ii. No checks shall be both written to and signed by the Treasurer.
 - iii. Work with show committee chairperson to create and provide a budget for the show including expenses and a way to cover those expenses.
 - iv. Work with show committee chairperson to create an accounting of funds received and the money which is due to the participants.
 - v. Reimburse members for all bills paid with personal funds for Guild business that has been approved by budget or Board authorization.
 - vi. Write checks as requested by Board members for expenses authorized by the Board, including but not limited to honoraria, rent, and insurance payments.
 - vii. Create and utilize a system to document request for reimbursement and payments made. Any payment over \$500 needs to have two authorization signatures.
 - viii. Help to establish and maintain bank accounts as necessary.
 - ix. Obtain certificates of insurance upon request of committee chairs.
- c. Audits and Records:
 - i. Ensure the Guild books are up to date and ready for financial review should it be requested.
 - ii. Prepare any requested insurance audit in a timely way.
 - iii. Maintain records as identified in the Policy and Procedures.
 - iv. Provide records as requested by Guild audit person or persons. Present any findings and recommendations for implementation of audit to the Board.
- d. Board of Directors:

- i. Attend board meetings.
 - ii. Provide a treasurer's report for the Board for each Board meeting noting any financial concerns on the part of the Treasurer.
 - iii. Participate in policy decisions when finances are concerned, with a mind towards being financially responsible to the Guild.
 - iv. Outgoing Treasurer should work with the incoming Treasurer to ensure smooth transition for the record keeping and aid in any task.
- e. Budgeting:
 - i. Solicit budget requests from committee chairs and prepare a balanced annual budget for review and approval at the Annual Board meeting.
 - ii. The budget will reflect the best estimate of needs for the fiscal year.
 - iii. Monitor budget for any overages, notify Board and recommend budget amendments if necessary, during the year.
- f. Cash management:
 - i. Deposit funds received by the Treasurer for dues, donations, shows and any other funds received by the Guild to the appropriate bank account in a timely way but not more than 30 days from receipt.
 - ii. Instruct the show committee chairperson to request money for change ahead of show, write check to the show person with accurate documentation that the money will be used by the chairperson for the show. This money will be returned to the Guild and redeposited.
 - iii. Review with show committee chairperson procedures for handling payment transactions, and reconciliation of deposits, sales receipts and payments to participants, to ensure all is handled securely.
- g. Financial and Tax Reporting:
 - i. Prepare and timely file annual IRS Form 990-N (e-postcard) for Guild assuming revenue during the fiscal year was less than \$50,000 (or other amount as may be required by IRS regulations). Currently this form is due by October 15 each year. This form can be e-filed at the IRS site for Annual Electronic Filing Requirement for Small Exempt Organizations.
 - ii. Prepare and timely file State of New Mexico Nonprofit Corporation Annual Report due no later than October 15 of each year. This form can be found at the Portal of the Secretary of State of New Mexico, Corporation Division.
 - iii. Review calendar year payments for services rendered to the Guild by unincorporated vendors and individuals, obtain completed W4 forms if necessary, and prepare Forms 1099 by January 31 for those receiving cumulative payments of \$600 or more (IRS limit should be tracked in case it changes). Mail forms to vendors and to the IRS.
 - iv. Create financial statements as needed, but no less frequently than quarterly, and present to the Board. Keep on file reports detailing revenues, expenses, bank statements and any other reports as requested by the President. Present information at the Board meetings as requested by any Board member.

- v. Prepare a written annual summary of the financial state of the Guild for presentation to the general membership at the Annual Guild meeting.
- vi. Complete or assure that donors receive thank you notes and tax certificates for all donations.
- h. Registered agent:
 - i. Serve as registered agent for the Guild as a corporation.
 - ii. Serve as the billing address of record including but not limited to the corporation, subscriptions, memberships, and insurance.

V Committees

Policy

The Board may designate committees and the President shall appoint the chairs of the committees.

Procedure

Committees will normally fall into one of two categories in support of the mission of the Guild: Education and Operating.

Education Committees

1. Program Committee

Secure relevant speakers for Guild meetings.

- a. Provide the Treasurer with a budget request prior to the annual August Board meeting.
- b. Plan, organize and contact speakers for the programs.
- c. Notify the Treasurer of the name and address of each speaker and the date of the program at which they will speak so a check can be prepared in time for the program. Notify the Treasurer if a program is rescheduled or cancelled.
- d. Provide program information to the Guild's Newsletter Editor prior to the deadline.
- e. Confirm with speakers well before the meeting date.
- f. Provide speakers with appropriate equipment.
- g. Make all the financial arrangements with speakers and inform the Treasurer of the amount.
- h. Greet speakers and assist them in setting up for the program.
- i. Introduce the speaker at the meeting.
- j. Ensure speakers receive thank you notes.

2. Workshop Committee

Secure educational workshops for members; workshops should be self-sufficient with all costs paid for by member attendees.

- a. Assess member interest in workshop topic before engaging a workshop leader.
- b. Consult neighboring guilds for possible sharing of workshop leader expenses.
- c. Reserve an appropriate room.
- d. Prepare a budget and decide on a cost per participant exclusive of materials.
- e. Materials fees are to be paid by each participant directly to the instructor.
- f. Advertise the workshop, as appropriate.
- g. Take registrations, with a 50% deposit.
- h. Contract with the instructor(s).
- i. Set dates for the workshop, arrange for facility set up, refreshments, and any specific needs of the instructor.
- j. Locate housing for the instructor, if needed.
- k. Give all receipts to the Treasurer promptly together with a Request for Expense Reimbursement.
- l. Notify Treasurer if attendees need to be reimbursed if the workshop is cancelled or if any cancel their registrations after a date specified in the workshop announcement.
- m. Prepare a financial accounting of the workshop for any entity that funded the workshop and for Guild financial review.

3. Grants for Members Committee

To provide financial support for member's fiber arts education

- a. Committee must work closely with Treasurer.
- b. Set annual budget with Board approval.
- c. Establish guidelines and rules for grant applications, requirements and awards.
- d. Post guidelines and availability in Guild Newsletter.
- e. Keep records and report to Board and membership on number and amount of grants awarded.

Operations Committees

4. Hospitality Committee

To ensure refreshments for all Guild meetings.

- a. Arrange for members to bring refreshments for regular meetings.
- b. Coordinate the food service for all Guild special events.
- c. Prepare and maintain an inventory of supplies and equipment used for refreshments.
- d. Arrive early to set up and clean up at the end of the meeting.
- e. Seek volunteers from the membership to help with special potluck or party functions.
- f. Store the guild hospitality supplies.

5. Membership Committee:

To oversee recruiting, retention and recognition of the guild membership.

- a. Maintain an up-to-date and accurate membership list.
- b. Create and maintain name tags for members.
- c. Create and update a new member application form; submit form to Webmaster for posting on the Guild website.
- d. Greet and introduce new members and guests at meetings.
- e. Receive all new membership applications.
- f. Send any dues collected to the Treasurer in a timely fashion, no later than 30 days of receipt.
- g. Update the membership list as needed and maintain a lapsed membership list.
- h. Prepare a current membership list by the November meeting and distribute said list to all current members.
- i. Provide the membership and President with updates to the membership list as new members join after the official membership list is published.
- j. Provide guests at the regular meetings with information on how to join the Guild.
- k. Maintain the Google Group list.

6. Communications Committee

Ensure timely communication to Guild membership and the public through appropriate vehicles including newsletters, website, and social media. Each area will have a lead committee member.

- a. The Newsletter Editor will:
 - i. Serve as the committee chair.
 - ii. Provide the Treasurer with a budget request prior to the annual Board meeting.
 - iii. Prepare and distribute the newsletter at least one week before each regular meeting.
 - iv. Be responsible for securing the content of the newsletter.
 - v. Maintain an electronic file of all newsletters.
- b. The Social Media Coordinator will:
 - i. Post relevant items on the Guild Facebook page and on Instagram.
 - ii. Delete personal identifying information prior to posting.
- c. The Webmaster will:
 - i. Provide the Treasurer with a budget request prior to the annual Board meeting.
 - i. Update the Guild website as needed.
- d. Additional members of the Communications Committee will support all communication efforts of the committee, including but not limited to:
 - i. Provide the Editor with a list of upcoming events in New Mexico and beyond.
 - ii. Provide Social Media Coordinator with ideas and content for presentation on social media.

- iii. Solicit member biographies, prepare them for the newsletter and other communication outlets, and send them to the Editor and/or appropriate committee lead.
- iv. Assist committee leads by reviewing and editing content.
- v. Provide summaries and photos of workshops, study groups, or other Guild events.

7. Outreach Committee

Identify and oversee implementation of public outreach events.

- a. Provide the Treasurer with a budget request prior to the annual Board meeting.
- b. Publicize Guild meetings and activities locally.
- c. Encourage members to become involved in outreach activities as part of our mission as a nonprofit.
- d. Inform the Communication committee of outreach events for publication in the newsletter and promotion on social media and the website, as appropriate.
- e. Be the liaison between community organizers and the Guild, as needed.
- f. Keep a record of all outreach activities sponsored by the guild and the names of the organizers, including what worked and what needed improvement.
- g. Keep a record of all participating guild members in an outreach event and the hours devoted by each person.

8. Shows/Exhibitions Committee

Identify opportunities for guild members to display and/or sell fiber art; coordinate and implement with event sponsors. All shows are expected to be self-sufficient, and primarily covered by member participant fees.

- a. Provide Treasurer with proposed budget items that are not expected to be covered by show revenues for Board approval at least one month prior to each show.
- b. Ensure that all participants are current Guild members.
- c. Determine location and cost for potential stand-alone shows or exhibitions.
- d. Pay entry fees for Guild booths at shows and collect shares of entry fees and any other costs from the Guild participants.
- e. Keep records of show income and expenditures and coordinate those records with the Guild Treasurer.
- f. Oversee handling of cash and credit sales and provide for payment of proceeds of credit card sales to participants.
- g. Inform members of area shows in which they can participate.
- h. Be the liaison between the external show or exhibit producers and the Guild, as needed.
- i. Coordinate the Guild participant application, jurying (if applicable), participant inventory, curating, and take down of Guild group member shows.

- j. Inform the Newsletter Editor of shows and Guild exhibits for publication in the newsletter.

VI Workshops and Classes

Policy

The Guild requires a standardized registration, deposit and refund policy for workshops and classes.

Procedure

1. Registrations, Deposits and Refunds

- a. Members shall notify the Workshop Committee Chair of their wish to attend a workshop.
- b. A deposit of fifty percent (50%) of the workshop fee must be submitted to the workshop chair at the time of registration to secure attendance. The remaining fifty percent (50%) shall be due the first day of the workshop.
- c. Cancellations shall result in forfeiture of the deposit unless a replacement can be found, either from the waiting list or arranged for by the person cancelling registration in the workshop.
- d. The Workshop Chair and one Officer may approve a refund due to medical or other urgent situations, on a case-by-case basis.

2. Discount for Housing Workshop Leaders

- a. Guild member who volunteers to host the workshop leader shall receive a payment or credit of one hundred percent (100%) of the charge for that workshop.

VII Accepting Contributions

Policy

The Guild will accept cash contributions at any time. Contributions of equipment or other materials will be accepted at the discretion of the Board.

Procedure

1. Acceptance

- a. The Board of Directors may accept contributions on behalf of the Guild.
- b. An individual Board member accepting donated equipment or materials should advise the prospective donor that acceptance is provisional pending the Board's decision to accept the item, which may not take place until the next regularly scheduled Board Meeting. The donor is required to maintain control of the items until the Board makes its decision.
- c. The Board of Directors retains the right to decline any contribution.

- d. The Guild Donated Items form (Appendix B) will be given to the prospective donor to complete, identifying what is being donated and providing any itemization of materials for Board consideration.
- 2. Acknowledgement**
- a. If materials are accepted, the Guild will provide the donor with a thank you letter acknowledging the gift, using such language as may be required to satisfy IRS regulations. See Appendix A.
 - b. The Guild will not provide a valuation of donated goods for any purpose.

VIII Records Retention Policy

Policy

The Guild will retain records in accordance with Federal and State laws as well as good business practices.

Procedure

The following lists the records to be retained.

1. To be kept by the Treasurer

- a. Three (3) years:
 - i. Deposit slips and backup.
 - ii. Paid vendor invoices.
 - iii. Correspondence with vendors.
 - iv. Donation acknowledgements for tax purposes.
- b. Seven (7) years:
 - i. Bank statements, reconciliations and cancelled checks.
 - ii. Expired contracts and leases.
- c. Permanently:
 - i. Tax return filings (Form 990-N, Form 1096/1099) and IRS correspondence.
 - ii. State of New Mexico Biennial Reports.
 - iii. Annual financial statements.
 - iv. General ledgers and year-end trial balances.
 - v. Documents substantiating fixed asset additions and dispositions.
 - vi. Contracts and leases currently in effect.

2. To be kept by the Secretary

- a. Permanent copies, in Electronic and paper format if possible:
 - i. Corporate documents (Articles of Incorporation, Bylaws).
 - ii. Policy and Procedures Manual.
 - iii. Minutes Books of Board of Directors.
 - iv. Trademark and Patent Registrations.
 - v. Annual Reports.
 - vi. Other legal records and correspondence on important matters.

Appendix A: Donations Acknowledgement Letter



Las Tejedoras
Fiber Arts Guild

www.lastejedoras.org

<https://www.facebook.com/LasTejedorasGuild>

Date

Name

Address

Santa Fe, NM 8750

Dear Name,

On behalf of the members and Board of Las Tejedoras Fiber Arts Guild, I am writing to thank you for your donation of _____.

Your gift will help support our programs, outreach efforts, and educational workshops in the fiber arts.

Las Tejedoras Fiber Arts Guild is a nonprofit 501(c) 3 organization; this donation is tax deductible. No goods or services were received in return for this contribution.

Your support is truly appreciated!

Sincerely,

*Las Tejedoras Fiber Arts Guild, 9 Camino Serpiente, Santa Fe, NM 87507
The Guild is a 501(c)(3) corporation; EIN # 81-2481053*

Appendix B: Donated Items Form

Date: _____

Donor Name: _____

Address: _____

Phone: _____

E-Mail: _____

Materials Donated:

Accepting donated materials is a Las Tejedoras Fiber Arts Guild Board decision. The Board retains the right to decline any contribution. All contributions are unrestricted unless otherwise specified and the Guild may sell or otherwise dispose of some or all contributed items. Materials that the Guild declines are the responsibility of the person seeking to donate them. Contributions of goods are deductible for income tax purposes to the extent allowed by law. The Guild does not fix a value on contributed materials, as that is the privilege and responsibility of the donor.

I understand and accept the conditions above.

Signed _____ Date _____

Accepted by Board of Directors [] Yes [] No on Date: _____

*Las Tejedoras Fiber Arts Guild, 9 Camino Serpiente, Santa Fe, NM 87507
The Guild is a 501(c)(3) corporation; EIN # 81-2481053*