



General Guild Policies

Tax Status

The Hudson-Mohawk Weavers' Guild is approved by the Internal Revenue Service as a Section 501(c)(4) Civic Leagues and Social Welfare Organizations, and is exempt from Federal income tax under Section 501(a).

Fiscal Year

The Guild year is September 1st through August 31st.

Library

Books are checked out to members only, from our cases on the honor system. They are to go out for one month except over the summer. There is a \$1.00 charge per month after that time. (1987, published September 1993) (Amendment May 1995)

Funds allocated from the treasury for the purchase of books for the Library will be as per the budget set by the Executive Board for that fiscal year. (May 10, 2007) (2023)

Meeting Location

The Treasurer is instructed to pay for use of the meeting room for our monthly meetings out of dues. (May 10, 2007)

Budget

The Executive Board shall set up a budget at the beginning of every fiscal year. (2023)

Dues

Dues are set at \$30.00 per member per year, payable in September. New and/or renewing members who purchase a membership during the period from May through the end of the current fiscal year shall be considered as members for the subsequent membership year. (May 10, 2007) (2022)

Newsletters

The Newsletter is to go to all members in September, but if dues are not paid by the October meeting, no further newsletters are to be sent. (1993)

Advertising Rates

Full page - \$100.00 per year, \$25.00 per issue. Half page - \$60 per year, \$15.00 per issue. Quarter page - \$36.00 per year, \$9.00 per issue. Less than quarter page - \$24.00 per year, \$6.00 per issue. For members, ads up to 1/2 page vertical 3.25" x 8.25" or horizontal 6.75" x 4.25" with picture are \$5 per issue. Classified ads will run in the newsletter for a full fiscal year or until the Newsletter Chair is notified they are sold. Classified ads for members, with or without pictures, are free. Classified ads for non-members are \$20. (June 2004) (2019).



Show & Sale

Accounting for the Show & Sale will be maintained on a separate basis from other Guild funds. Show & Sale policies, including commission rate and allocation of funds, will be governed by the Show & Sale Committee. (June 13, 1996) (2022)

Workshop & Bus Trip Policies

(Agreed to at a Board meeting on March 19, 1990)

1. Refunds will be given to anyone requesting a cancellation for a Workshop up to 5 days prior to the Workshop. No refund will be given after that time. Exceptions: Refunds can be given after 5 days before the Workshop only under unusual circumstances, if it is agreed upon by Guild officers, and Workshop fees and expenses have been covered.
2. If someone requests to attend a partial Workshop, they may do so only if they agree to pay the full amount, and if they also take full responsibility for all work assigned (assigned threadings, looms, etc.), either themselves, or someone they have designated to be responsible for their work.
3. Auditing is allowed ONLY if allowed by the instructor. If allowed, auditors must pay FULL Workshop fee. Visitors are not allowed.
4. After the 5 days prior to the Workshop, vacant spaces will be opened to members and non-members alike, only on a first-come, first-served basis. An additional \$15.00 fee will be charged to non-members.
5. Reservations for Bus Trips may be canceled up to 5 days prior to the trip for a full refund. After that time the decision regarding a refund will be made by the Guild officers, and will depend on whether the Guild will be charged for that person at the places to be visited on the trip.
6. The fees for Bus Trips will include the cost of the bus divided by 30 people for a 47 passenger bus, plus the cost of fees at the places to be visited and the cost of meals, including tax and tip.
 - Tips for the driver ...an envelope may be passed on the return bus trip for a tip for the driver.
 - Lunch for the driver ...the Guild may pay for the lunch if it is not provided by the restaurant.

Policy on Determining Fees

(Agreed to at a Board meeting on February 10, 2011, amended in January 2023 by the Executive Board)

1. After totaling up the instructor's daily fees, transportation, etc. (these are usually available a few months in advance) and the workshop location donation (note: Calvary United Methodist



Church is \$75 per day as of 2011), divide this by about 10-12 people. 10 is an average minimum number to use in order to be close to breaking even. Most instructors limit their workshops to no more than 15 people. (February 2011)

2. The Lecture fees will be paid out of the Guild treasury when the Lecture is given as part of the program at our monthly Guild meeting. Remember to exclude this amount when determining the Workshop Registration Fee. The Guild reserves the right to collect a \$3-5 fee from non-members attending a paid Guild meeting Lecture. (February 1995) (2023)
3. The minimum Fee for a one-day workshop will be \$10.
4. A Guild Member who leads a Workshop will be paid as per their negotiated rate. Guild members who provide an evening Guild program will be offered an honorarium of \$75. (May 1991) (2023)

Scholarship/Grant Funds Guidelines

(Amended in August 2022)

Applications may be made to one of the three scholarship funds:

- The Hudson-Mohawk Weavers' Guild Scholarship Fund is available to members of all weaving levels.
- The Peggy Wilkins Memorial Scholarship Fund is to encourage further study for beginning level weavers.
- The Karin Demis Education Fund is available to assist weaving teachers in offering weaving education.

The dollar amounts available for scholarship awards will vary from year to year. The number of scholarships and their amounts in a given year are dependent upon the monies available in excess of the sustaining endowments in each fund. The Guild has agreed to replenish funds as needed to continue to award grants. The grants are not need based but are meant to be supportive of our continuing growth as weavers.

The awarded amounts will at no time deplete the sustaining endowments.

1. Any paid member of the Hudson-Mohawk Weavers' Guild who has been active for at least one year may apply for a scholarship. Applications are available on the website and in member packets.
2. Applications will be considered for weaving and fiber-related activities only.
3. Applications will be made in writing on the Application Form and will include: name, date(s), time(s), instructor(s) of course, and a course/event description., and if possible, a printed announcement of the course or event. We prefer applications to be submitted electronically to the Chairperson's email.



4. Applications must be submitted to the Scholarship Fund Committee Chair a reasonable amount of time before the event so that we can communicate with applicant and committee.

5. Scholarships are conditional on recipients giving a presentation (lecture, demonstration and/or workshop) to the membership of HMWG on the subject matter of the application within twelve (12) months of receiving funds.

6. Scholarships will be awarded for part of the tuition expense. We do not fund room, board, travel or supplies.

7. The committee responds electronically as soon as decision is made. You do not need stamped self addressed envelope.

8. Monies not used as outlined in the application proposal must be returned to the Fund.

9. Members may submit scholarship applications as often as desired, but will not be eligible for more than one scholarship within any twenty-four month period.

10. The Scholarship/Grant Committee will review applications for funding. We generally have 3-6 members.

11. Consideration given to any exception to these guidelines will be at the discretion of the HMWG Board.