



**POLICY MANUAL  
MARCH 2017**

***NAME***

The name of the Guild is Warmland Calligraphers of the Cowichan Valley. It shall hereinafter be referred to as "Warmland" or "the Guild".

***PURPOSE***

Warmland Calligraphers of the Cowichan Valley is a non-profit group formed to facilitate the exchange of information between calligraphers and to promote interest in and appreciation of calligraphy as an art form within the community. This purpose shall be furthered by making available workshops, classes, exhibitions and lectures on calligraphy and related arts. The Guild is not a charitable organization and is organized exclusively for pleasure, and any profit realized must be used to further the goals of the group without monetary gain to any individual member.

***MEMBERSHIP***

1. Membership shall be open to calligraphers at all levels of expertise, individuals with a love of beautiful writing and those who are interested in supporting calligraphy and the related arts.
2. Each Guild member in good standing shall be entitled to one vote at the general meetings of the Guild.

3. All members in good standing are eligible to hold office.
4. Memberships are non-transferable and non-assignable.
5. Honourary life memberships may be given by the Guild to persons who have made a significant contribution to the functions of the Guild and to the calligraphic arts in general. Selection of honorary members will be made by a group vote at General Meetings. Payment of membership dues is waived for Honourary Life Members.

### ***DUES***

1. The Executive Board, subject to ratification at the next Annual General Meeting, shall set the annual membership dues of the Guild. Any changes in membership dues will take effect the following fiscal year.
2. Dues are payable on April 1 of each year.
3. Membership will be terminated upon the failure of a member to pay the annual dues by April 1.
4. Members who have forfeited their memberships through non-payment of dues may be reinstated upon payment of full dues for the current year.
5. Dues for new members may be pro-rated by fifty percent (50%) after October 1 of each year.
6. As a token of appreciation for service to the Guild, dues for the retiring President shall be waived in the year following retirement.
7. Payment of membership dues is waived for Honourary Life Members.

Members will have preference over non-members for all workshops and courses for a period of one week after commencement of registration.

A member who provides transportation and accommodation for the instructor will receive compensation with free tuition for the class.

### ***PRIVACY POLICY***

Unless a member specifically requests (in writing) privacy of personal information, it is agreed that it may be published in the Guild roster. Our membership will keep the Roster confidential.

### ***AMENDMENT PROCEDURES***

This Policy Manual may be amended at any General Meeting of the Guild by two-thirds of the members present, providing that notice of a proposed change in the Policy Manual has been delivered to all members in good standing, either by email, telephone or Canada Post, at least two weeks prior to such meeting, and that the substance and contents of such proposed changes or amendments shall have been adequately described.

### ***FINAL DISPOSITION***

In the event that the Guild is dissolved, the Executive Board, after paying or making provision for the payment of all the debts and liabilities of the Guild, shall distribute all the remaining assets of the Guild to one or more non-profit organizations within the Cowichan Valley operated exclusively for charitable, artistic, literary or educational purposes.

## ***WORKSHOP POLICY & CANCELLATIONS***

Applications must be postmarked no sooner than date specified on Workshop Registration Form. Cheque payable to Warmland Calligraphers must accompany the registration form; no postdated cheques will be accepted.

Placements in a workshop or course will be on a first-come, first-served basis and recorded in order of receipt by Post Office cancellation mark. (Handwriting date/time on envelope prior to handing to postal clerk is also recommended.)

The minimum and maximum number of participants at any workshop or course will be dependent upon the financial viability, instructor's wishes and/or the facilities available. If the minimum number of participants is not obtained, the course may be cancelled (at the discretion of the Workshop Coordinators). Once the minimum number of registrants has been reached, cheques will be deposited into our bank account. A waiting list will be established when a workshop is filled.

You will be notified of your registration status by email or phone as early as possible. Cheques from those on the waiting list will be returned.

Applicants wishing to cancel out of a workshop must first notify the Workshop Coordinator who will then fill the space from the waiting list (if applicable). If there is no waiting list, you may contact any member. There will be no refunds made due to the applicant's cancellation, but emergencies will be handled at the discretion of the Coordinator.

A surcharge may be levied to registrants not belonging to a calligraphy guild.

One-half of the minimum registrants must be members of the Guild.

## ***OFFICERS***

1. The officers of the Guild shall be the President, Vice-President, Secretary, Programme Co-ordinator, Membership Chair, Treasurer, Newsletter Editor, Librarian, Webmaster and Workshop Co-ordinator. These, which shall be elected at the March Annual General Meeting, together with the immediate Past President, constitute the **Executive Board** of the Guild.

2. Terms of office shall be two years. A minimum of two members of the Executive Board must have served on the Board in the preceding year.

3. The Vice-President shall, at their discretion, select two members-at-large, and these three shall form the **Nominating Committee**.

Nominations from the floor for new executive positions shall be solicited at the January General Meeting. A slate of officers shall be presented at the February General Meeting. Elections will be held at the March Annual General Meeting.

Newly elected Officers will commence their duties on April 1.

4. The President, with the consent of the remaining officers, shall appoint a member to fill any vacancies in office. The Vice-President shall fill a vacancy in the office of President for any unexpired term.

## ***EXECUTIVE BOARD***

1. The President shall be the chairperson of the Executive Board.

2. The Executive Board shall meet formally approximately a week before each General Meeting of the Guild at a time and place to be determined by the Board.

3. A majority of the Executive Board shall constitute a quorum for the transaction of business.
4. The President, Treasurer and Vice President shall be authorized signatories on the Guild bank account.
5. Members of the Guild may attend Board meetings but shall not have a vote at these meetings.
6. Vacancies on the Board shall be filled by appointment by the President, with the consent of the remaining Board members.

### ***DUTIES OF OFFICERS***

1. **All Executive Board members** shall
  - attend Board meetings to report, or send report with another member
  - attend General Meetings to report, or send a Delegate or email report if unable to attend
  - report any difficulties or concerns to the President or another Board member
2. **The President** shall
  - maintain regular contact with Executive Board members
  - arrange agenda for and chair all meetings of the Guild and the Executive Board
  - be an ex-officio member of all committees except the nominating committee
  - be the representative of the Guild in all official communications
  - contribute a President's Message to each newsletter

2. No funds over \$50.00 shall be disbursed by the Treasurer without the prior authorization of any two members of the Executive Board.
3. No funds over \$200.00 shall be disbursed by the executive without the prior authorization of the membership by a vote at a general meeting.
4. Invoices must be submitted in writing to the Treasurer before funds are drawn upon.
5. The Fiscal Year of the Guild will begin on April 1 of each year and end on March 31 of the following year.
6. The Guild is a nonprofit organization and will follow all procedures necessary to maintain this status.

### ***LEVELS OF INSTRUCTION/WORKSHOPS***

**MEETING PROGRAMME:** A short demonstration or hands-on lesson of a tool/technique or history of calligraphy, at a Guild meeting, by a member. Held every month. Cost of supplies, if any, is reimbursed to presenter.

**MINI WORKSHOP:** A workshop conducted by a member for fellow members, usually on a week day. Could be from a half- to full-day in length. Held as frequently as there are members willing and topics of interest. With a maximum of two instructors, each shall receive \$50 for 1/2 day, and \$100 for a full day.

**WORKSHOP:** A guest instructor is paid by the Guild to conduct an intensive two-day programme. Cost usually includes travel (i.e. air fare, gas), hotel, and fee determined by individual instructor.

## ***EXPENSES***

Officers or members shall not receive compensation for their service to the Guild in any normal capacity. However, this provision shall not prevent reimbursement to such persons for travel or other expenses incurred in services performed on behalf of the Guild, providing the Executive Board has approved these services in advance.

## ***BORROWING***

The Guild shall not borrow funds to meet its objectives and operations.

## ***MEETINGS***

1. General meetings will be held at 9:00 a.m. on the second Tuesday of each month except for the months of July and August.
2. The Annual General Meeting will be held at 9:00 a.m. on the second Tuesday of March for the purpose of electing officers and transacting any other business.
3. The Executive Board may set additional meetings.
4. The Executive Board will set an Agenda for all meetings. Members may raise matters not on the Agenda.
5. Twenty-five percent of the current membership in good standing present at any general meeting shall constitute a quorum for the transaction of business.

## ***FUNDS***

1. The Treasurer shall be responsible for maintaining adequate financial records.

- book a rental hall for General Meetings
- be one of three authorized signatories on the Guild's bank account
- serve on the Executive Board for two years following his/her last term of office in the capacity of Past President

### **3. The Vice President shall**

- let their name stand for position of President in the following term
- be the Exhibition Coordinator
- be one of three authorized signatories on the Guild's bank account
- assume all duties of the President in case of the President's absence
- form and chair the Nominating Committee
- fill the vacancy in the office of President for any unexpired term

### **4. The Programme Co-ordinator shall**

- be responsible for selecting and scheduling of programmes at each General Meeting
- maintain contact with the members in search of timely programme requests and suggestions

### **5. The Secretary shall**

- correspond with other individuals and guilds as directed
- maintain a file of pertinent guild correspondence
- record minutes of monthly meetings
- make minutes available to be read by members
- record any information which the Executive Board may wish the Secretary to keep on behalf of the Guild

**6. The Membership Chair** shall

- be responsible for upkeep of the membership roster including, where available, each member's full name, address and mailing address (if different), telephone number, cell number, e-mail address and birth date (month and day only) and including each member's status regarding payment of dues
- issue membership cards and new member packages as required
- be responsible for making name tags for new members or appointing a member to do this
- provide the Executive Board with an updated roster on a monthly basis or upon request
- contribute a report of additions and changes to the membership roster for each edition of the newsletter
- bring ideas and concerns from (new) members to the Executive
- make contact with new members so they feel welcome to Guild and comfortable at meetings

**7. The Treasurer** shall

- be custodian of all funds of the Guild, making collections as applicable and disbursements as directed by the Guild and the Executive Board
- be one of three authorized signatories on the Guild's bank account
- ensure that there are two signatures on each cheque issued by the Guild
- attend to banking on behalf of the Guild and reconcile monthly statements
- keep accurate records of all financial transactions
- submit monthly financial statements to the Executive Board and general meetings
- prepare and present annual year-end financial statements
- provide financial records for audit by guild members upon request

**- Historian**

The Past President shall either act as the Historian, maintaining a scrapbook of annual Guild events and activities, or appoint a member to the position.

**- Sunshine**

Coordinator will:

-Act on behalf of the membership in expressing sympathy, condolences, get well wishes, congratulations etc. to Guild members.

-Submit invoices to the Treasurer for reimbursement of card making supplies and postage as required.

All Guild members will be considered part of the 'network' to inform the Sunshine Chair of fellow members who are in need of 'sunshine'.

**- Playtime**

Coordinator will email members prior to the 4th Tuesday of each month with a suggestion of projects to work on. They may relate to upcoming workshops, galleria topics or members personal work.

2. All committee chairs shall be appointed by the Executive Board by the newly elected officers after the March meeting and shall become responsible for the function of their committees effective April 1st.

3. All committee records shall be retained and passed on to succeeding committee chairs.

4. The Executive Board will have the discretion to form Special Committees as required.

## **COMMITTEES**

### 1. Standing Committees shall be

#### **- Exhibitions**

Coordinator will

- be the Vice President
- hold files on all past exhibitions and coordinate with current committee head on each specific event
- ensure that a Committee assistant will become the Head of the specific event for the following year, if applicable

Committee Chair will

- coordinate specific event, selecting required assistants for the event, and will keep full records and turn over to Coordinator upon completion
- attend Executive meetings as required to report on status of event
- be responsible for promoting and publicizing event in local papers and other media
- form a committee to assist with above responsibilities, if desired

#### **- Library Fund**

Coordinator will organize as follows:

- By donation, a member will receive a ticket for a draw
- A maximum of \$20 will be spent on purchasing up to 3 items for each month's draw
- Profits contribute to the Library to purchase acquisitions approved by the Executive Board
- A \$20 float will be kept
- The profits will be turned over to Treasurer each month

- receive workshop registration fees and report receipt thereof to Workshop Coordinators daily
- retain all financial records

### 8. **The Newsletter Editor** shall

- be responsible for the production, editing, publication and distribution of Newsletters
- in tandem with the Workshop Coordinator, assign and/or write articles on current Guild events and classes, and include photographs and graphics wherever possible
- continually watch for opportunities which present newsletter material
- review exchange Newsletters for items of interest
- obtain an estimate of unusual production costs prior to printing of such issues
- approve Newsletter invoices for payment by Treasurer and retain a copy in Editor's file
- form a committee to assist with above responsibilities, if desired
- the newsletter will be available online

### 9. **The Librarian** shall

- be responsible for safekeeping of Guild books, subscriptions, materials and library equipment
- maintain library cart and check-out system
- keep a record of overdue books and contact those responsible for their return
- receive exchange Newsletters from other guilds for cataloguing and filing
- receive \$200/annum to cover purchases of new acquisitions
- order recommended library books, with Board approval

- discard inappropriate or outdated library items from time to time, at his/her discretion and with the approval of the Executive Board
- form a committee to assist with the above responsibilities, if desired

10. **The Workshop Coordinator** shall

- prepare a suggested list of classes, mini and major workshops and instructors for review by the Board, based on members' requests and suggestions
- determine the cost of registration fees for workshops based on the total workshop costs and minimum registration numbers
- make arrangements (subject to Board approval) with visiting instructors, including their fees, travel costs and other requirements
- arrange for care of visiting instructors, including billeting, provision of meals and transportation needs
- communicate with the Newsletter Editor in delegating a member to write an article on each workshop for the Newsletter
- send a list of class participants to Newsletter Editor
- coordinate all workshops sponsored by the Guild
- form a committee to assist with above responsibilities, if desired

11. **The Webmaster** shall

- maintain a current email listing of all members
- communicate with all members via email as instructed by the Executive Board
- be responsible for the safekeeping of the audio-visual equipment
- maintain and update web site

12. **The Past President** shall

- provide information to President from his/her former term
- contribute to Executive Board activities as needed
- sit on the Executive Board for two years following retirement from the presidency
- shall either act as the Historian, maintaining a scrapbook of annual Guild events and activities, or appoint a member to the position.