

POLICIES & PROCEDURES
Yellow Breeches Chapter (YBC) of the Pennsylvania Guild of Craftsmen (Guild)
Revised 3-18-14

PA Guild Policies and Procedures

As a Chapter of the Pennsylvania Guild of Craftsmen, the Yellow Breeches Chapter (YBC) accepts the following recommended policies and procedures of the Guild:

GENERAL

1. Chapters abide by the current Guild bylaws. Chapter bylaws are due annually to the Guild by Jan. 31. If a Chapter's bylaws are not in compliance with Guild bylaws, then the Chapter will bring its bylaws into compliance.
2. Chapters abide by the current Chapter Formation & Operation Guide (all chapters received this document on formation and updates are done periodically).
3. Chapter will conduct business meetings under its longstanding customary relaxed procedural style, with the option for any member to request full Robert's Rules procedure at any time during any meeting.
4. Chapters shall maintain a minimum of 10 (ten) members to be a chapter of the Guild. If a chapter does not have 10 (ten) members currently listed by May 1 of each year, the Joint Chapters Committee may recommend disciplinary action.
5. All chapter members will also be members of the Guild.
6. Each chapter shall provide regular news and information to its members following a schedule approved by its board.

FINANCIAL AND RECORDKEEPING

1. Chapters will maintain a budget annually. The previous year's balance sheet and list of completed activities shall be forwarded by Jan. 31 to the Guild for nonprofit compliance reporting purposes. Chapters may use the Guild's 'Nonprofit Compliance Reporting' form for this purpose.
2. Chapters will maintain a bank account under the chapter's federally-issued EIN number (as opposed to a personal social security number). Chapters will file on time the required federal, state, and local taxes.
3. Chapters will carry adequate liability insurance for events, shows or activities.
4. Chapters will complete and forward to the Guild the 'Chapter Form' by Jan. 31 of each year. This form will include the coming year's full slate of officers, a list of proposed Chapter educational, sales and public benefits events, and the approved budget.

BOARD OF DIRECTORS

1. A chapter's board shall consist of a minimum of three officers, including a President and at least two others who fulfill the duties of Vice President, Secretary and Treasurer.
2. The Board may include committee chairs if the chapter so determines.
3. Chapter boards shall meet regularly, at minimum quarterly, to conduct the business of the chapter. YBC boards will, except in unusual circumstances, conduct chapter business as part of the monthly general meetings. A summary of any board meetings, outside general meetings, shall be provided in the chapter's next regular communications.

SERVICE AND OUTREACH

1. Chapters will provide at minimum one educational activity and one sales opportunity to its members annually. These may be the same activity provided both retail and educational enrichment are provided.
2. Chapters will provide at minimum one event annually that is of benefit to the public. This event may be the same as the chapter's educational or sales event, provided it is also of public benefit.
3. Chapters will regularly seek to improve their public image, and the image of the Craftsmen, through promotion of member or chapter activities to news media or other public sources of information.

YBC-SPECIFIC Policies and Procedures

The following policies and procedures relate specifically to the Yellow Breeches Chapter and supplement those of the State Guild:

1. ELECTION OF OFFICERS

- a. Candidates for each office will be nominated in writing by the membership to the President between September 1 and the November general meeting. Nominations will also be accepted from the floor at the November general meeting.
- b. Members present at the November meeting will vote for the nominees by ballot.
- c. Officers thus elected will serve for a term of one year, beginning January 1 of the year following their election. All YBC files will be transferred to the new officers at that time.

2. USE OF YBC LOGO

- a. Logo may be displayed by current YBC members; it may only be affixed to the work of juried YBC members.
- b. Logo banner(s) may be displayed upon approval of Executive Board. Its use may only be in conjunction with shows or exhibits which reflect a broad range of the crafts created by YBC members.

3. YBC-SPONSORED EXHIBITS

- a. Prior to committing to an exhibit of YBC members' work at a public venue, the Submitting Member must forward the Appendix 1 proposal to the Vice President, Standards at least 150 days prior to the exhibit for review and acceptance/declination by the YBC Executive Board.
- b. If the proposal is approved by the YBC Executive Board, the Submitting Member must forward the applications of potential participants(Appendix 2) to VP Standards at least 120 days prior to the event. Approval will be withdrawn should there be insufficient qualified potential participant applications in this time.
- c. The work exhibited should represent a broad spectrum of the crafts practiced by our members, and each item selected for exhibit must demonstrate a high quality of workmanship.

4. YBC CHAPTER BOOTH

- a. Any member wishing to coordinate a Chapter Booth at craft show must submit the Appendix 3 proposal to the Vice President, Standards at least 150 days prior to the date of the show for review and acceptance/declination by the YBC Executive Board.
- b. If the proposal is approved by the YBC Executive Board, the Submitting Member must submit the applications of potential participants (Appendix 4) to the Vice President, Standards at least 120 days prior to the event. Approval will be withdrawn should there be insufficient qualified potential participant applications in this time.
- c. The Submitting Member accepts role as Chapter Booth Coordinator, as defined in the Chapter Booth Coordinator Form, Appendix 5.

5. GRANT-MAKING PROCESS

- a. As its financial resources permit, YBC is committed to assisting other organizations and individuals engaged in the study, teaching and practice of handcrafts.
- b. To this end the YBC Executive Board will consider annually proposals from chapter members for grants to deserving organizations or individuals using the process defined in Appendix 6.

6. COMMITTEES

- a. The following shall be standing committees of the YBC, chairpersons of which, shall be appointed by the President
 - i. Program – Arrange for monthly programs or presentations which offer educational and/or creative content of value to all members, regardless of their craft.
 - ii. Membership – Maintain, update, and disseminate YBC monthly membership records, as furnished by PGC.
 - iii. Media
 - 1. Web Site – Maintain YBC website, updating as needed for changes in membership and events.
 - 2. Social Media – Maintain a social media presence for YBC via outlets such as Twitter, Pinterest, etc.
 - iv. Fall Into Fine Craft – Coordinate activities related to YBC-PGC’s annual craft show.
 - v. Social Events
 - 1. Plan picnic and holiday party.
 - 2. Find venue for picnic / holiday party.
 - 3. Assist hosts in set-up and clean-up.
- b. The Board of Directors will establish such other committees as the business of the YBC may require.

Appendix 1
Yellow Breeches Chapter Group Exhibit Proposal Application

Submitting Member: _____

Type of Event

- Exhibition Only
- Exhibition and Sales

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Event Location: _____

Event Cost: _____

(including, but not limited to, space rental, promotional costs, application fees, commission percentage)

Number of participants (minimum and maximum) _____

Theme, if any _____

Benefits to the Chapter _____

Event application and/or contract must be attached to this form.
Space diagram, drawn to rough scale, must be attached to this form.

Submitting Member accepts role as Exhibition Coordinator, as defined below:

1. Gather **Chapter Exhibit Artisan Applications** from potential participants for review with Standards VP.
2. Communicate decision regarding participation to interested members and remind them of their written promise to follow the participation rules.
3. Manage design and installation and removal of exhibit, including, but not limited to procuring and setting up display props, lights, signage, and assistance of participating members.
4. Accurately report sales and commissions, by participant, to YBC Treasurer, in cases where sales are processed in the name of the YBC.

Completed proposal must be submitted to VP Standards at least 150 days prior to the exhibit for review and acceptance/declination by the YBC Executive Board. If the proposal is approved by the YBC Executive

Board, the Submitting Member must submit the applications of potential participants to VP Standards at least 120 days prior to the event. Approval will be withdrawn should there be insufficient qualified potential participant applications in this time.

Submitting Member Signature: _____ Date: _____

Appendix 2
Chapter Exhibit Artisan Application

I, _____ apply for participation in the following YBC-PGC event:
_____.

Brief description of my work:

My name, as I want it to appear on event name tag _____

If I am selected as one of the event participants, I agree to actively work to set up the exhibit; accept the commission schedule of the event, if applicable; assist in the removal of the exhibit; and actively promote the exhibit on behalf of the YBC-PGC.

I understand that if I fail to perform the above listed functions, or if I withdraw from the event for other than medical/family emergency, I may be excluded from consideration for future chapter event opportunities for a period of two (2) years. I understand this provision is to protect my fellow YBC members and me and to assure quality team effort.

I have attached my check, in the amount of \$_____, payable to YBC-PGC, to cover my portion of the cost of the event. I will receive a full refund if I am not selected for this event.

I have read and agree to the terms above.

Signature: _____ Date: _____

Appendix 3
Yellow Breeches Chapter Booth Proposal Application

Submitting Member: _____

Show Name: _____

Show Date(s): _____

Show Time(s): _____

Show Location: _____

Booth Size: _____

Show Cost: _____

Potential number of participants (minimum and maximum) _____

Show application must be attached to this form.

Submitting Member accepts role as Chapter Booth Coordinator, as defined in the Chapter Booth Coordinator Form, attached.

Completed proposal must be submitted to VP Standards at least 150 days prior to the exhibit for review and acceptance/declination by the YBC Executive Board. If the proposal is approved by the YBC Executive Board, the Submitting Member must submit the applications of potential participants to VP Standards at least 120 days prior to the event. Approval will be withdrawn should there be insufficient qualified potential participant applications in this time.

Submitting Member Signature: _____ Date: _____

Appendix 4
Craft Show Chapter Booth Artisan Application

I, _____ apply for participation in the YBC-PGC chapter booth at the following craft show: _____

Brief description of my work: _____

My name, as I want it to appear on event name tag _____

If I am selected as one of the booth participants, I agree to actively work the show, according to the following guidelines, as managed by the Chapter Booth Coordinator for this show:

- Assist in procurement of booth hardware and display materials
- Set up and break down booth
- Work in the booth during assigned times during show
- Ring all sales, including mine and other artisans', through the YBC-PGC Square account
- Sell everyone's work, not just mine
- Know how to reach artisans not in the booth, if a customer needs/wants to talk with them
- Provide packing materials for my work, including wrapping/padding and bags or boxes and business cards

I understand that if I fail to perform the above listed functions, or if I withdraw from the event for other than medical/family emergency, I may be excluded from consideration for future chapter event opportunities (i.e., chapter booth or exhibit) for a period of two (2) years. I understand this provision is to protect my fellow YBC members and me and to assure quality team effort.

I have attached my check, in the amount of \$_____, payable to YBC-PGC, to cover my portion of the booth fee. I will receive a full refund if I am not selected for this show.

I have read and agree to the terms above.

Signature: _____ Date: _____

Appendix 5

YBC Chapter Booth Coordinator Responsibilities

1. Booth layout
2. Coordinate booth set-up, including:
 - Walls: pipe & drape, pro-panels, etc
 - Tables: sizes, how many, how to cover?
 - Lights: will additional electricity be needed?
 - Booth Signage: YBC logo banner or something similar.
 - Floor covering: carpet, etc.
3. Arrange for badges for all booth participants, using names as they are listed on the Artisan Application.
4. Communicate booth number and location to all booth participants.
5. Set up Till:
 - Arrange for cash box.
 - Obtain, via check from YBC Treasurer, \$200 to set up till cash to make change.
 - Remind all participating artisans that all sales, including cash or checks, must be via central till and all checks should be made payable to YBC-PGC.
 - Arrange for receipt book.
 - Arrange for device to take payments via YBC Square, login info to be given to you by YBC Treasurer
6. Coordinate set-up / tear down of booth.
7. Coordinate work schedule/shifts for booth participants:
 - Two artisans in booth at all times.
 - No loitering in the booth, unless it's their shift, because it prevents shoppers from seeing the work.
8. Explain to booth participants what their "roles" are while working in the booth:
 - Sell everyone's work; do not "steer" lookers to their work.
 - Provide booth participants with some talking points about each of the artists and their work.
 - Ask each booth participant for some information that can be used, compile & distribute.
 - Be ready to call an artist that is not present in the booth if a customer is interested in a piece and they think that the artist needs to personally talk about their work to the customer.
 - Tell customer you will introduce them to the artist and make the call.
9. Communicate to each participating artisan that he or she should bring his/her own packaging materials, suitable for the work being offered, in a specific size container labeled clearly with his/her name and should contain:
 - Bags or boxes
 - Padding and / or paper to wrap merchandise
 - Business cards

10. Get all booth participants cell phone numbers and have them posted by the till.

11. After show give YBC Treasurer:

- All cash and checks to be deposited into YBC checking account, including those collected for sales and the original \$200 cash used to seed the till.
- Excel Spreadsheet Breakdown of sales for checks to be written to booth participants. Use Foundry Day 2013 accounting sheet as a template.

**Appendix 6
Yellow Breeches Chapter
Grants Award Process**

Objectives:

- Invest some of the funds accrued through Yellow Breeches Chapter operations to enhance the ability of individuals or non-profit organizations to make our community a better place to live and to create fine craft.
- Select worthy individuals or organizations to receive grants from YBC based on a consistent set of criteria which reflect YBC’s mission.
- Involve chapter members in the identification of candidates and summarizing the rationale behind the nomination.

Process / Timeline:

Action	Timeframe	Responsibility
Establish Grants budget	March	YBC Board
Identify any special areas of interest for which we wish to encourage nominations or particular criteria to consider – e.g., students, schools, etc.	March	YBC Board
Seek candidate nominations from any YBC chapter member (Board members included)	April – June	YBC President
Grants Committee review nominations and make recommendations for grant recipients and grant amounts	July – September	Grants Committee
Review Grant Committee nominations and approve grantees / grants	December	YBC Board
Inform grantees and forward / present grant payments	December	Grant Committee Chair / Treasurer

Grants Committee:

- Chair – YBC Vice President
- 2 – 3 additional YBC members

General Eligibility Criteria:

- Grants may be made to individuals or to non-profit organizations who reside in or which serve the communities from which YBC draws its members.
- Grant nominations should come from within YBC; we do not invite direct applications from organizations or individuals.
- At least 75% of the total amount of grants awarded annually should benefit individuals or organizations whose work / mission relates to or directly supports YBC's mission:
 - *To foster the appreciation and execution of handcrafts of the highest quality.*
 - *To encourage the study and practice of handcrafts in the community.*
 - *To support and expand high standards of design and craftsmanship via meetings, publications and exhibitions.*
 - *To assist our members in the marketing of their handcrafts.*
- Each year's grant award process should proceed independent of the Grant Committee's / YBC Board's discussions or conclusions of prior years. Receipt of a grant in one year neither guarantees nor precludes an additional grant in following years.
- The YBC Board may stipulate additional eligibility criteria or amend / waive those stated above when it feels such action is appropriate to achieve a fair and well-balanced result.

YBC Grant Nomination

Nominee Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____ Web Site: _____

Purpose of Grant: _____

Amount Recommended: \$ _____

Justification: _____

Nomination Submitted by:

Name: _____

Date: _____

E-mail: _____ Phone: _____

Grant Committee Recommendation:

___ Approve for \$ _____ or ___ Disapprove

Comments:

YBC Board Action:

___ Approve for \$ _____

___ Disapprove

Date: _____