

Protocols

The aim of the Guild is to encourage and support the skill of Long Draw Spinning and associated activities.

The purpose of these protocols is to maintain continuity within the Guild and to support the officers of the Guild in performing their roles for the smooth and efficient running of the Guild.

As the Guild grows, additional items will be added, as they become necessary, in order to give clarity and unity.

Some items below have been adapted from the Association of Weavers, Spinners and Dyers handbook.

INDEX

1. GENERAL PURPOSES COMMITTEE
2. ANNUAL GENERAL MEETING
3. PROCEDURE FOR ELECTION OF OFFICERS
4. MEMBERSHIP
5. REPRESENTING THE GUILD
6. HEALTH AND SAFETY RISK ASSESSMENT
7. CORRESPONDENCE/COMMUNICATIONS

APPENDIX I - Roles of Chair

APPENDIX II - Roles of Guild Secretary

APPENDIX III - Roles of Association of Weavers, Spinners and Dyers (AWSD) Liaison Officer

APPENDIX IV - Roles of Guild Treasurer

APPENDIX V - Roles of the Membership Secretary

APPENDIX VI - Roles of Publicity Officer

APPENDIX VII - Roles of Newsletter Editor

APPENDIX VIII - Roles of Programme Secretary

PROTOCOLS AMENDMENT HISTORY

August 2010: Document created – awaiting ratification at AGM

4 September 2010: Document accepted at AGM

3 September 2011: Item 1 – General Purposes Committee. It was decided to separate the roles of Publicity Officer and Newsletter Editor.

3 September 2011: Item 1 – General Purposes Committee and Item 2 – Annual General Meeting. It was decided to move date of AGM from June to September each year.

August 2012: Item 4 – Membership. Amount of AWSD affiliation fee changed from £3.50 to £3.75.

August 2012: Item 5 – Representing the Guild. Paragraph 7 removed. Not current practice.

August 2012: Item 6 – Health & Safety Risk Assessment. Paragraph 1 amended to refer members to the AWSD procedure. No appendix has been issued since it has not been found necessary to have a Guild specific procedure. Individual risk assessments will be provided as required for outside functions.

1 September 2012: All above items were ratified at AGM.

1. GENERAL PURPOSES COMMITTEE

The day-to-day affairs of The Guild of Long Draw Spinners (GOLDS) shall be overseen by a General Purposes Committee consisting of the following officers:

1. President – Honorary Position by invitation
2. Chair – position to be held for no longer than three year term
3. Treasurer
4. Secretary for GOLDS administration
5. AWSD Liaison Officer, for liaison with AGWSD and other Guilds
6. Publicity Officer
7. Newsletter editor
8. Programme Secretary
9. Webmaster
10. Membership Secretary (new appointment 2010)

Apart from the Chair, all committee positions are to be elected annually. Additional temporary officers can be appointed as and when necessary but there should be no more than ten core committee members.

Appointments will be made at the Annual General Meeting which is held in September each year.

2. ANNUAL GENERAL MEETING

1) There shall be an Annual General Meeting in September, upon a date and time fixed by the General Purposes Committee. The membership will be given twelve weeks notice of the date and location of the AGM by the Guild secretary. This meeting shall elect officers, review the accounts of the past year, appoint an auditor or independent inspector (if required) and consider such business or resolutions as the General Purposes Committee or members shall put before it.

2) AGM will be quorate if no less than 10 members are present

NB: This quorate quota will be reviewed as the membership of the Guild increases.

Typical items for the Agenda will be:

- Adoption of minutes of previous AGM
- Annual Report by Chairman
- Financial Report by Treasurer
- Appointment of Officers
- Ideas for Programme for following year

3) All members who are not in arrears with their subscription shall be entitled to attend the meeting. Any member not able to attend the Annual General Meeting shall notify the

Honorary Secretary and shall then have the right to vote by postal ballot or email on all nominations and propositions put before the Annual General Meeting.

4) Written notice of the intention to discuss any business or move any resolution at the Annual General Meeting may be sent to the Honorary Secretary at any time but not later than six weeks before the date of the Meeting.

5) Questions arising before the Annual General Meeting shall be decided upon by a show of hands. In cases of an equality of votes the Chairman shall have a second or casting vote.

6) A full record will be taken of the meeting by the Guild Secretary.

3. PROCEDURE FOR ELECTION OF OFFICERS

1) Chair – at the end of a three year period, approximately six weeks prior to appropriate AGM, the Guild Secretary will call for nominations for new Chair. Nominations must be approved by the nominee. Approximately four weeks prior to AGM, Secretary will circulate a notice which will include:

a) a list of nominees

b) an outline from each nominee with a short biography and 'future vision' for the guild.

c) Date for return of votes for the preferred nominee to be received by post or email from all Guild members. [Votes must be received no later than one week prior to AGM]. Members attending the AGM can vote at the meeting.

2) All other positions are filled on a voluntary basis. They are confirmed on an annual basis. Any officer wishing to resign a position should make their intentions known at least six weeks before the AGM so the nomination procedures above can be performed.

3) Roles & responsibilities for each officer
Please see Appendices.

4. MEMBERSHIP

1) Membership is open to all who wish to share our interest in long draw spinning. No previous experience is necessary but enthusiasm is essential

2) Annual membership subscription is currently £10. Attendance at a monthly meeting is currently £5 per day

3) Membership year runs from January to December

4) Subscription is due on 1st January each year

First reminder will be sent by email/letter at the beginning of December, a renewal form should be sent to ensure up-to-date records are maintained.

Second and final reminder will be sent at end January/February meeting to those members who have not paid.

If membership has not been renewed by end of February/March meeting, then member should receive email or letter to say their name has been withdrawn from membership list.

5) Visitors may attend three meetings before they need to join. Attendance fee at monthly meetings will be payable.

6) Members joining between 1 October and 31 December each year will pay subscription from 1 January following. (unless they have already attended three meetings prior to 1 October)

7) The Guild is affiliated to the Association of Guilds of Spinners, Weavers and Dyers. A per capita fee (currently £3.50) is paid to the Association annually in advance. This is calculated on the number of members actually registered on the appropriate due date. It is therefore important that Membership Secretary requests members to renew their subscription promptly so GOLDS is not paying affiliated fees for non-members. Affiliation fees will be calculated on the total membership at each AGM (including Honorary members).

8) Since the Guild is non-geographic, it is understood that outlying members will be unable to attend all the meetings held at Stoke Albany. Every effort will be made to keep in contact with these members in order to include them in Guild activities as much as possible.

5. REPRESENTING THE GUILD

1) Attendance at any event on behalf of the Guild should be discussed and approved at a Guild Committee meeting at least one month before the event. If at short notice, approval must be sought from the Chair.

2) The aim of the Guild is 'to encourage and support long draw spinning and associated activities'. To this end, those representing the Guild at exhibitions, workshops and visits, must demonstrate only the long draw method.

3) The Guild's logo must be displayed and items used for exhibit on stands must have been made using the long draw method.

4) At least two Guild members should attend.

5) Guild aprons/shirts should be worn

6) Membership card/badge should be worn

6. HEALTH AND SAFETY RISK ASSESSMENT

1) As affiliated members of the Association of Guilds of Weavers, Spinners & Dyers, members are covered with Public Liability Insurance if appropriate H&S measures are taken. It is therefore very important to be familiar with policies and procedures before organizing an event. The AWSD Health and Safety procedures (see AWSD website) should be adhered to and copies of external H&SA should be sent to the Secretary.

2) During Guild meetings and external events, members are required to maintain a safe environment and be aware of and reduce hazards and risks for themselves and others.

3) Fleece used for teaching and demonstrating purposes should be lightly washed and members should be familiar with risks and hazards of handling raw fleece.

4) Antibacterial gel should be available at meetings, demonstration and teaching events for Guild members and the general public.

7. CORRESPONDENCE/COMMUNICATIONS

1) In these days of electronic mail, hard copy files are often not maintained and this leads to incomplete records and lack of handover information - particularly should a computer system fail. In order to alleviate this, it is suggested that all email and written correspondence conducted on behalf of the Guild should be copied to Chairman and Secretary to ensure they are kept informed. Secretary will maintain hard copy records as appropriate.

2) The email address list of members should only be used for Guild business and should never be used for unsolicited mail.

3) Privacy of members should be respected. References made on website should be by Christian name only.

PROTOCOLS – APPENDICES

APPENDIX I - Roles of Chair

The person needs to have:-

Leadership skills

Experience of / know how a committee works

Tact and diplomacy

Good communication and interpersonal skills

Be impartial, fair and the ability to respect confidences

Knowledge of the work undertaken by the Guild

1. The Chairman is elected for a period not exceeding three consecutive years.
2. Chairs the GOLD Committee Meetings (GCM) and Annual General Meetings (AGM). In the absence of the Chair that role should be undertaken by a nominated Vice-Chair.
3. Carries out any duties which come from the meetings and which the Chair has agreed to undertake.
4. Checks the minutes and makes any alterations necessary prior to their dispatch.
5. Agrees the dates at the appropriate meeting for GCMs.
6. The Chair has to maintain a watching brief over the arrangements made for workshops, demonstrations, courses, advising where necessary on tutors, fees and traveling expenses, all of which must be ratified by the GC.
7. The Chair should be kept up to date by letter, phone or e-mail on ALL alterations in the programme of all the above, more for information than anything else.
8. The Chair gives the welcome to all major events and makes the votes of thanks.
9. Perusal of past records and familiarisation with the Constitution are invaluable.

10. Write a report on work done during the past year for each AGM.

APPENDIX II - Roles of Guild Secretary

The person needs to have:-

Experience of / know how a committee works

Tact and diplomacy

Good communication and interpersonal skills

Be impartial, fair and the ability to respect confidences

Knowledge of the work undertaken by the Guild

1. Collect and pass any notices that are to be given out verbally in meetings to the Chair in writing or by email prior to the meetings
2. For GOLD committee meetings (GCM) and Annual General Meetings (AGM) take copies of any relevant information for discussion
3. Supply relevant information to your Guild newsletter editor for inclusion in future newsletters.
4. Discuss agenda and raise propositions with the Chair prior to GCM or AGM.
5. Liaise with your Chair to prepare agenda and circulate all necessary documents two weeks before meeting (for GCM circulate to Committee members and for AGM circulate to all GOLDS members).
6. Take minutes of meetings.
7. Report on any letters, requests or queries received.
8. Check the dates for the forthcoming meetings.
9. Communicate with the Association Webmaster, Programme Secretary and Newsletter Editor of changes to programme.
10. For AGM check up on Officers due to retire
11. Invite nominations and propositions from members six weeks before the AGM.
12. Write up minutes of all meetings, and deal with letters and queries that come between meetings.
13. Send Minutes of meetings to the webmaster for public dissemination
14. Collate other information, where appropriate, for public dissemination, via website and newsletter.

APPENDIX III - Roles of Association of Weavers, Spinners and Dyers (AWSD) Liaison Officer

1. At Guild meetings take copies of any relevant AWSD information for discussion

2. Collect any notices from AWSD and pass on to the Chair and Guild Secretary regularly and prior to GOLDS Committee Meetings (GCM).
3. Supply relevant information to the newsletter editor for inclusion in a future newsletter to keep members informed.
4. Inform the Association News compiler (of The Journal) of any exceptional happenings or news from the Guild.
5. Inform your Guild members of the activities of the Association including the AGM.
6. Report on any letters or queries received from AWSD at GCM or to the Chair if appropriate.
7. Send a diary of GOLDS events to neighbouring Guilds and the Association Webmaster.
8. Arrange for an exchange of newsletters with neighbouring Guilds.
9. Inform the Chair and Secretary of any changes to AWSD policies and procedures that affect the Guild.
10. Keep a collection of copies of AWSD Journals and make these available to GOLDS members at meetings, making note if copies have been lent out to Guild members. (This is currently handled by Janet and should continue in case Rachel is unable to attend meetings)

APPENDIX IV - Roles of Guild Treasurer

1. On appointment or after changes to Chair or Secretary the new Treasurer will need to change the bank/building society signatures for withdrawal of money and writing of cheques.
2. Funds of GOLDS, donations, contributions or bequests, shall be paid into a bank account operated by the GC. All cheques drawn on the account must be signed by the Honorary Treasurer and the Chairman or Guild Secretary.
3. At Guild meetings collect any monthly fees for room hire or workshops and bring cheque book for payments due.
4. Pay any bills incurred by the Guild. Pay for the hire of the meeting's venue. Bank any money taken at meetings or events. The payment of fees and expenses should be agreed at a GOLDS Committee Meeting (GCM) or by the Chair beforehand.
5. Communicate with AWSD Liaison Officer, Guild Membership Secretary to ensure subscriptions and journal fees are paid annually by deadlines set by AWSD.
6. Communicate regularly with the Membership Secretary, collecting fees paid or regarding payments by Bankers Order.
7. Maintain and report **monthly** on the GOLDS balance statement of the present financial position of your Guild at each GCM. Keep full records of credits and debits and advise GC on the financial implications they have.

8. **Annually** prepare a full balance sheet showing details of the income and expenditure of your Guild for the past year and have it checked by and signed by an independent examiner. Prepare a forecast of next year's expenditure (rent, speakers / tutors fees, exhibition costs, travel expenses, stationery, postage etc).

9. **For the AGM**, have copies of the signed accounts for distribution amongst Guild members, and provide a summary of the previous year's totals for comparison. Present the accounts to your members and report on the year's activities and answer questions.

10. **Annually** pay affiliation fees to the AWSA. The Association Treasurer will send you the Affiliation fee payment details in August. Payment is due by the end of October. Liaise with Membership Secretary to determine numbers (as agreed at AGM). Upon receipt of payment the Association Treasurer will send a copy of the Association's Public Liability Policy which is renewed each year on the 1st November. Please remember that GOLDS is not covered by the Association's Insurance until our fees are paid.

APPENDIX V - Roles of the Membership Secretary

1. Maintain an electronic database of members of GOLD. This file should be shared only with the GOLDS Committee (GC) and **not made publicly available or circulated to other persons.**

2. Securely store membership forms, and regularly pass on updated contacts details as new members join, to committee members.

3. Liaise with Treasurer, handing over membership fees paid or other information regarding membership payments.

4. Notify webmaster of new member's name/email address to enable webmaster to create user account.

5. Send a 'Welcome' letter to new members together with a copy of the programme for year and latest newsletter.

6. Report at GC Meetings membership number and new members joining GOLDS.

7. Report at the Annual General Meeting an annual review of membership, compared to the previous two years.

8. Collate information regarding requests, suggestions and queries from members and report at the next GCM.

9. Circulate Newsletters, programmes and updates regularly to members via email or post.

10. When a membership ceases, notify other committee members to enable them to update records. Webmaster will close user account.

APPENDIX VI - Roles of Publicity Officer

1. Liaise with Programme Secretary, Secretary, AWSA liaison officer and other relevant members on stories and news that could be promoted outside of the Guild.

2. Prepare articles or short pieces for the newsletter, website or other media.
3. Maintain contact with the membership via email and Ravelry to promote the activities of GOLDS.

APPENDIX VII - Roles of Newsletter Editor

1. Liaise with Programmes Secretary, Secretary, AWSD liaison officer and other relevant GOLDS members on stories and news that could be promoted outside of the guild.
2. Circulate deadlines for contributions to the next newsletter to the GOLDS membership.
3. Invite GOLDS members to write articles
4. Prepare draft newsletter for circulation to the GOLDS Committee (GC) for approval.
5. Publish newsletter in electronic (pdf) and paper format for circulation (at least three times a year).
6. Liaise with the Membership Secretary and AWSD liaison officer for Newsletter circulation and the Webmaster for posting the newsletter on the website.

APPENDIX VIII - Roles of Programme Secretary

1. Note requests and queries from members on potential tasks, activities, workshop and training needs of GOLDS members and items that arise from members of the committee.
 2. Liaise with members or external guests that wish to contribute to or attend the items on the GOLDS programme.
 3. Plan a diary of events that include meetings, events and workshops for one year ahead to be presented to the GC for approval in time for presentation at the AGM.
 4. Create a programme diary in electronic and paper format and circulate to the Secretary, Webmaster, AWSD Liaison Officer and Membership Secretary.
-