

MANASOTA WEAVERS GUILD POLICIES  
as of January, 2026

The following are the current policies and procedures not covered by the bylaws. The board can override or revise these policies whenever it deems appropriate by the majority vote.

**TREASURY POLICY:** The guild Treasurer is responsible for receiving incoming money, for paying the bills, for keeping appropriate financial records and for mailing reports to the board and members. To accomplish this the following policies are mandated.

- a. All expenditures, excluding book purchases by the Librarian, over \$100 should be presented to the board for approval. The Librarian is allowed to purchase books within the yearly budget allotment without prior approval.
- b. Expenses such as educational programs, workshops, etc. should be presented in budget form with detailed written estimates of anticipated expenses. Requests for reimbursement should be submitted with written documentation so that a record of the expenses can be maintained for audit purposes.
- c. The guild owns 8 Ashford table looms which are used for Learn to Weave classes and also rented to members. Rental time period is 2 months for students attending an ACE class or eligible active members of MWG for personal use. Your deposit check will not be cashed immediately and will be returned to you once the equipment has been returned and found in good working order. Other equipment owned by MWG can be borrowed for \$50.00 deposit for maximum time frame of 2 months.

Equipment	deposit	monthly fee
4 H Baby Wolf	\$500.00	\$25.00
Wolf Pup	\$500.00	\$25.00
Rigid Heddle	\$300.00	\$25.00
Inkle loom	\$300.00	\$25.00
Table looms	??	\$25.00

d. The guild library is currently kept at the studio of Barbara Cabral, 417 6<sup>th</sup> St., W Palmetto and is administered by the Librarian, Susan Ott. Members may call her at 941-920-5349 or email her at [sott@tampabay.rr.com](mailto:sott@tampabay.rr.com) for an appointment to visit the library or to request books to be delivered to guild meetings or mailed. The library catalog is currently available online at <https://www.librarything.com/catalogue/MWGguild/yourlibrary> and may also be accessed via the [Manasotaweaversguild.org](http://Manasotaweaversguild.org) website. MWG members in good standing are eligible to borrow books for 1 month.

e. Multiday Workshops are to be self-supporting. The workshop chairperson shall present to the board a proposal of an instructor, course content and cost. After board approval the workshop chairperson will prepare a contract and IRS I-9 form with the proposed instructor in advance of the workshop. The workshop chair will work closely with the treasurer and will collect the monies required to pay the instructor, travel, housing, food, and materials required from each participant. Some workshop fees for materials will be paid directly to the instructor as arranged. The guild member that

hosts the instructor may take the class at no fee. Refunds in case of illness or family emergency may be requested through the workshop chairperson and treasurer with refunds considered if there is a wait list of members to fill the vacated spot. All payments must be completed 30 days before the beginning date of the workshop or the attendee forfeits their spot in the class. All electronic payment 3rd party fees will be made transparent and will be added to the cost of the workshop. 3rd party fees are the responsibility of guild members when making electronic payment for the workshop.

f. Dues for the guild will be \$35. They are due on May 1<sup>st</sup> (the beginning of our fiscal year). New members who join after January 1<sup>st</sup> will be considered guests. They can attend meetings but are not allowed to use the library or rent equipment.

g. The Educational Grant Committee will assess applications for the John King Memorial Scholarship. These will be funded by the general fund yearly and cannot exceed \$1000.00 per fiscal year. Members who are awarded a grant must present their experience to members of MWG before being given their grant funds. Therefore, the Board in March of 2023 has decided that the organization does wish to promote education and respect the memory of John King and will continue to offer this opportunity but include it in our annual budget.

#### **Educational Grant Process and Explanation.** (Version 2- 5/2025)

The purpose of the Manasota Weavers Guild (MWG) Educational Grant is to expand opportunities for members to participate in fiber-related educational courses and to share their acquired skills, concepts and techniques for the enrichment of the entire membership.

#### **1. Application Period:**

Applications for the MWG Educational Grant will be accepted annually from **May 1st through April 30th** of the following year.

#### **2. Eligibility Requirements:**

Applicants must:

- Be an **active member in good standing** with MWG.
- Have maintained membership for **at least one full year** prior to applying.
- Grants may be used for MWG workshops, tuition for state conferences, or fiber-related workshops offered by other institutions.

#### **3. Submission of Applications:**

Applications must be submitted via email through the official MWG website.

#### **4. Acknowledgement of Receipt:**

The Education Committee will notify applicants via email upon receipt of their application and confirm whether they meet eligibility criteria for consideration. If confirmation is not received within **two weeks** of submission, it is the applicant's responsibility to contact the Education Committee.

#### **5. Committee Review:**

The Education Committee will review all eligible applications and present recommendations to the Executive Board prior to the May board meeting. All applications will receive equal and impartial consideration. Evaluations will be based on educational need and validity of the

intended use of the funds, and not on financial need.

**6. Final Decision:**

The Executive Board will review the educational committee recommendations and make the final determination regarding grant recipient(s).

**7. Notification of Award:**

The MWG President will notify the selected recipient(s) and review these terms and conditions of the grant, as outlined below:

- Funds must be used solely for the purpose specified in the application.
- Grants are limited to **tuition only**; expenses such as materials, travel and lodging are not covered.
- Recipient (s) must **prepay** the full cost of the course.
- When the course of study is completed, the recipient is expected to share an overview of the knowledge/skill acquired with the general membership of Manasota Weavers Guild. This shared knowledge can be in the form of a lecture, teaching program, demonstration, public display, exhibit, show and tell, notebooks, video, slides or written articles in the newsletter.

The financial award will be granted to the recipient(s) when the recipient submits a receipt for tuition payment, proof of attendance and the presentation of the results.

- h. Advertising weaving items for sale by non-members will be allowed in our Newsletter. Nonmembers will be charged \$25 per month for this privilege. Payment must be made to the treasurer prior to the service or it may be made on the website under donations . Also, items sold at guild meetings that belong to non-members will be subject to this fee.
- i. The fee of \$10 for the display table at the FTWG conference shall be covered by the guild going forward.
- j. As of May, 2024 members who agree to teach classes at ACE will be compensated \$25/class session (if a class meets 4 times, the compensation will be \$100.00). If a class has an assistant instructor, the lead instructor will decide how the payment will be allocated. If the class has co-instructors, the fee will be split evenly between the instructors. Also, the LTW (Learn to Weave) budget will include separate line items for instruction and supplies. \$500 will be allocated for materials. All volunteers are greatly appreciated and disc
- k. An allotment of \$50 will be given to members who provide programs for our monthly meetings or mini workshops, \$75 will be provided to non-guild members unless approved by the board for a greater amount. Mini-workshops differ from the annual multi-day workshop in that the cost will be covered by the guild and do not need to be self-supporting.