

# Great Basin Basketmakers

Continuing 10,000 years of Basket Arts

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### 1. Membership and Annual Dues

**Membership** in the Great Basin Basketmakers (GBB) includes a monthly electronic newsletter for an individual or family membership, access to meetings, an extensive basketry library and reduced workshop rates. [A family membership is defined as all members sharing the same address.]

Annual membership dues are to be paid on or before January 31. Effective January 2018, membership dues are as follows: \$25/year individual membership (\$35/year family) and \$35/year individual

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membership if a hard copy of the newsletter is sent (\$45.00/year family if a hard copy of the newsletter is sent.). Members who have not renewed by March 15 will be removed from the membership roster and GBB mailing list.

Complimentary Volunteer Memberships will be offered to any member volunteering as an officer, board member, or as a member of a working committee during the year they serve.

**New Members** joining in the last quarter of the year shall have their dues applied to the upcoming calendar year.

**Membership Roster:** GBB has sole ownership of the membership roster and mailing labels. Members may not sell, lend, or give these to other groups, organizations, or individuals without approval of the Board of Directors. Updated copies of the roster are sent to new members and available to the membership annually or upon request from the membership chair. All changes pertaining to a member's name, mailing address, telephone number and email address are to be mailed to the Membership Chairperson at P.O. Box 11844, Reno, NV 89510.

## 2. Meetings

**The Business Meeting** is held on the first Thursday of each month beginning promptly at 11 a.m. Effective January 2020 the meetings will be held at the Sparks Masonic Center, 2425 Pyramid Way, Sparks, NV 89432 (Northwest corner of Pyramid Way and York Way). The meeting is conducted by the GBB guild president and is open to all GBB members and guests.

All members are encouraged to wear a nametag. A one-dollar donation is requested for not having a nametag at the meeting.

The business meeting is followed by:

- **Lunch:** Bring your own
- **Show and Tell:** attendees introduce themselves and share baskets they have made or collected
- **Raffle:** held each month except December. Raffle tickets are \$1 each, 6 for \$5, or 15 for \$10. All proceeds from the raffle are used for GBB activities. All members are requested to donate a raffle item annually.
- **Material Sales:** Members are allowed to sell basket related materials and books at prearranged times. Contact the Guild President to arrange sales. All items sold are subject to a 10% fee payable to GBB.

**The Monthly Meeting Program** begins at 12:30 pm and may consist of a presentation and/or a hands-on activity. Honorariums of \$25 for a member and up to \$100 for a guest presenter are offered for program meeting presentations. [Small materials fee may be requested]

**Cancellation due to inclement weather:** The monthly meeting will be cancelled if the Washoe County School District cancels schools due to snow.

**The Annual Meeting** and election of officers' takes place at the November meeting.

**Special Meetings** if needed will be announced via e-mail or phone if a member has no e-mail.

### 3. **Classes and Workshops**

**Monthly Classes:** Classes are normally held monthly except May and December. Classes are normally held from 9:30 to 3:00 on the third Thursday at the Sparks Masonic Center. Some Saturday classes will be offered at other locations. Please check the newsletter, the website, or the Facebook page for classes and details. Cost of a one-day workshop, payable to the instructor, is \$30 for members and \$40 for non-members, plus materials fee.

- **Policy I:** In order for instructors to have time to prepare for classes, members are required to sign up and pay for classes a minimum of two weeks before the class date. You can sign up for classes during guild meetings or contact the instructors personally.
- **Policy II:** Students are asked to arrive before class begins. If a student is late, time permitting, the instructor will catch them up. If students are not able to attend, arrangements need to be made with the instructor. It is up to the teacher's discretion whether or not to refund any or all fees.

**Special Workshops:** These workshops are scheduled when nationally recognized instructors are available to share their expertise with GBB. Special workshops are to be self-supporting with members enrolled in the workshop equally dividing the costs. The GBB member hosting the visiting instructor will receive full credit for one special workshop class. The hosting member is still responsible for any materials fees.

- **NO REFUNDS** will be given after the contract is reached with the Special Workshop Instructor unless the participant finds a replacement.
- **Nonmembers** may enroll but must pay an additional \$25 (which will entitle them to a one year membership in GBB).

### 4. **Library**

GBB has a large library of books, CDs, Videos, and some basket molds that may be checked out by members. The library will be housed at the Sparks Masonic Center. A catalog of Library holdings is

posted on the GBB website. Members may check out an item from the library for one to two months. If the item(s) have not been returned to the GBB Library after two months, the Librarian will contact you. If the item(s) have not been returned to the GBB library after three (3) months, the member will be asked for the replacement value of the book/item. Library donations are appreciated, but are subject to the Librarian's acceptance and approval.

## 5. Communications

**The GBB Newsletter** is a monthly publication mailed electronically to all members. It will be available on the website the month following the meeting. Paper copies are available on request. The newsletter consists of basket-related articles, upcoming events, workshops, etc. Articles are welcomed and should be sent to the newsletter editor. Deadline for submitting articles is the 12<sup>th</sup> of the month for the following month's newsletter.

**GBB Post Office Box:** Great Basin Basketmakers, PO Box 11844, Reno, NV 89510 [for address or email changes, membership dues, and requests for membership.]

**GBB Website:** [www.greatbasinbasketmakers.org](http://www.greatbasinbasketmakers.org) the website is maintained by a GBB member and provides information pertaining to the guild and upcoming events, and many other aspects of basketry.

**GBB Group E-mail:** [gbbreno@gmail.com](mailto:gbbreno@gmail.com).

**GBB Facebook page email:** [GBBFBpage@gmail.com](mailto:GBBFBpage@gmail.com)

## 6. Exhibits and Shows

**Exhibits** are usually held at museums and libraries and are for GBB members only. Entry fees vary depending on the location. Each item submitted must be listed on an Exhibit Inventory Form available on the GBB website or from the Exhibit chair. Please keep a duplicate copy of inventory form for yourself. Sale of items will vary with venues. All items for an exhibit must be delivered to the exhibit committee, who will set the date, time and place for delivery. The Exhibit Chair is responsible for all decisions on entry items.

**Shows** are held at commercial galleries or stores. There may be an entry fee for all participating members to cover expenses i.e. publicity, travel, and /or postage. Each item submitted must be listed on an Exhibit Inventory Form available on the GBB website or from the Exhibit chair. Please keep a duplicate copy of inventory form for yourself. Usually there is a percentage commission collected by the gallery or store. Ten percent of all sales from these events will be paid to the GBB Treasurer.

## 7. Grants

**Grants** (up to \$100 yearly per applicant) are for further education and development of basketry skills and techniques. Grants are available to a member in good standing with at least six months participating membership. The Grant Committee will approve selection and funding amount. Grant applications are available on the GBB website or from the committee.

## 8. Organizational Structure

**GBB is a 501C3 non-profit entity established in 1993.**

**Copies of the Articles of Incorporation and the Bylaws are housed with the Secretary.**

### **GBB Board of Directors**

The Board of Directors conducts business of the guild and makes such rules and regulations that are appropriate to transact business or to perform duties. Board meetings are open to all members and members are encouraged to join the Board. Board members are elected at the Annual Meeting in November.

### **GBB Guild Officers**

The President conducts guild meetings. The Vice President performs the duties of the President when the President is not present. The Secretary transcribes the minutes and provides notices. The treasurer maintains the financial records of GBB, informs members of financial status, and maintains membership lists.

### **GBB Committee Chairpersons**

Committee Chairpersons coordinate committee activities and keep the membership informed of activities. Committees include: Programs, Classes, Library, Special Workshops, Exhibits & Shows, Membership, Grants, Raffle, Retreat, Website, Newsletter Editor.

## 9. Reimbursement of Funds

All expenditures where reimbursement is requested must be submitted in writing and be pre-approved by the Board. After purchase, all receipts must be submitted to the Treasurer for reimbursement. The Treasurer will reimburse monies appropriated by the Board of Directors in the annual budget.