

Member Guide



Torrance Craftsmen's Guild
2016/2017 Membership Year

Torrance Craftsmen's Guild
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Introduction

This guide is intended to provide general information related to Torrance Craftsmen’s Guild structure, membership, policies and faire participation.

The Torrance Craftsmen’s Guild (TCG) was founded in 1970 by a small group of artisans who came together through their joy and enthusiasm for the origination and creation of handmade crafts. As the interest and membership grew, the Guild was formed as a non-profit organization under an official charter by the City of Torrance.

The original purpose of the Guild was to promote the interest of arts and crafts in the local community. This purpose still holds true today, and has been expanded to provide scholarships to eligible Torrance High School seniors who have embraced the world of Arts and Crafts.

The primary source of funds used for scholarships are fees for annual membership and faires.

The Guild operates within the scope of published By-Laws.

Guild Calendar*

Membership Year: May to April

Month	Meeting Activities	Notes
May	Installation of Officers Scholarship Awards	Beginning of membership year
June	Program - To be announced	
July	No meetings	
August	Annual Swap Meet	Fall Faire applications are mailed out
September	Program - To be announced	
October	Program - To be announced Booth assignments given at the end of the meeting	
November	Prep for Fall Faire	
December	No meetings	
January	Fall Faire Critique Program - To be announced	Spring Faire applications are mailed out
February	Program - To be announced	Call for nominations
March	Officer Nominations Prep for spring faire Booth assignments given at the end of the meeting	Membership renewal apps go out with Newsletter
April	Spring Faire Critique Elections Meet and Greet	End of membership year Renew membership

*Please note that this calendar is subject to change. Attend meetings and read your newsletter.

Membership

- Membership Year is May through April
- Annual Dues: \$30
- Who can join: Membership is open to everyone
- Requirements for Faire Participation – Active membership
- Active members must attend 3 general meetings and perform a minimum of 3 service hours (for details, see Service on page 7) in a membership year.

Meetings

Board Meetings

- When: 3rd Thursday of the Month. No meetings in July or December.
- Location: Garden Room, Torrance Cultural Arts Center
- Who attends: Board Members, Committee Chairs as needed

General Meetings

- When: 1st Thursday of the Month. No meetings in July or December. (January and May meeting dates are subject to change)
- Location: Ken Miller Recreation Center Auditorium
- Who attends: Members and Guests

General Meeting Activities/Agenda (subject to change)

- 6 PM – Jury of handmade items (by appointment only)
- 6:30 – 6:55 -Sign-in and refreshments
- Please be in your seat by 7 PM
- 7 PM - Meeting begins
- Pledge of Allegiance
- Welcome new members/guests
- Committee/Department reports
- Old Business
- New Business
- Program
- End of Meeting

Faires

- TCG hosts two annual Arts & Craft Faires. Spring (1 day) and fall (2 day) and participates in the Torrance Annual Cherry Blossom Festival at Columbia Park.
- Minimum Meeting and Service requirements for the Spring Fair: *Members* must attend at least 2 General Meetings and perform 1 service hour between May and February of the current membership year. Remaining service hours and meeting requirements must be completed in support of the faire or before the end of the current membership year. Failure to complete the active membership requirements may affect eligibility for the Fall Fair in the next membership year.
- Minimum Meeting and Service requirements for the Fall Fair: *Members* must attend at least 2 General Meetings and perform 1 service hour between May and October of the current membership year. Remaining service hours must be completed in support of the faire or before the end of the current membership year.
- All merchandise must be handcrafted by TCG members.
- Jury Process: All vendors must complete a “Member Questionnaire and Jury Checklist”, provide photos and schedule to have their items juried by the Board of Directors. Vendors who introduce a new product line using a new process must go through the jury process again for the new item.
- Booth Fees are collected to pay for facility rental, insurance and publicity.
- All vendors are required to have their own resale number.
- Sales tax must be collected.
- *Booth Assignment Priority*
 - Board Members in good standing
 - Committee Chairs & Committee Members in good standing
 - Returning Members with 25 or more years of Guild membership in good standing
 - Returning members in good standing (must renew by June 15 or will lose Returning member status and be dropped to New member status)
 - Priority is given to those who go above and beyond the three meeting/three service hour requirements (Members with 25 or more years of membership are exempt from above and beyond service)
 - New members in good standing by date joined

• Faires (continued)

- Tables and Chairs:
 - The city is able to provide a limited number of six foot tables. The tables are allocated first come first serve (by application receipt date), and are limited to 1 per booth. You may bring your own tables, as long as they fit in your space.
 - The city has plenty of chairs available.
 - Tables must be covered on all sides all the way to the floor, preferably with a fabric tablecloth.
- Opportunity Drawing: Names are selected from the list of vendors participating in each faire. Chosen vendors select one handcrafted item from their 'wares' valued at no lower than \$25. The item is then displayed along with the vendor's name and booth number (great advertising!) on our opportunity table. Customers (and other vendors) buy raffle tickets for the items they are interested in winning. See Glossary for more information.
- Additional information is included in Fair Applications and Booth Assignment Handout.
- Faire Activities that support attendance and the scholarship fund (for further info, see Glossary):
 - Reception Table
 - Gift Basket
 - Opportunity Table
 - Christmas Tree (Fall faire)
- State and Federal Taxes, Sales Tax and Business Licenses
 - All vendors are responsible for the following:
 - Collecting sales tax and submit payment to the State Board of Equalization
 - Report income, and pay taxes to the appropriate tax authority.
 - Sales Tax:
 - All vendors must have their own Resale Number/Seller's Permit, and must provide the number on all Faire Applications
 - Resale numbers are obtained from the California State Board of Equalization.
 - You must have your Seller's Permit posted in your Booth.
 - Having a Resale Number may result in the need for a Business License in the city that the member resides. Many Guild members have been notified by their respective city and were required to obtain a Business License.
 - City of Torrance Business License: The City of Torrance does not require Guild Members to have a Business License for City Sponsored events, such as our Spring and Fall Faires and the Cherry Blossom Festival. If you live in the City of Torrance, and you do other fairs/boutiques, you will need to obtain a Torrance Business License.
 - Other Business Licenses: All vendors are responsible for obtaining any required Business Licenses.
 - The Guild's only responsibility related to State and Federal Taxes, Sales Tax and Business Licenses is to have your Resale Number on file.

Service

Volunteer service is essential for the TCG to continue as a viable organization. Everyone's time is donated. In order to participate in our faires; TCG has established a requirement for a minimum of 3 service hours. Please note that service hours do not roll over.

Core Service - Each member who is not a Board Member or Committee Chair must complete three (3 hours) different types of Service and attend 3 meetings per membership year to be considered active and a member in good standing. Please refer to the Member Attendance and Service Worksheet. This worksheet is available from the Membership Chairperson.

Above and Beyond Service – Service performed in addition to the Core Service is considered Above and Beyond, and will count toward Faire Booth Assignment Priority.

Attendance and Service Worksheet is available from the Membership Chairperson. This worksheet is intended to help you keep track of your Meeting Attendance and Service Hours for the purpose of Faire Eligibility.

Examples of Service (See Attendance and Service Worksheet for specifics):

- Refreshments
- Cut out and/or make Comfort Bears
- Opportunity Drawing Donation (Selected by Faire Chair)
- Program Presentation
- Contacting and ensuring delivery of Gift Basket
- Prepare Faire Gift Basket – Assigned by Faire Chairperson
- Contacting and ensuring delivery of Opportunity winners
- Maintaining Guild Mailing List and Printing Post Card Labels
- Meeting Sign-In Greeter
- Community Service
- Help before, during or after faire
- Help with Faire preparation
- Passing/mailing Faire Postcards
- Christmas Ornaments
- Meeting Set-up & Clean-up
- Addressing, stamping and mailing post cards from the Guild Mailing List
- Annual audit of financial records (Performed by a member in good standing)
- Flag Placement for Faires

Board of Directors Job Descriptions

General Requirements for All Board Members:

- Elected annually – 3 year term limits
- Must attend at least 7 of 10 Board Meetings and attend at least 7 of 10 General Meetings per membership year.
- Must have a computer, have regular access to email, a printer and be familiar with Microsoft Word and Excel.
- Provide the Attendance and Service Tracking Chairperson a list of members who provided service in support of TCG activities.

President

Chairperson of the Board of Directors and presides over General and Board Meetings. The President initiates and helps develop activities for the betterment of the Guild, appoints all committee chairs necessary (subject to the approval of the Board of Directors), countersigns Guild checks, and performs all duties incidental to the office. Qualification: Must have served previously on the BOD.

Vice-President

Assists the President, performs duties of the President if the President is unable to act. The Vice-President is an alternate for signing Guild checks, acts as a coordinator where assistance is deemed necessary and performs all duties incidental to the office. The VP is the Nominating Committee Chairperson.

- **Nominating Committee:** Consists of the VP, Members at Large and volunteers that recruit members for each prospective Guild office in preparation of the annual election. Presents the nominees and prepares ballots for the election. Counts the votes and announces the elected officers. The Nominating Committee also recruits members to Chair or participate in the various Committees that support the TCG.

Secretary

The Secretary keeps guild records, records minutes of each monthly general and board meetings. Conducts all correspondence as required by the office and performs all duties incidental to the office. Responsible for the Post Office Key and ensuring the mail is picked up at least every 2 weeks.

Treasurer

Receives and deposits all monies for the Guild, maintains records of disbursements and receipts and presents a written record of same at each monthly meeting of the board of Directors and to the General Membership. The treasurer countersigns Guild checks, provides receipts for monies received, coordinates a yearly audit of the Guild books and performs all things incidental to the office.

Members-At-Large

- Serve as a member of the Board of Directors. May be directed by the president to perform misc. duties incidental to the Guild.
- Part of the Faire Committee and are responsible for the Opportunity Table, Reception Table Set-up, Security and clean-up.
- Responsible for the Jury Process

Chairpersons and Committees

Appointed Positions

General Requirements for All Committee Chairpersons:

- Must have a computer, have regular access to email, a printer and be familiar with Microsoft Word and Excel. (Some exceptions apply.)
- Meeting Attendance – Chair or representative from committee must attend at least 7 of 10 meetings. Attend Board Meetings as requested by the Board of Directors
- Provide the Attendance and Service Tracking Chairperson a list of members who provided service in support of TCG activities.

Attendance and Service Tracking Chairperson: Works with the Committee Chairpersons to ensure attendance and service hours are tracked for the purpose of faire eligibility.

Comfort Bears: The Chairperson is responsible for the materials, patterns, collection and delivery of the bears. The Guild makes comfort bears for a local women's shelter.

Cherry Blossom: Works with the City to support the Annual Cherry Blossom Festival located at Columbia Park each spring. Prepares applications for Guild Members (other interested hand crafted vendors may participate on a case by case basis with City approval). Works with City on booth assignments.

Christmas Tree: This Chairperson is responsible for transporting and set-up of the Guild's tree that is put on display at the Fall Faire and then transporting the tree to the Children's Ward at Harbor General Hospital. Each child will get to select an ornament to take home. The Board will determine the type of ornament and will supervise collection of ornaments. Guild members will be asked to assemble the ornaments.

Faires

The Faire Chairperson develops plans for the Guild's annual Spring and Fall faires and presents plans for approval. Coordinates with the Cultural Arts Center to reserve facilities and determine relevant city policies or regulations. Organizes all related activities and coordinates with other Guild committee chairpersons to provide needed support. Reports planning activities at the general meetings and via Newsletter.

This Position has many tasks and requires help from Guild members to ensure the faires are successful and profitable for all participating vendors.

Historian: The Historian Chairperson photographs the Guild's major activities, such as speakers and demonstrators, scholarship awards, installation of officers, and the Christmas Tree display at Harbor General Hospital. Also photographs vendor booths at the Guild Faires or coordinates with the Faire Chairperson to arrange for another photographer.

Hospitality Chairperson and Committee

The Hospitality Chairperson is responsible for the following:

- General Meeting Welcome Table - Member and Guest sign-in, Meeting set-up and clean-up.
- Assigns a Refreshment Chairperson who purchases all supplies, prepares the beverages, and sets out the donated refreshments for general meetings. Arranges for the cake and other refreshments for the Guild's special events, such as the scholarship awards and installation of officers.
- Oversees the signup sheets for refreshments, Greeter and Meeting Setup/Cleanup. Provides this information to the Newsletter Chairperson for publication in the Newsletter.
- Assigns a member for conveyance of Guild's concern for its members by sending cards and or flowers as appropriate.

Membership: The Membership Chair prepares application forms and appropriate information needed to encourage new members to join the Guild. Arranges for new members/visitors to be introduced at the general meetings. Maintains current roster of members. Collects annual membership dues and issues membership packets. Provides Newsletter Chairperson and select committee chairs with current roster.

Newsletter: The Newsletter Chair collects and publishes reports from the Guild's officers and chairpersons. Publishes relevant articles provided by members. Publishes the Guild's meeting schedules, upcoming Guild events, and other craft shows. Arranges for emailing the Newsletter on schedule. Arranges for printing, folding, addressing, and mailing the newsletter to members who do not have computer access.

Ornaments: The Ornaments Chairperson handles the distribution of ornament kits or collects ornaments made by Guild members to be put on the Christmas tree for distribution at the local hospital children's ward.

Parliamentarian: This position requires knowledge of how meetings are run. The Parliamentarian provides guidance to membership for following Robert's Rules of Order during meetings as necessary. A copy of Roberts Rules of Order should be available at all meetings for reference. This will ensure a proper and expeditious meeting.

Programs: The Programs chairperson(s) looks for speakers on relevant subjects or crafts (ie: selling tips, display tips, latest trends, how to succeed financially,) to demonstrate at the Guild's general meetings.

Publicity/Advertising Chairperson and Committee

- The Chairperson(s) will prepare publicity and advertising notices announcing the Guild's special events and activities.
- Delivers materials to appropriate newspapers, radio stations, and other media. Preparation and distribution of flyers, signs, and postcards.
- Works with committee members to ensure Social Media is covered, to include maintenance of Guild Website and Facebook and other Social Media outlets. Updates to the website occur for major events (i.e. Fall and Spring Faires). Solicits digital photos and website links from membership for posting on Social Media outlets and TCG website. Social Media postings occur throughout the year and ramp up to Fall and Spring faires.
- Ensures TCG Post Card Mailing List is maintained and address labels are printed for Post Card mailings.

Refreshments: The Refreshments Chairperson purchases all supplies, prepares the beverages, and sets out the donated refreshments for the general meetings. Arranges for the cake and other refreshments for the Guild's special events, such as the scholarship awards and installation of officers. Oversees the refreshments sign-up sheet and provides this information to the Newsletter.

Scholarship Awards:

The Scholarship Chairperson arranges for copies of the Board approved scholarship application form to be printed and distributed to the Torrance High Schools. Explains the scholarship requirements to school counselors or officers if necessary. Collects the applications and presents nominees to the Board for review and final selection of winners.

Philanthropy

Scholarships:

Annual scholarships program for seniors attending Torrance High Schools.

Christmas Tree

Christmas tree decorated by members of the TCG and displayed during the Fall Craft Faire. The tree is then transported to the Pediatric Ward at Harbor UCLA Medical Center. Ornaments are shared with pediatric inpatients and their families.

Comfort Bears

Comfort Bears made by members of the TCG and donated to help comfort children in a shelter environment.

Donations

TCG donates funds or materials to various local programs, such as arts and crafts programs for children and the Torrance Rose Float Association.

Glossary

Business License: A legal document that grants you the right to operate a business in your city or the city in which you sell your crafts. Failure to comply with licensing requirements could result in additional fees or, penalty payments.

Cherry Blossom Festival: Annual cultural event hosted by the City of Torrance, usually in March. This is an outside event located at Columbia Park. Guild Members are invited to participate as vendors.

Gift Basket: Gift basket created by TCG member (Expense is reimbursed) for each faire. Drawing for customers only. Guild members or their family members are not allowed to put their name in for the drawing.

Meet & Greet: Members bring in a sample of their crafts, introduce themselves, and provide a brief description of their crafting interests.

Member in Good Standing:

- Members who meet the required meeting attendance and service requirements.
- Board Members and Committee Chairs who perform their jobs as required by established policies.
- Members who abide by established policies for meeting etiquette and faire participation.

Membership Packet: Name badge, membership card, Member Questionnaire and Jury Checklist and Attendance and Service Tracking Worksheet. The Member Guide and By Laws are sent out annually by email. For those members who do not have email, a few hard copies will be available.

Newsletter: A monthly newsletter is sent out by email. Paper copies are available for those who do not have a computer.

Opportunity Drawing: Fundraiser for the Scholarships. (Additional information in section titled Faires)

Programs: Educational or informational presentations/demonstrations related to crafting or community interest.

Reception Table: A place for customers to be greeted, sign up for the Gift Basket drawing, and obtain information during faires. The reception table displays the Gift Basket and the Christmas Tree (Fall Faire only).

Resale Number: See Seller's Permit

Seller's Permit: In order to sell your taxable products (items sold at our craft faires), you must register as a seller with the State of California and obtain a Seller's Permit, which includes a Resale Number. For additional information, contact the State Board of Equalization at <http://www.boe.ca.gov>, or call 1-800-400-7115

Service: Time given to support the Torrance Craftsmen's Guild.

State Board of Equalization (BOE): Is public agency charged with tax administration and fee collection in the state of California

Swap Meet: Annual activity for the August General Meeting. Members bring in their extra crafting materials/supplies to sell or swap. No finished goods allowed. Members only.