

Membership Guide



501(c)(3) non-profit

Torrance Craftsmen's Guild

P.O. Box 501 Torrance,

CA 90508

www.torrancecraftsmensguild.org

torrancecraftsmensguild@gmail.com

www.facebook.com/TorranceCraftsmensGuild

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Introduction

This guide is intended to provide general information related to the 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 Unified School District 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 in the Guild and faires.

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

Guild Calendar*

Membership Year: Jan through Dec

Month	Meeting Activities	Notes:
Jan	Program—TBA	Renewals Due, Spring Faire Applications Available
Feb	Program—TBA	Cherry Blossom Applications Available
Mar	Prep for Spring Faire	
April	Program—TBA	
May	Scholarship Awards	
Jun	Program—TBA	
July	No Meetings	
Aug	Program—TBA	
Sep	Program—TBA	
Oct	Prep for Fall Faire	Nominations, Fall Faire Applications Available
Nov	Fall Faire and Elections	Membership Renewals in Newsletter
Dec	Installations of Officers	

*Calendar is subject to change. Attend meetings and read the monthly Newsletter for more information.

Membership

- Membership Year is January through December
- Annual Dues: \$40
- Who can join: Membership is open to everyone
- Requirements for Faire Participation—Active membership
- Active member must attend 3 General Meetings and perform a minimum of 3 service hours in a membership year (for details, see Service on Page 7)

Meetings

Board Meetings

- When: 3rd Thursday of the month. No meeting in July or December
- Location: JoAnn's Fabrics, Del Amo Mall
- Who attends: Board Members and Committee Members as needed

General Meetings

- When: 1st Thursday of the month. No meeting in July
- Location: Ken Miller Recreation Center Auditorium, Torrance
- Who attends: All members and Guests

General Meeting Activities/Agenda (subject to change)

- 6:30—7:00 Sign-in, refreshments, Jury any new member products
- 7:00—Meeting begins with Pledge of Allegiance
- Welcome new members and guests
- Elected officer and committee chair reports
- Old Business
- New Business
- Program
- Adjournment

Faires

- TCG hosts two annual Arts and Crafts Faires: Spring (1 Day) and Fall (2 Days). TCG members also participate in Torrance City's annual Cherry Blossom Festival, usually scheduled in March.
- Minimum Meeting and Service requirements for the Spring Faire: Members must attend at least 1 General Meeting and perform 1 Service Hour between Jan and March.
- Minimum Meeting and Service requirements for the Fall Faire: Members must attend at least 2 General Meetings and perform 2 Service Hours between April and November.
- Failure to complete the active membership requirements will affect eligibility for Faire participation.
- All merchandise must be handcrafted by TCG members.
- Jury Process: All members must complete a "Jury Checklist and Member Questionnaire", list products the member wants to sell at our Faires and have the products juried by members of the TCG Board of Directors. This is to ensure the products being sold are handmade by the member.
- 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 by all vendors.
- Booth Assignment Priority
 - ⌘ Board Members in good standing
 - ⌘ Committee Chairs/Members in good standing
 - ⌘ Returning members with 25 Years or more of Guild Membership in good standing
 - ⌘ Members in good standing who go above and beyond in meeting and service requirements
 - ⌘ Members in good standing who complete meeting and service hour requirements
 - ⌘ New members in good standing
- Tables and Chairs
 - ⌘ The city is able to provide a limited number of six foot tables. The tables are allocated first come, first served (by application receipt date), and are limited to 1 per booth. You may bring your own tables, as long as they fit in your booth space
 - ⌘ The city has plenty of chairs available
 - ⌘ All 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 inventory 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 opportunity tickets for the items they are interested in winning. See Glossary for more information.

- Additional information is included in Faire Applications and Booth Assignment Handouts • Faire Activities that support attendance and the scholarship fund

▫ 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 submitting payment to the State

◇ Report income and pay taxes to the appropriate tax authorities

▫ 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 Department of Tax and Fee Administration

◇ You must have your Seller’s Permit posed in your Booth

◇ Having a Resale Number may result in the need for a Business License in the city that the member resides.

▫ 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 faires/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 income taxes, state 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, 1 hour needed to participate in the Spring Faire and 2 hours to participate in the Fall Faire. Please note that hours do not roll over. Service begins in January and ends in December.

Core Service: Each member who is not a Board Member or committee Chair must complete 3 hours of different types of Service and attend 3 meetings per membership year to be considered active and a member is good standing. Please refer to the Member Attendance and Service Card. This Card is available from the Membership Chair when you either Renew or become a New member.

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 Card: Available from the Membership Chair. Do not lose this Card. The Card is intended to help you keep track of your Meeting Attendance and Service Hours for the purpose of Faire Eligibility. A copy of your personal card **MUST** be included in your Faire applications.

Examples of types of Service (See Attendance and Service Card for specifics):

- Cut out and/or make Comfort Bears
- Opportunity Drawing Donation (selection is by Faire Chair)
- Program Presentation
- Contacting and ensuring delivery of Gift Basket
- Prepare Faire Gift Basket
- Contacting and ensuring delivery of Opportunity winners
- Meeting Greeter/Sign-In helper
- Guild community service
- Help before or clean up after meetings or Faires
- Making Christmas ornament
- Annual audit of financial records
- Flag and banner placement for Faires

Board of Directors Job Descriptions

General Requirements for All Board Members

- Elected annually
- Must attend at least 6 of 10 Board Meetings
- Must have a computer, have regular access to email, a printer and be familiar with Word and Excel

President

Chairperson of the Board of Directors and presided over General and Board Meetings. The President initiates and help 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 Board.

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 Guild.

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, collects all membership dues, 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 Guild books and performs all things incidental to the office.

Members-At-Large

The Member-At-Large serve as a member of the Board of Directors. They may be directed by the president to perform any duties incidental to the Guild. They are part of the Faire Committee and are responsible for the Opportunity Table, Reception Table, Set-Up, and Clean-Up. May provide support to the Jury process and are authorized to sign applicable service and meeting attendance on a member's Card.

Committees and Chairs

(Appointed Positions)

General Requirements for All Committee Chairs

- Must have a computer, have regular access to email, a printer and be familiar with Microsoft Word and Excel (some exceptions may apply)
- Meeting Attendance— Chair or representative from committee must attend at least 7 of 11 meetings. Attend Board Meetings as requested by the Board of Directors

Cherry Blossom—Chair is responsible for working with the City to support the Annual Cherry Blossom Festival located at Columbia Park in Torrance each Spring. The City puts the application on their website and members and non-members (any handcrafted goods are eligible) can apply online. Fees collected are sent to the Guild by the City. The Chair works with the City on booth assignments.

Christmas Tree - Chair 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 Pediatric Ward at Harbor UCLA Medical Center. Each child staying over the holidays in the hospital, gets to select an ornament from the tree to take home when they are discharged.

Christmas Ornaments— The Chair is responsible for collecting completed kid-friendly ornaments for the Christmas tree. Guild members make ornaments as service to the Guild.

Comfort Bears— Chair is responsible for the materials, patterns, collection, storage and delivery of the bears. The Guild makes comfort bears for a local shelter.

Community Outreach— The Chair is responsible for being the Point Of Contact for the Guild for any outside organization requesting our participation or assistance.

Faires

The Faire Chair(s) is/are responsible for developing plans for the Guild's annual Spring and Fall Faires and presents plans for approval to the Board of Directors. 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 chairs to provide needed support. Reports planning activities at the general meetings and via the Newsletter. This position has many tasks and requires help from all Guild members to ensure the faires are successful and profitable for all participating vendors.

Historian— The Chair is responsible for taking any, and all photographs of the Guild's activities, such as speakers, demonstrators, scholarship awardees, installation of officers, the Christmas Tree display at Harbor General Hospital and vendor booths at the Spring and Fall Faires. The Chair keeps the Guild Scrapbook up to date with any news articles pertaining to the Guild, important correspondence received from our Community Outreach programs and any obituaries of members, past or present.

Hospitality—The Chair is responsible for the following:

- General Meeting Greeter Table—Member and Guest Sign-In
- Assigns a Refreshment Chair 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 sign-up sheets for refreshments, Greeter and Meeting Setup/Cleanup. Provides this information to the Newsletter Chair for publication in the Newsletter as a reminder.
- Assigns a member for conveyance of Guild's concern for its members by sending cards and/or flowers as appropriate.

Jury—The Jury Chairperson is responsible for ensuring products intended for sale at Torrance Craftsmen's Guild (TCG) Faires are juried and approved, and that the products are handmade by Guild Members.

Membership—The Chair is responsible for preparing/updating membership applications and the Membership Guide. Arranges for new members/guests to be introduced at the General Meetings. Maintains a current roster of members with information from membership applications including an Emergency Contact for each member. Publishes a Directory of members for member use with name, email, phone and position held along with a monthly status report for publication in the newsletter, introducing any new members.

Newsletter— The Chair(s) is responsible for collecting and publishing reports from the Guild's officers and committee chairs, meeting schedules, upcoming events and relevant articles provided by members in a monthly Newsletter. Newsletters are sent to members via email. Hard copies are sent to members who don't have access to a computer.

Parliamentarian—The Chair is responsible to have knowledge of Robert's Rules Of Order to assist in the proper and efficient operation of all meetings. A copy of Robert's Rules Of Order should be available at all meetings for reference.

Programs—The Chair is responsible for selecting speakers/demonstrators on relevant arts and crafts topic. Suggested, but not limited to are: selling tips, display tips, latest trends, how to succeed in your craft business and craft show etiquette. Programs are scheduled as planned in the Guild Calendar on Page 3 of this Guide.

Publicity—The Chair is responsible for preparing publicity and advertising notices announcing the Guild's special events, delivering materials to appropriate newspapers, radio stations, and other media. Prepares flyers, signs and postcards for members use. Uses FaceBook to advertise other member events and Guild events.

Scholarship Awards—The Chair is responsible for explaining the scholarship requirements to school counselors or officers if necessary. Collects the applications and presents award nominees to the Board in April for review and final selection of winners. Number of winners may vary year to year as well as scholarship amounts.

Social Media—The Chair is responsible for working with appropriate Guild membership to ensure a Guild presence in media outlets. Solicits digital photos and website links from membership for posting on Social Media outlets. Social media postings occur throughout the year and ramp up close to Spring and Fall Faires.

Website—The Chair is responsible for keeping the Guild FaceBook website up to date. Updates occur for major events such as Faires and the Cherry Blossom Festival. Maintains a member-supported list of local craft fairs that members may be interested in being a vendor. Keeps an updated list of Files on the website such as membership forms, current By-Laws, current Membership Guide and a List of Position Descriptions.

Philanthropy

Christmas Tree—A Christmas tree decorated with ornaments made by Guild members is displayed at our Fall 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 Guild are donated to help comfort the children in a local shelter environment.

Donations—The Guild donates funds or materials to various local programs, such as arts and crafts programs for children, also the Torrance City Rose Parade Float Association.

Scholarships—Annual scholarships are awarded by the Guild for seniors attending Torrance High Schools.

Glossary

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

California Department of Tax and Fee Administration (CDTFA) - The public agency charged with tax administration and fee collection in the State of California.

Cherry Blossom Festival—An annual cultural event hosted by the City of Torrance, usually in March. This is an outside event located at Columbia Park in Torrance. Guild members are invited to participate as vendors. Applications are put out online by the City.

Gift Basket—The gift basket is created by a Guild member for each Faire and any expenses are reimbursed. Drawing is for customers attending the Faire and not open to Guild members or other family members.

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—Members get an official name badge which should be worn at all Guild meetings and events.

New members must clear a jury on all products intended for sale at Faires. All members receive an Attendance and Service card upon starting their membership with the Guild and the card keeps track of all efforts to support the Guild. Cards cover the membership year, Jan 01—Dec 31 and a copy **MUST** be included with your Faire Application. The Website has Membership Forms, Membership Guide and Faire Applications under “Files”.

Newsletter—A monthly newsletter is sent out by email. A few paper copies are sent to members without access to a computer.

Opportunity Drawing—This is a fundraiser for Scholarships. Opportunity drawings are for items donated by members at meetings and Faires.

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

Reception Table—At both Faires, the table for customers to be greeted, sign up the gift Basket drawing and obtain information about the Guild. At General Meetings, a table for members and guests to sign-in.

Seller's Permit—In order to sell your taxable products at our 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, check the website www.cdtfa.ca.gov. You can use your Resale Number when buying supplies at local craft stores, such as JoAnn's, Michaels and Hobby Lobby, to be exempt from paying taxes on your purchases. Most stores have an online application which you need to complete to qualify. Tax is collected from your customers when you sell your completed, handmade products. You need to keep track of your sales and tax you collect at our Faires and then pay them on an annual basis, to the California Department of Tax and Fee Administration.

Swap Meet—In place of a monthly program, a Swap Meet may be held where members bring excess crafting materials/supplies to sell, swap or give away to other members. No finished goods allowed. Members only.