NwRSA Procedures Manual
REVISIONS

DATE	PAGE/SECTION
6-5-2009 RLW	Added: "Committee Management Procedure" Page 11
10-29-2009 RLW	Added: "Revisions" Page 1
10-29-2009 RLW	Redesigned Table of Contents Page 3
10-29-2009 RLW	Removed: By-Laws
10-29-2009 RLW	Moved: "Library" to Standing Committee Procedures; deleted reference to specific contact person Page 66
10-29-2009 RLW	Moved: "Lee Lewis Grants" to Standing Committee Procedures; deleted reference to specific contact person Page 67-69
10-29-2009 RLW	Added: "Conference Committee" to Standing Committee Procedures Page 43-62
11-01-2009 AK	Organizational Structure – Editorial corrections to improve language and sentence structure.
11-01-2009 AK	Membership Responsibilities – Editorial corrections to improve language and sentence structure.
11-01-2009 AK/RLW	Vice Presidential Duties – changed reference to Annual Training seminar to Board of Directors Training; added explanation of "sanctioned activities"
11-01-2009 AK/RLW	Nominations and Elections – Changed paragraph structure for easier reading
11-11-2009 AK/RLW	Treasurer's Preparation Checklist (for Annual Audit) reworded items for sentence structure; combined three document requirements into one bullet
11-11-2009 AK	Added Excerpts from Conference Procedure Manual
11-11-2009 AK/RLW	Removed specific reference to Donna Russell as Librarian and substituted "the current Librarian". Reworded paragraph for grammatical correctness
1-15-2010 BC/RW	Updated Corporate Info to JP Morgan Chase Bank N.A.
1-15-2010 BC/RW/AK	Updated NwRSA Finances for Bank name change, removed reference to Spring Board meeting/Training Seminar; reworded for grammar.
1-15-2010 BC/RW/AK	Updated NwRSA Treasurer Preparation Checklist for bank name change and reword for grammar.
1-15-2010 BC/RW	Updated Audit Checklist – NwRSA General Accounts for bank name change; reword for clarification.
1-15-2010 RW/DDB/AK	Updated Area Boundaries to relist missing Area 2006 and add Camano Island to description and add new Area 2055. Corrections correlated with list published in 2009-2010 Roster.
1-17-2010 RW	Updated The Executive Committee - Treasurer duties to remove reference to "Annual Board Training Seminar"
1-17-2010 RW	Updated Directors at Large duties to remove reference to "Annual Board Training"

1-17-2010 RW	Updated Area Directors duties to remove reference to “Annual Board Training”
1-17-2010 RW	Updated NwRSA Finances to remove reference to “Spring Board Meeting/Training Seminar”
1-17-2010 RW	Amended The Executive Committee, Secretary Duties to clarify responsibility for publishing and maintaining revisions to By-Laws
1-18-2010 RW	Added Area 2055 to Sample Ballot
1-24-2010 RW	Amended Nominations and Election Procedures to meet publications requirements of *Loose Threads.*
1-24-2010 PS/RW	Added e-mail method for Member Petition to Change Areas
1-24-2010 RW	Moved Member Petition to Change Areas Form from the beginning of the section to following the procedure.
1-24-2010 RW	Added How To Rule: How to propose a change to the By-Laws
1-24-2010	Added How To Rule: How to propose a change to the Procedures Manual
2-18-2010 PW/RW	Correct spelling of “Clackamas” Area Boundaries.
2-18-2010 PW/RW	Remove duplicate word “where” and correct punctuation in “Conference Timeline”.
2-18-2010 PW/RW	Correct spelling of “closed” in “Conference Timeline”.
2-18-2010 PW/RW	Correct organization website address in “NwRSA Library”.
10-08-2010	Added workshop procedures, historic perspective and corrected vocabulary and grammar.

8/17/2011 Area Boundaries updated by ca

9/11/12 Area Boundaries updated by ca

Northwest Regional Spinners Association

Procedures and Rules

THIS MANUAL REPLACES ALL PREVIOUS PROCEDURES AND RULES

Table of Contents

Northwest Regional Spinners Association

The PURPOSE of Northwest Regional Spinners Association is…

- **To promote awareness and support of the art and craft of hand spinning in the community at large**
- **To provide a communication network for spinners in the Northwest Region**
- **To give spinners an opportunity to share, learn, educate, compete and work together on a regional basis**
- **To sponsor an annual conference for educational purposes to benefit members and the general public**
- **To engage in other activities related to educating the members and the public about the craft of hand spinning**
- **To sponsor seminars and workshops for the membership**

Organizational Structure

Northwest Regional Spinners Association uses a representative organizational structure in which every member has an equal voice in the organization in spite of the broad geographical area. This area covers Washington, Oregon, Idaho and Montana and is subdivided into Districts of Western Washington, Eastern Washington, and Oregon. Because of membership changes, the original Districts of Montana and Idaho were merged into Eastern Washington / Idaho / Montana.

Each District is further divided into smaller geographic areas of at least ten members. These areas change over time depending on membership changes and either adding or dissolving Areas. Areas are numbered as a way to define and sort membership, given the wide geographical areas involved. Upon joining the NwRSA, members are assigned to the geographical areas where they live.

Members in each Area vote to elect their Director and Alternate Director and members in each District vote to select the Director at Large and Alternate Director at Large. Thus, each member has two elected representatives on the Board of Directors.

The governing body of NwRSA is the Board of Directors comprised of all elected District and Area Directors. Elected Alternates serve as representative if the Director is absent.

The By-Laws provide that the Executive Officers, elected by all members from the general membership, are part of the Board but do not have voting privileges except for the President who may vote only in order to break a tie. NwRSA members are welcome to attend any Area or District meeting but for voting purposes, they must vote according to their residence within a specific Area.

Member Responsibilities

Members have a responsibility to be involved in the organization whether actively or passively as life situations allow. An active, involved membership is essential to have a vital, effective organization and to meet stated purpose. Members are responsible to keep dues paid in a timely manner. Members are assigned a membership number that remains theirs as long as their membership is current. A membership lapse of more than one month for any reason results in revoked membership and that number is retired.

Members are also responsible for informing the Membership Chairperson of any change of address. Address changes should be in the hands of the Membership Chair by the 10th of the month at least one month prior to moving to insure uninterrupted receipt of the newsletter. *Loose Threads* is sent by bulk mail and will not be forwarded unless the member requests that all bulk mail be forwarded.

Historical Prospective on Voting Districts and Attending Area Meetings

Lee Kirschner Lewis, conveyer of the original Steering Committee to form NwRSA, came up with the idea of using the same organizational structure as our U.S. Senate and House of Representatives with the individual Areas forming Voting Districts. The District Directors are comparable to Senators while Area Directors correspond to Representatives.

All of us are familiar with Voting Districts such as county, municipal, school, etc. and recognize that people on each side of a street may be in different districts because of the established boundaries. Our best friend may be in a different voting district, yet live across the street from us. But she could not vote in our district, nor could we vote in hers.

Policy has always been that members can attend ANY area meeting but must VOTE IN THEIR AREA which is determined strictly by geographical location. Some of the early Area Boundaries were not necessarily logical simply because of the necessity of having, at that time, 15 members AND someone willing to serve as Area Director and Alternate.

In several of the more outlying Areas of Eastern Washington and Oregon, the situation came up when Diane Du Bray first became Membership Chairperson that some members actually should be part of another Area because of schools, shopping, and other day to day activities. That is when the Transfer Procedures were developed. Most members do not think of an Area as a VOTING DISTRICT but rather as a social-type club and perhaps the Board needs to stress this.

The illustration Lee always used and that I've copied is "If a member wants to fly from Seattle each month to attend an Area Meeting in Spokane or Portland that is their choice. They simply cannot vote outside their own Area nor can they run for office in the other Area."

Since the very beginning, new members have been assigned to an Area based on where they live. They are still free to attend another Area's meeting, but to officially become part of that Area's VOTING DISTRICT, they will need to complete the Transfer forms.

Area Boundary Descriptions

The Western Washington District shall be divided into the following voting areas:

From the North Boundary: Canadian/U.S. border to the South Boundary: Columbia River. East Boundary: Crest of the Cascade Mountains. West Boundary: Pacific Ocean. Excludes Klickitat County.

Area 2005 (North Olympic)
All of the area bounded on the north by the Canadian/United States border, east of the Pacific Ocean, West of the center of Puget Sound, including Clallam and Jefferson Counties.

Area 2006
All of the islands of Whidbey, Guemes, Fidalgo, Camano Island, and San Juan County.

Area 2010
All of the area south of Skagit-Snohomish County line, east of Puget Sound, west of the Cascades and to the Seattle City limits at 145th Street excluding Bothell Township.

Area 2015
All of the Area south of the Canadian/United States Border, to the Skagit-Snohomish County border, West of the Cascade Mountains, and east of Puget Sound, and Whatcom County

Area 2030
North Boundary*:* A direct line drawn along Yesler Way, from Puget Sound to Coleman Dock Eastbound to Lake Washington
East Boundary: From Yesler Way imaginary line, south along the Western shoreline of Lake Washington including any address with access to the shoreline extending south on Hwy. 167(Rainier Ave S. to Bronson Way N.) to South 2nd St S. and east along 2nd St S. to Bronson Way N. to the Maple Valley Hwy(Hwy169) on the south side of road, extending south to the Auburn Black Diamond Rd intersection. Area includes all Maple Valley addresses and the area west of Hwy 169.
West Boundary: Shoreline along Puget Sound. Area south of Yesler Way to the south boundaries .
South Boundaries: All of the area and county North of S. 272nd, 277th St. in Federal Way and Auburn. From 277th(a line extended across to Hwy 18 and then south on Hwy 18 to the Auburn Black Diamond Rd(Area Norht and East to Hwy 169(east side of 169)

Area 2035
North Boundary: North Seattle city limits N/NE 145th St. from Puget Sound to Lake Washington.
East Boundary: From N.E. 145th St Southbound along the west shoreline of Lake Washington, including any addresses with access to the shoreline, extending south to an imaginary line drawn east form E Yesler Way.
South Boundary: A direct line drawn along Yesler Way, from Puget Sound at Coleman Dock Eastbound to Lake Washington.
West Boundary: Puget Sound N/NE 145th St. to the South Boundary Yesler Way.

Area 2050
West Boundary: Shoreline along Puget Sound from north to south Federal Way, Fife, Tacoma and University Place.

East Boundary: All area west of the Cascade Mountain Crest.

North Boundary: All of the area and county south of South 272nd, 277th Street in Federal Way and Auburn. From 277th Street (a line extended across to Highway 18 and then south on Highway 18 to the Auburn Black Diamond Road

(Area south and east to Highway 169). Highway 169 and Highway 516 (all area east and south of this intersection to the Cascade Crest along Kent-Kangley Road (Includes Ravensdale, Black Diamond as well as other small towns.)

South Boundary: South border of University Place from Ft. Steilacoom along Chamber Creek to 61st Avenue and south on Bridgeport Way to the boundary of McChord AFB following the north and Eeast border of McChord AFB down to Military Road to Spanaway 152nd Street East to 160th Street East to Meridian. South on Meridian to 200th Street East to the Kapowsin Highway to Orting and east to the Cascade Mountain Crest. Area 2050 includes: all members living in the following towns: Federal Way, Algona, Auburn, Black Diamond, Ravensdale, Enumclaw, Buckley, Bonney Lake, Milton, Pacific, Fife., Edgewood, Sumner, Orting, South Prairie, Puyallup, Tacoma, Fircrest and University Place. This includes members living in the county with the above town addresses.

Area 2055
All of Vashon Island, Washington.

Area 2060
North Boundary: All of the area south of the Snohomish/King County line, including Bothell Township (Bothell City Limits).

East Boundary: Area west of the Cascade Mountain Crest.

South Boundary: In Renton, 2nd Street South, northeast along Bronson Way North to and including the Maple Valley Highway (Highway 169) (Area includes everything north of this boundary). Highway 169 extending south to the Kent-Kangley Road and east along Kent-Kangley Road to the Cascade Mountain Crest, (includes all area north of Kent-Kangley Road except Maple Valley addresses.)

West Boundary: East of the western shoreline of Lake Washington from north to south. In Renton, east of the Rainier Avenue South (Highway 167).

Area 2080
North Boundary: South of south border of University Place from Ft. Steilacoom along Chamber Creek to west of 61st Avenue and Bridgeport Way to include south of the boundary of McChord AFB and south of the north and east border of McChord AFB following the north and east border of McCord AFB down to Military Road All area south of Military Road and Spanaway 152nd Street East to 160th Street East to Meridian. The area south and west of the following streets: west and south of Meridian at 200th Street East and south of the Kapowsin Highway and east to the Cascade Mountain Crest. All of the area south of the north boundary line in Pierce County. West of the Cascade Mountain Crest and East of the Pacific Ocean to the Oregon/Washington border excluding Cowlitz, Clark, Skamania, Pacific and Wahkiakum Counties. Area also includes in Mason County the area west of an imaginary line diagonal line drawn from the north at the Hood Canal waters' edge by Twanoh State Park on Highway 106 to the end of Thomas Road and the waters' edge of Pickering Passage. Includes area west of Mason Benson Road East, and west of Northeast of East Grapevine Loop Road and west of the Hood Canal in Mason County.

Area 2085
North & East Boundary of the Kitsap Peninsula: Puget Sound

South Boundary: Tacoma-Narrows Bridge

East/South Boundary: Includes all Islands, such as Key Peninsula and Fox Island, that connect to the Kitsap Peninsula.

West Boundary: Waters' edge of Hood Canal on the west side of the Kitsap Peninsula from the north at Port Gamble/Hood Canal Bridge to the southern tip (Tacoma-Narrows Bridge). Includes all of the Islands that connect to the Kitsap Peninsula (Key Peninsula & Fox Island).

South/West Boundary In Mason County (Connects to Area 2080): Includes all area east of an imaginary diagonal line drawn from the north Hood Canal waters' edge by Twanoh State Park on Highway 106 to the end of Thomas Road and the waters' edge of Pickering Passage (includes all area east of Mason Benson Road East, Grapevine Loop Road and east of the Hood Canal which is part of Mason County).

<u>Area 2090</u>
All of the area of Cowlitz, Clark, Skamania, Pacific and Wahkiakum Counties.

<u>The Eastern Washington District shall be divided into the following voting areas</u>:

All of State of Washington east of the Cascade Mountain crest excluding Klickitat County, but including the state of Idaho and Montana.

Area4010: Spokane County in Washington, all Counties in Idaho except Bonner and Boundary which are part of Area 4040, and all of the State of Montana.

Area 4030: The Counties of Okanogan, Chelan, Douglas, Grant, Lincoln, Kittatas, Adams, Whitman, Yakima, Benton, Franklin, Walla Walla, Columbia, Garfield, and Asotin in the State of Washington.

Area 4040: Ferry, Stevens, and Pend Oreille Counties in the State of Washington, Bonner and Boundary Counties in the State of Idaho

<u>The Oregon District shall be divided into the following voting areas</u>:

Includes all counties in the State of Oregon. South Boundary: Oregon/California Border includes Klickitat County, Washington.

<u>Area 6010</u>
The state of Oregon, east of the Pacific Ocean and south of the Columbia River to include Clatsop, Columbia, Tillamook, Washington, Yamhill and Multnomah Counties.

<u>Area 6025</u>
The state of Oregon, east of Multnomah County including the counties of Hood River, Wasco, Sherman, Gilliam, Morrow, Umatilla, Union and Wallawa. Includes Klickitat County in the state of Washington.

<u>Area 6030</u>
All of the area of Clackamas County.

<u>Area 6040</u>
All of the area of Polk, Marion, Benton, Linn Counties and all the area east of the panhandles of Lane and Douglas counties.

<u>Area 6050</u>
All of the area east of the Pacific Ocean, including all of Coos and Curry Counties, as well as the panhandle of Douglas County south of the Siltcoos River, west and south from Roman Nose Mountain to the Coos County line.

<u>Area 6060</u>
All the area from the northern Lincoln County line to the southern Lane County line bordered on the east by the western boundaries of Polk and Benton Counties and a line running due south from the southwest corner of Benton County to the southern Lane County line and bordered on the west by the Pacific Ocean.

<u>Area 6065</u>
The state of Oregon including the counties of Jefferson, Wheeler, Crook, Grant, Baker, Malher, Harney, Klamath, Deschutes, Lake, Josephine and Jackson.

Board of Directors Duties

Committee Management: A Guideline for the Executive Board

- **NwRSA By-Laws Article IX: Standing Committees** states:
  "Committee Chairs and other committee members are appointed by the President with the approval of the Board of Directors."

- **NwRSA By-Laws, Article IV: Executive Committee, B. Responsibilities of the Executive Committee** states:

  "To publish and maintain a calendar of scheduled elections, board meetings, committee activities and other Association events at the beginning of each fiscal year."

  "To ensure that committees are functioning in accordance with established procedures."

  "To recommend formation and appointments which must be voted on by the Board of Directors."

- A nomination for Committee Chair may be made at a Board Meeting but the appointment should not be made until the following can be completed:

  1. The President should review the nomination of a person for the Chair of a Standing Committee or committee established by the Board of Directors for a specific task to verify that person is a "Member in Good Standing".

     a. For the purposes of this guideline, a **"**Member in Good Standing**"** is one whose organization dues are current and who has not incurred any debt with the organization.

2. The President should determine if the position requires any special skills or prerequisite abilities and if the nominee meets those requirements.

- Once this review is completed, then the President may present the appointment to the Board of Directors for approval at a regular or special meeting of the board. If the appointment is considered to be an emergency, the President may present the appointment to the Board through e-mail or mail. A record of responses should be made and reported at the next regular meeting for inclusion in the organization minutes.

- In the event a Committee Chairperson desires to leave the position, they should provide the Executive Board with a thirty day notice of this action to permit the selection process and avoid a Chair vacancy. They should include with their resignation a complete report for the Board of Directors of the committee's current status.

The Executive Committee

According to the Revised By-Laws approved by the Board of Directors on February 20, 2001, the **Executive Committee** consists of the President, Vice President, Secretary and Treasurer. These are to be nominated and elected by and from the General Membership. Term of office is two years with the President and Secretary elected in odd years, the Vice President and Treasurer elected in even years. An Executive Officer can serve no more than two consecutive terms in the same office.

Qualifications of the Officers

President: To provide organizational continuity, previous experience as Director or as an Officer is required. An added bonus would be experience on one or more of the Committees, but this is not required.

Vice President: While previous experience as Director, Officer, or Committee Chair would be preferred, it is not a requirement.

Secretary: While previous experience within the organization is preferred, the primary qualification is the ability to take notes at Board Meetings and write up the Minutes in a timely fashion for publication in *Loose Threads*.

Treasurer: The primary qualification is a business background with a strong emphasis on bookkeeping or accounting experience. Previous experience within NwRSA would be helpful but not essential.

Duties of the Executive Committee

President

- Presides at all Board Meetings

- Prepares a written Agenda of Business to be discussed at Board Meetings and publishes in *Loose Threads* the month prior to the meeting
- Is ex-officio member of all committees except Election Committee
- Appoints Committee Members and the Election Committee with the advice and consent of the Board of Directors
- Advises the General Membership when the Election Committee should convene and the schedule for Elections
- Is co-signer for all treasury activities
- Acts as a liaison with all Directors
- Casts the deciding vote at Board Meetings in cases of a tied vote

Vice President

- Presides at Board Meetings if the President is absent
- Is responsible for Board of Directors training
- Acts as a scheduling coordinator for NwRSA sanctioned activities such as retreats and other regularly scheduled annual events
- Is Chair of the Procedures Committee
- Is one of four co-signers for treasury activity

Secretary

- Keeps all Association Minutes and other official business documents
- Maintains the archival files of all Official Association Documents including copies of *Loose Threads*
- Provides Minutes of all Board Meetings to the newsletter
- Maintains and publishes By-Laws changes. When a change to the By-Laws is approved by the Board of Directors, the Secretary publishes a Revised By-Laws for use in *Loose Threads*, Annual Roster, and on the website. This revised By-Laws is included in the archival files.
- Is one of four co-signers for treasury activity

Treasurer

- Is responsible for the receiving and payment of funds, the financial records of NwRSA and submitting to State or Federal Agencies whatever documentation necessary to maintain the non-profit status of the organization.
- Prepares a draft budget and publishes it in the April issue of *Loose Threads* (it will need to be submitted to the Editor no later than March 10), so Directors have the opportunity to go over it with their members before approval by the Board of Directors at the Conference Board Meeting
- Makes financial recommendations to the Board of Directors
- Prepares a financial report for Board Meetings that is also published in *Loose Threads*
- Is a member of the Membership Committee and the Grants Committee
- Works with the Audit Committee during the annual review of all financial records

Directors at Large

Directors and Alternates must be current members and are elected by a majority vote of members residing within the District by mailed ballots as prescribed by the Board of Directors and outlined in the Procedure Manual. Directors at Large (District Directors) and Alternates are elected in odd numbered years and serve a two-year term. Directors and Alternates can serve up to three consecutive terms in office without a one-year intervention between terms.

Duties and Responsibilities of Directors at Large and Alternates

- Attend all Board Meetings and participate in Board Training
- Travel to visit Area Meetings
  Because most of the Districts cover very large geographic areas, it is unrealistic for the Director at Large or Alternate to travel throughout the entire District at their own expense. Whenever possible, the Annual Budget should allocate a minimum of $600.00 for travel expense in the Eastern Washington District and the Oregon District. Western Washington does not encompass such a large geographic area so should only be allocated $200.00 for travel expense. If possible, the Director at Large and the Alternate could divide up travel to attend Area Meetings to keep expense to a minimum.
- Assist Area Directors within their District, including problem solving if necessary
  Help promote the art and craft of spinning throughout their District
  Facilitate Area meetings and activities as mutually agreed upon with the Area Director
- Expedite Committee Activities
  Facilitate and support the Workshop Committee, assist the Conference Committee, and serve on other Committees as may be required.
- Help with Elections
  Work with Elections Committee to provide names of possible candidates for Area Directors and Alternates. Help develop leadership within the District and encourage members to participate as Directors or Alternates.
- Encourage District Members to contribute articles of interest to *Loose Threads*.
- Coordinate Formation of New Areas
  Work with Area Directors to create new Areas with at least ten active members within a logical geographic boundary and help write boundary descriptions
  Assist in training Area Director and Alternate for the new Areas
- Hold a District Meeting at least once during their term of office and preferably annually.

Area Directors

Area Directors and Alternates must be current members and are elected by a majority vote of members residing within the Area by mailed ballot as prescribed by the Board of Directors and outlined in the Procedure Manual. Area Directors and Alternates are elected in even years for a two- year term, and can serve up to three consecutive terms in office without a one-year intervention between terms.

Duties and Responsibilities of Area Directors

- Hold regular meetings within their area to promote fellowship and spinning related educational projects
- Encourage committee participation by their members
- Attend all Board Meetings and participate in Board Training
- Act as liaison between their members, the Board of Directors, and Committees by polling members on business matters so can vote accordingly at Board Meetings
- Inform Directors at Large of challenges or potential difficulties and request their assistance. Also report the situation to the Board of Directors as appropriate.
- Provide information of activities and calendar of events to *Loose Threads*, Web Site, and Publicity Committee
- Promote the art and craft of spinning in their local area, community, and district through educational displays and demonstrations
- Encourage new membership and membership retention
- Attend District meetings or Regional retreats
- Assist in forming new Area boundaries

Area Alternates

- Assist the Director in all the above
- Represent their Area at Board Meetings if the Director is absent
- Is the contact person for local papers concerning spinning activities
- Help host Area or District Spin-Ins and meetings

Proxy: Northwest Regional Spinners Association, Inc.

Since I will not be able to attend the Northwest Regional Spinner's Association Board Meeting scheduled for (day of week, date of meeting) to be held in (City and State), I have asked ____________________________ to act on behalf of myself as officially elected Area or District Director and the members I represent. Duties and Responsibilities given with this Proxy include voting on business matters brought before the Board as well as whatever other duties may be necessary to conduct official business. I request the Secretary of the Board be authorized to enter the following votes in accordance to the preferences expressed by the members of Area ___________ or _____________________ District.

Please list Agenda Topics and whether the vote should be FOR or AGAINST. If nothing is listed, it is expressly understood the individual named as Proxy Holder is to conduct business as if they were the duly elected representative.

Signature____

Director of Area ______________________or of ______________________District

Dated this _________ Day of _____________________________

Please check the applicable box below:

- ☐ The person named as Proxy Holder is a current Member of Area ________ and by means of this Proxy can be counted as part of the required Quorum as well as conducting business
- ☐ I have assigned this Proxy to the Director at Large for my District and understand it cannot be counted as part of the required Quorum but can be used for all other business matters
- ☐ I have assigned this Proxy to _____________________________________, Director or Alternate of Area ___________ and understand it cannot be counted as part of the required Quorum but can be used for all other business matters.

Nominations and Election Procedures

By-Laws require that the President appoint an Election Committee with the advice and consent of the Board of Directors at the **Conference Board Meeting** each year. The purpose of the Election Committee is:

- To solicit nominations for all Directors, Alternates, and Executive Officers
- To submit a written slate of candidates and their qualifications by **October 10** of each year for publication in the November/December issue of the newsletter
- To conduct the annual election and vote tally
- To submit results of the elections to the Secretary
- To report election results at the Winter Board Meeting
- To publish the results of the election in the newsletter immediately following Winter Board Meeting.

Election Committee Members

- One member from each NwRSA District with one of that number appointed Chair.
- Committee members may not be current Executive Officers, District or Area Directors or Alternates, as that would constitute a conflict of interest.

Nominations and Elections Timeline

- Nomination procedures are to begin at the Conference Board Meeting
- Every effort must be made to finalize nominations by the Fall Board Meeting so the Ballot can be published in the November – December issue of *Loose Threads.*
- Ballots should be in the hands of all current members by January 1, and returned to the Elections Chair for tallying no later than January 25th
- As a cost saving option, a printed ballot that can be voted and mailed back to the Elections Committee Chairperson can be published in *Loose Threads* (If this is done it is important that Area Directors and Alternates urge all members to vote and return the ballot by the published deadline

Timeline for Election of Executive Officers and Directors

- District Directors and Alternates are elected in odd numbered years
- Area Directors and Alternates are elected in even numbered years
- Directors and Alternates may not serve more than three consecutive terms without at least a one year hiatus between terms
- The President and the Secretary are elected in odd numbered years
- The Vice President and the Treasurer are elected in even numbered years
- Executive Officers may not serve more than two consecutive terms in a single office

Nomination Procedures

- Nominations for Directors and Alternates are made by the general membership of the appropriate Area or District and submitted in written form signed by two members to the Election Committee Chair in time for the Elections Committee to submit the slate of candidates for publication in the November/December *Loose Threads.*
- Nominations for the Executive Board are made by the Elections Committee with suggestions welcome from the general membership
- Committee Members are to solicit candidates if no nominations are received from the Area or District members
- The Bylaws call for two or more candidates for each position
- The Elections Committee verifies with Membership that all candidates are current members

Election Procedures

- Because Election Committee members must come from each District, it may not be possible for all of them to meet for the tallying of votes. At least two of the current three District members should meet for the tally session. If that is not possible, the Committee Chair can request an Executive Officer, District Director, or Area Director who is not on the current ballot to assist in the tally
- Tabulated ballots should be given to the Executive Secretary with the official count at the Winter Board Meeting. Rather than keep the paperwork forever, the Secretary can discard the ballots following the General Membership Meeting at Conference when the newly elected Officers, Directors and Alternates take office.

<u>Sample Ballot for NwRSA Elections: January, 20XX</u>

Please vote and return this ballot immediately to (name of election chairperson), Election Chairperson, (mailing address), City, State Zip Code. Circle the candidate you are voting for or write in another candidate on the adjacent blank. **THE BALLOT MUST BE POSTMARKED BY 1/25/XX!!!** Thank you for your participation.

All members please vote for one in each of these positions:

Vice President-Candidate ________________ Treasurer-Candidate ________________

Please vote for <u>your</u> Area Representative and Alternate ONLY! If you have questions concerning which Area you are in, please refer to the Roster.

Area 2005: Olympic Peninsula
Representative-Candidate ________________ Alternate-Candidate ________________

Area 2006: The Islands
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2010: North Central Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2015: North Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2030: Central Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2050: West Central Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2055: Vashon Island
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2060: East Central Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2080: South Central Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2085: Kitsap Peninsula
Representative- Candidate ________________ Alternate-Candidate ________________

Area 2090: South Western Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 4010: North Eastern Washington / Idaho / Montana
Representative- Candidate ________________ Alternate-Candidate ________________

Area 4030: Central Eastern Washington
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6010: Northwest Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6025: Northeast Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6030: Central Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6040: South Central Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6050: Western Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6055: Southwestern Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6060: Coastal Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

Area 6065: Southeastern Oregon
Representative- Candidate ________________ Alternate-Candidate ________________

tape or staple here after folding

---fold here ---

Name of Election Chairperson
Street Address
City, State, Zip Code

Name of Election Chairperson
Street Address
City, State, Zip Code

Area __________

-- fold here --

Ballot: Northwest Regional Spinners' Association
January, 20XX

All members vote on the following two offices. Vote by placing a check in front of the candidate of your choice.

FOR PRESIDENT (Vote for one)
_______ Candidate Name and Area #

FOR SECRETARY (Vote for one)
_______ Candidate Name and Area #
_______ Candidate Name and Area #

* *

Vote on the following if you live in western Washington, except for Klickitat County:

FOR DIRECTOR AT LARGE, WESTERN WASHINGTON DISTRICT (Vote for one)
_______ Candidate Name and Area #
_______ Candidate Name and Area #

FOR ALTERNATE (Vote for one)
_______ Candidate Name and Area #

* *

Vote on the following if you live in eastern Washington, Montana, or all of Idaho except the portion west of Highway 93 and south of the southern Idaho County line.

FOR DIRECTOR AT LARGE, EASTERN WASHINGTON DISTRICT (Vote for one)
_______ Candidate Name and Area #

FOR ALTERNATE (Vote for one)
_______ Candidate Name and Area #

* *

Vote on the following if you live in Oregon, in Klickitat County, Washington, or in Idaho west of Highway 93 and south of the southern Idaho County line.

FOR DIRECTOR AT LARGE, OREGON DISTRICT (Vote for one)
_______ Candidate Name and Area #

FOR ALTERNATE (Vote for one)
_______ Candidate Name and Area #

* *

Your area number: _____________ Your zip code: ________________

Please vote and return this ballot immediately to [Name of Election Chairperson], Election Chairperson, [Mailing Address], [City, State Zip Code]. **THE BALLOT MUST BE POSTMARKED** BY 1/25/XX!!! Thank you for your participation.

tape or staple here after folding

---fold here ---

Name of Election Chairperson
Street Address
City, State, Zip Code

Name of Election Chairperson
Street Address
City, State, Zip Code

Area __________

---fold here ---

NwRSA Corporate Information

Organized in 1983 and Incorporated as a Non-Profit Corporation in the State of Washington on May 8, 1986. Officially recognized by the United States Department of the Treasury as a Section 501(c)(7) Non-Profit Organization on November 7, 1987.

Insurance Agent: Safeco

NwRSA has a $1,000,000.00 General Liability Insurance Policy that also includes a fiscal responsibility type of clause to cover members who sign on our bank accounts.

Facilities used for NwRSA activities such as Conference, retreats, and other NwRSA sponsored meetings usually require proof of Liability Insurance.

Please contact the acting Treasurer for Insurance information.

You can request a copy of the Certificate to be sent to the NwRSA member who is organizing the event.

Bank Accounts

NwRSA currently has four accounts:

General Checking Account
Conference Checking Account
Certificate of Deposit (Lee Kirschner Lewis Fund)
Camp Burton Account

The home office for all three accounts is:

JP Morgan Chase Bank, N.A.
Alderwood Financial Center
3321 184th Street SW
Lynnwood, WA 98037
425-774-8848

NwRSA Finances

NwRSA has two primary sources of income: Membership Dues and *Loose Threads* advertising.

Annual Budget

Our budget is an estimate of how much money NwRSA expects to receive during the next year and how much of that money is allocated to which type of expense. Our fiscal year starts June 1 and ends May 31 each year.

It is important that Budgeted Income and Expenditures match up. It is best if advertising income can at least partially offset the cost of publishing Loose Threads. At the Winter 2000 Board Meeting, the Board voted to have Conference Funds in excess $6,000.00 seed money be transferred back into the General Fund each year. However, there may or may not be excess funds each year.

How the Budget is Developed

- Treasurer develops a proposed budget targeting publication in the Loose Threads April issue (must be to Editor by March 10). Prior budget utilization, trends in membership and expenses may all be considered when creating a proposed budget.
- The Newsletter Editor, Membership Chairperson and other committee Chairpersons, officers, etc. give the Treasurer itemized yearly expense estimation in time for the Treasurer to publish the proposed budget to the Board of Directors. The Directors go over the proposed budget with their Area members.
- The final budget is discussed and adopted at the Conference Board Meeting at the start of the new fiscal year.

Required Reports

The Treasurer should prepare a Treasurer's Report for each board meeting. This report should show all receipts and expenses since the last board meeting and the current balance. The treasurer should also prepare a budget report showing year-to-date how the income and expenses compare to the current budget for that year. Budget line items can be adjusted up or down as the Board sees fit. At the Annual Conference Board Meeting, the Treasurer should present a new proposed budget for discussion and adoption. Any changes should be made as needed. After a Board Meeting, Budget and Treasurer reports should be forwarded to the Loose Threads Editor for publication.

How to get reimbursed for legitimate NwRSA expenses

- Complete a NwRSA Payment Request Voucher
- Receipts, documents etc. must be attached to receive payment.
- Send the completed form to the Treasurer for payment
- Any unusual expense, or one that has not been included in the Annual Budget, will need to be presented to the Board for approval before the expense can be reimbursed. If the

expense can be anticipated it is best to receive approval prior to incurring the expense to avoid the potential of non reimbursement.

Signature Cards

New signature cards can be signed at any Chase *(JPMorgan Chase Bank, N.A.)* Branch. A current signer must accompany new signers. Signers being removed from accounts also need to be personally present in the branch to request their names be removed from the account. Board Minutes or a resolution may be used to verify appropriate signers to the bank representative. Signers should include the following members of the Executive Board: Treasurer, President, Vice-President, and Secretary.

Bank Instruments

New checkbooks or deposit slips can be requested by any signer. The Treasurer must be aware of this request as these items will be shipped to her/him. Deposit slips should be held by the Treasurer, Membership Chairman, and *Loose Threads* advertising chairman. Notice of all deposits need to be sent to the Treasurer for accounting purposes so that they will be credited to the appropriate account. The checkbook should in the possession of the Treasurer.

Annual Audit

Once per year after the annual board meeting the organization's books should be audited. According to the By-Laws, this should occur by August 31st or 90 days after the end of the fiscal year. The Treasurer should utilize the "NwRSA Treasurer Preparation Checklist to prepare for the audit. Auditors will complete the "Audit Checklist-NwRSA General Accounts" and report on the results to the Board of Directors.

NwRSA Treasurer Preparation Checklist

This checklist is to assist the Treasurer in preparing for the Annual Audit that, according to our Bylaws, should be done within 60 days after the close of the fiscal year (May 31st). The Audit Report is presented at the Fall Board Meeting. The Treasurer books and records are to be turned over to the incoming Treasurer at Conference.

As a minimum, the following steps should be taken to allow for a smooth flowing audit:

- All bank statements should be reconciled in Quicken and printed reconciliation reports should be stapled to the monthly bank statements.
- Monthly bank statements must be in order. Attach copies of the dues deposit reports received from Membership to the corresponding month's bank statement because the Treasurer does not have access to the deposit book used by Membership and the Audit Committee must be able to verify these.
- If any bank statements are not available for any reason, log onto the Chase website and print one out.
- Copies of all Board Meeting minutes, the approved budget, and the previous year-end report are to be included for review if necessary.
- Make sure you have a copy of the Treasurer's Report provided for the Board at each Board Meeting. Also, make sure a copy of the Quicken Profit – Loss Statement that you used to prepare the Treasurer's Report is attached.
- Provide a copy of the previous year-end report so the audit committee can look for any major differences between the years.
- Have a copy of the current bank signature cards available for review.
- Print out a Check Register report in Quicken for the necessary period of time.
- If you have had any major problem or an issue that may make the audit process complicated, prepare a written note to the Audit Committee to give them some background information (i.e., the Board approved a $400 expense to the new Librarian for transportation expenses).
- If the fiscal year-end Miscellaneous Expenses is over $200, print a detail report in Quicken to show the individual items.

Audit Checklist: NwRSA General Accounts

Date of Audit:____________________ Period Covered:_________________

Date of Last Audit and Period Covered:_____________________________________

The purpose of the audit checklist is to provide the Audit Committee with a guideline with which to conduct an inspection of the books and records and a review of the financial management practices of the NwRSA.

Financial Reports

1. Was there any evidence that the board had reviewed and approved the budget? If "No", explain:	Yes/No
2. Did the reports categorize all income and expenses?	Yes/No
3. Were there any uncategorized income and expense items?	Yes/No
4. Did you find a proper invoice or receipt for each expenditure based on a sample selection? If "No", explain:	Yes/No

Bank Accounts

Which bank does NwRSA maintain it's checking account?

1. Is there a savings account? If "Yes", at which bank?	Yes/No
2. Are there any CDs? If "Yes", what is maturity date?	Yes/No
3. Are all checks imprinted with sequential numbers?	Yes/No
4. Are all checks accounted for? If "No", explain:	Yes/No
5. Were there any outstanding checks? If so, list check numbers and amounts. (X in the "C" column indicates check has cleared)	Yes/No
6. Is there a copy of the current JP Morgan Chase Bank, N.A. signature card included to verify authorized signatures?	Yes/No
7. Have the bank statements been reconciled monthly?	Yes/No
8. Do the written Quicken reconciliation reports balance with the bank statements? If "No", explain:	Yes/No
9. Do deposit slips, entries to checkbook, and entries to Quicken monthly reports agree? If "No", explain:	Yes/No
10. Did the expenses fall within budgeted expectations? If "No", explain:	Yes/No
11. Were there any significant differences between this year's and last year's income and expenses? If so, please explain:	Yes/No
12. Are there any checks written for cash? If "Yes", explain:	Yes/No
13. Do the checks written to individuals for reimbursement in your representative sample have a payment request voucher? If "No", explain:	Yes/No

Other

1. Were the books and records legible?	Yes/No
2. Were the books and records maintained in ink?	Yes/No
3. Were the books and records maintained on the computer? If "Yes", were printed copies made available to the board and Audit Committee?	Yes/No Yes/No
4. Were there questions that could not be answered by an examination of the books and records?	Yes/No
5. Was the Treasurer cooperative during the Audit?	Yes/No
6. Was a copy of the 501c(7) IRS approval form included with the records?	Yes/No
7. Did you verify that NwRSA renewed its general liability insurance? If "No", explain:	Yes/No

Comments And Recommendations Of The Audit Committee:

Committee Members:

(Signature) **(Printed Name)**

(Signature) **(Printed Name)**

(Signature) **(Printed Name)**

Northwest Regional Spinners Association, Inc.

Payment Request Voucher

Date of Request: ____

Pay to: ____

Mailing Address: ___________________________________

____

For: ____

List all Items Below and Attach Receipt Copies

Date	Item Descriptions	Amount
	Total Payment Requested	**$**

Send Payment Request Voucher and Attached Receipts
To the Current NwRSA Treasurer for Payment

For Treasurer's Use Only

Date Paid:

Check #

Parliamentary Procedure

The aims of parliamentary law are:

- To expedite business
- To maintain order
- To insure justice and equality
- To accomplish the objects of the Organization

Robert's Rules of Order states that "American Parliamentary Law is built on the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all these together.

Basic Principles Include:

1. Only one question can be considered at a time. It must be put in the form of a motion, moved by one member, seconded by another and must be stated by the presiding officer. After that, it is open to debate and amendment.
2. No one can make a motion or speak in debate until they have risen, addressed the presiding officer by their proper title, has been recognized by the Chair, and thus has "obtained the floor".
3. No one should speak unreasonably long, or more than twice on the same question on the same day without permission of the assembly
4. No member should speak a second time on the same question until everyone else desiring to speak has done so.
5. When a question is once before the assembly, it must be adopted, rejected by a vote, or disposed of in some other way before any other subject can be introduced except certain ones entitled to the privilege.
6. All members of the Board are equal. Every member has the same rights to introduce business, to participate in debate, and to vote in accordance to the Bylaws of the organization.
7. A quorum (minimum number of members as established in the Bylaws) must be present to transact business.
8. A question once settled may not be presented again in the same form, in the same session. This is to avoid waste of time. The only way to bring it back in the same meeting is to move to reconsider. Some motions may not be reconsidered.
9. A majority vote decides a question except in cases where basic rights of members are involved. Then a larger vote is required.
10. A two-thirds vote is necessary for any motion that deprives a member of their rights…such as changing rules of debate, cutting off debate, closing nominations, closing polls, rescinding action without notice, etc.
11. Silence gives consent. Those who do not vote when the vote is taken, by their silence agree to go along with the decision of the majority.

Making a Motion
A Motion is the means by which all business is introduced to an assembly. There are six steps necessary to putting a motion to the floor and disposing of it.

Before these steps you should raise your hand or stand up to be recognized by the presiding officer.

1. Make a motion: "*I move that…*"
2. Second the motion (person seconding the motion does not need to be recognized by the presiding officer)
3. Chair states the motion
4. Chair calls for debate
5. Chair puts the question to a vote
6. Chair announces the results

To Introduce Business
Make a motion: "*I move that (or to)…*"

To Change a Motion
Move to Amend:

1. By adding: "*I move to amend by adding the words…*"
2. By inserting: "*I move to amend the motion by striking out the word(s)…*"
3. By striking out: "*I move to amend the motion by striking out the word(s)…*"
4. By striking out and inserting: "*I move to amend the motion by striking out the words…and inserting the words…*"
5. By substituting: "*I move to substitute for the pending resolution the following…*" or "*I move to substitute for the second paragraph the following paragraph…*"

To Accept an Amendment
The maker of a motion may accept an amendment with consent of the assembly if the chair has stated the motion, usually with general consent.

To Reject or "Kill" a Motion
Postpone it indefinitely: "*I move to postpone the question indefinitely.*" If adopted, it "kills" the question without bringing it to a vote.

To Defer Action
If the assembly needs more information, refer it to a Committee. "*I move to refer this matter to the…Committee*" or "*I move to refer this matter to a committee of three, appointed by the chair to investigate and report at the next meeting.*"

Postpone It Definitely
When you feel you need more time, or more information which will arrive soon, or you want to wait for more members to arrive, say: "*I move to postpone this question until after (lunch, 2:00,*

next meeting, etc.)" A question cannot be postponed past the time of the next regular meeting but at that time it can be postponed again.

Lay It On The Table
When you lay a question aside temporarily until another matter is discussed. Say: "*I move to lay the question on the table.*" A time is not stated in the motion. Using this motion to "Kill" a question is not correct usage.

The question may be taken from the table any time after intervening business has been completed. If not taken from the table by the end of the next meeting, it dies. To take a question from the table say: "*I move to take from the table the question that…*"

To Limit or Stop Debate
If time is short and members are taking a great deal of time or stating the same things over again, say: "*I move to limit debate to two minutes per person*" or "*I move to limit debate on this question to twenty minutes in all.*"

Move the Previous
When you wish to stop debate on a question or prevent further amendments and bring it to a vote immediately, say: "*I move the previous question.*" Let's stop talking and vote right away.

To Withdraw a Motion
Before the motion is stated by the Chair, it belongs to the maker and all that is necessary is to say: "*Madam (or Mr.) Chairperson, I withdraw my motion.*"

Point of Order
To call attention to something being done incorrectly, the point must be raised at the time the breach occurs.

Point of Information
Ask a question to get information or to call the assembly's attention to something when the question cannot be debated.

Reconsider
When you want to consider a question a second time, say: "*I move to reconsider the vote on…*" It needs a second and can only be made by someone who voted on the prevailing side and at the same meeting at which the motion you want to reconsider was made. It takes a majority vote.

Rescind
To undo some action already voted upon and adopted. Give previous notice that you intend to move to rescind and it only takes a majority vote of two-thirds without a notice.

Division of the House
Simply a demand for a re-vote. If you think there is a mistake in the results of a vote, say: "*I call for division.*" It only takes one person and needs no second.

General Consent

When you feel all are in agreement on a subject or at least no one will object, the chair says: "*If there are no objections, we will…*" and no vote need be taken unless someone objects. Then you will take a vote to do it.

Appeal

If you disagree with the Chair's decision, you say: "*I appeal from the decision of the Chair.*" It must be seconded. The Chair speaks first, each member speaks once, then the Chair speaks a second time. A tie vote sustains the Chair and the Chair may break the tie. An appeal may only be made on a ruling of the Chair and not a result of voting.

Adjourn

To stop everything and close the meeting immediately. Don't forget you may be stuck with the unfinished business at another meeting.

How-To: Rules And Procedures

Propose Change to By-Laws

Article XII: Amendments and Dissolution of our By-Laws states:
"A. These By-laws may be altered, amended, or repealed and new By-laws may be adopted by a majority of Directors present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to the membership of the intention to alter, amend, repeal, or adopt new By-laws at such as meeting."

The most practical means for notifying the membership that the Directors intend to enact such a change is to publish in *Loose Threads*. This means that if a member wishes to propose a By-Laws change they will need to plan a little. In practice, the concept is presented at a Board of Directors meeting. It is discussed then voted to notify the members via publication, then published and the final law is voted in or rejected at the next board meeting. You can see that a lot of time is used to achieve these changes. Preparation in advance will ensure success.

Be prepared. Present your written proposal this way:

- ☐ Prepare a "Background" discussion which explains why the change/new law is being considered. Include history or changing conditions that inspired the change.
- ☐ Prepare a discussion of benefits of enacting the change/new law. Sell your idea.
- ☐ In the event of a proposed change, list the current wording (exactly) of the law. In the event of a proposal for new law, list the Article effected (if it is a new Article – number it)
- ☐ Then write the proposed wording for the change/new law.

Now that you've written your proposal, you will benefit by presenting it to the Directors before the board meeting. That way they can be prepared to discuss the concept or suggest changes to your proposal that will make it work for the organization. It is not fiscally or environmentally sound to mail a paper copy of your proposal to each Director or to bring copies to a board meeting. Consider e-mail for contacting them in advance. Most Directors will have access to this system. The few who don't can be contacted by postal mail. If you do not have access to a data base of addresses, contact the Membership Chair or an Executive Board Member.

How-To: Rules And Procedures

Propose Changes to Procedures Manual

Article IV: Executive Committee of our By-Laws states:
"B. Responsibilities of the Executive Committee: 6. To make recommendations for additions and revisions to the procedures manual. Maintaining the Procedure Manual shall be the joint responsibility of the Executive Committee and the Board of Directors and is chaired by the Vice President."

Submit a proposal for a change to the Procedures Manual in writing to the Vice President.

- ☐ Prepare a "Background" discussion which explains why the change/new rule or procedure is being considered. Include history or changing conditions that inspired the change.
- ☐ Prepare a discussion of benefits of enacting the change/new rule or procedure. Sell your idea.
- ☐ In the event of a proposed change, list the current wording (exactly) of the rule/procedure. In the event of a proposal for new rule/procedure, list the portion of the current Manual that is effected (if it is a new item suggest a title and placement in the manual
- ☐ Then write the proposed wording for the change/new rule/procedure.

The proposal will need to be considered on a Board of Directors meeting agenda. A motion to accept the change will need to be made. When approved, the Vice President will order the publication of the change.

How-To: Rules And Procedures

Procedure for General Membership to Present Items to the Board

Individual members of NwRSA do have the right to express themselves at all Board Meetings. Basically there are two ways for any member to get the Board to listen and then act upon their ideas or concerns.

1. The first way is to attend the Board Meetings and present the proposal in person. The format followed for NwRSA's meetings calls for a Review of the Agenda for Additions. If the item you wish to bring before the Board is not already on the Agenda, you may request it be added when the Chair asks if there are any additions.
2. The second method of bringing something before the Board is to write a letter to your elected Area and/or District Representative. These letters must be read to the full Board. The Representative you sent the letter to is responsible for bringing your letter to the attention of the group. In fact, the agenda should include a "Summary of Letters Received by Board Members".

Because we have an elected representative form of government for NwRSA, only our elected Area and District representatives can make motions, second motions, or vote. This means that for proposals made by individual members to be considered during Board Meetings, a Board Member will need to so move. A member CAN make the actual motion IF any Area or District Rep follows with "I so move".

Generally a representative will assist any member to put a motion up for consideration unless the representative thinks that the proposal is without merit or contrary to the desires of members from their area or district. Another Board Member will need to second the motion.

Board members may or may not agree with the idea, but they certainly have the responsibility to help it be heard. Members have the right to participate in discussion, to present their ideas and otherwise make their wishes known to the Board Members.

Why Can't Everyone Attending Board Meetings Make Motions and Vote?

The working By-Laws adopted during the organizational phase, call for a representative form of government. Each member not only has the right but also the responsibility to vote for both an Area Director and a District Director (Director at Large) as well as for Executive Officers. Once elected, all Area and District Representatives have the responsibility to contact members within their region about NwRSA business to be truly representative of the members**.**

If everyone who happened to attend the Board meetings participated in the actual business meeting (making motions, seconding motions and voting), NwRSA would soon be controlled only by those members with the time and money to travel from meeting to meeting. That certainly would not be fair to the rest of the members who could not attend every meeting. Board Meetings are scheduled throughout the entire region to encourage members to at least attend the ones closer to them. Even with its shortcomings, the representative form is still most fair. Members elect a representative and should feel free to let that person know their ideas, concerns, comments, etc. The elected representative is responsible for attending Board Meetings and presenting the ideas, concerns and comments from their constituents.

In order to give each member equal voice on such matters as change in policy or the way money is handled, these are to be published in the newsletter and each member must be given the opportunity to vote on the proposed change. These individual votes are then tallied by the representatives and used to vote accordingly. To be responsive to members within each area, the representative should cast a vote according to the majority of votes received from their district.

How-To: Rules And Procedures

Rules to be Followed When an Area Has Fewer Than 10 Members

Since the Membership Chairperson has the necessary information to provide to the Board, they are asked to make a report to the Board of Directors when an area has fewer than ten members.

Procedure to follow when less than ten members

The Membership Chairperson will notify the NwRSA President when and area has fewer than ten members.

1. The NwRSA President will contact the Director at Large to inform him/her of the problem area.
2. The Director at Large will contact the Area Director and discuss ideas to resolve the problem.
3. The Director at Large should visit the Area and meet with the members to in an attempt to offer ideas and advice on how to recruit more members.
4. The Director at Large will inform the Area Director and Area Alternate the time period allowed to resolve the problem.
5. An area will be dissolved after attempts have been made by the Director at Large and the Area Director to increase membership within the allowed time period (**to be no longer than one year**).

Procedure to follow before dissolving an Area

1. The Director at Large will contact the Area in writing to let them know that their Area needs to have ten members to continue to be an active Area.
2. The Director at Large will work with the Area in an attempt to solve the problems.
3. The Area will be allowed to continue to operate for the period of one year.
4. When all of the above procedures have been followed and the Area is unable to recruit members, a report will be made to the Board of Directors by the Director at Large recommending the Area be dissolved.
5. The Board of Directors will determine if and when the Area should be dissolved, keeping in mind that:
    a. Once an Area is dissolved, it is very difficult to revive an Area. The old Area is apt to be forgotten.
    b. Usually, there are still members in the Area who would like to continue meeting in their own geographical area. When an Area is dissolved and combined with another Area, it is much more difficult for members to attend regular Area meetings since the meetings are usually further away from where the members live.

How-To: Rules And Procedures

Procedure to follow when Area has no Area Director or Alternate

Each area must have an Area Director and Alternate. If the area cannot elect an Area Director and Alternate the following procedure must be followed.

1. The designee (or current Area Director) from the area will notify the President that the area has been unable to recruit and elect these officers despite their best efforts to do so.
2. The President will notify the Director at Large regarding these vacancies.
3. The Director at Large will contact the current Area Director (or member if there is no Area Director) in an attempt to assist in reviewing options to recruit someone.
4. The Director at Large should visit the area if at all possible to offer the members support in their efforts to recruit new leaders.
5. The area will have six months to recruit new leaders.

How-To: Rules And Procedures

Rules to Form New Voting Areas

According to Article III, Section A of the current Bylaws:

- Areas and Districts shall be established by the Board of Directors
- Voting Areas consist of units with at least 10 members residing in a contiguous geographic locations with one member willing to serve as Director and another willing to serve as Alternate
- Districts consist of a number of Voting Areas as determined by the Board of Directors
- *Voting Areas may be amended by petition to the Board of Directors by members involved by a vote of the Board on its own motion*

Procedure

Any member or group of members can start the process by contacting their current Director at Large (District Director) and Area Director. Because more than one existing Area may be affected by the creation of a new Area, the Director at Large should coordinate everything.

- Determine what the boundaries of the new proposed Area are to be and how many members live within that Area.
- Send letter – Exhibit A – to all members living within the new proposed geographical Area. Also solicit new members from within the Area
- Nominate Area Director and Alternate for proposed Area
- District Director conducts election with ballots – Exhibit B – mailed to all members within the proposed Area
- A Formal Petition – Exhibit C –will be sent to the Board of Directors that includes the following:
    1. Typewritten description of the proposed geographical area and requested 4 digit number to be assigned
    2. List of members within Area – minimum of 10
    3. Signatures of Director at Large, Area Director of proposed Area, Area Directors of existing Areas affected by this change.
- Prior to Board Meeting, the Director at Large should notify President of pending change so it can be included in the Agenda item.
- The Board of Directors will vote to create new proposed Area and welcomes elected Director to the Board.

Exhibit A: Letter to Members Living in Proposed Area

[Date of Letter]

Dear NwRSA Members

It has been brought to our attention there are currently ten or more members within our immediate area, [Description of area and proposed 4 digit numerical designation goes here].

Current Bylaws provide voting representation to a group of ten or more members living within a contiguous geographic area. With the consent of all of you, we could petition the Board of Directors to create a new area for us.

If we were to form a new Area, an Area Director and an Alternate would need to be elected to attend Board Meetings and represent us on the Board of Directors. The Alternate is encouraged to attend meetings with the Director and would represent the Area if the Director is absent.

If you are in agreement to form our own Voting Area, please indicate by marking below.
_______ Yes

If you do not want to want to become a separate area, please indicate by marking below and also your views on why. We may have overlooked some concerns.
_______ No

If you indicated YES and would be willing to serve as either Area Director or Alternate, please write your name, phone number, and email address below.

Name ________________________________ Phone ____________________
Email ________________________________

When all nominations are in, _________________________ , Director at Large, will send each of you a ballot so you can vote for the Area Director and Alternate.

Please return this form no later than (10 days from date) so all the necessary steps can be accomplished before the next Board Meeting. Your comments are important and need to be considered.

Thank you,

[Contact Person's Name, Address, Phone Number and Email]

Exhibit B: Sample Ballot

To comply with the requirements for creating a new NwRSA Area, this Ballot is being mailed to all members living in the new proposed Area [4 digit number] so you can elect our Area Director and Alternate to represent us on the Board of Directors. Please vote for the candidate of your choice and return this Ballot to the Director at Large listed below.

Area Director

Suzy Q. Anyone ________ Henry B. Everyone _________

Alternate Director

Jackie C. Everybody ________ Mary B. Anybody __________

Please return completed Ballot no later than [Date 10 days from time of mailing] to:

[Name] Director at Large
[Street Address]
[City, State, Zip Code]

Exhibit C: Petition to the Board of Directors

[Date]

Members of Northwest Regional Spinners Association living within the contiguous geographical area described below request to be recognized by the Board of Directors as Area [4 digit number]

[Description of proposed boundaries for new Area]

Names of Members Living in Area ______

[List members, verify all are current in their dues]

Name of Newly Elected Area Director and Alternate

Area Director ______________________________

Alternate _________________________________

___________________________________	___________________________________
[Name] Director at Large	[Name of new] Area Director
___________________________________	___________________________________
[Director of affected existing Area]	[Director of affected existing Area]

How-To: Rules And Procedure

Member Petition to Change Areas

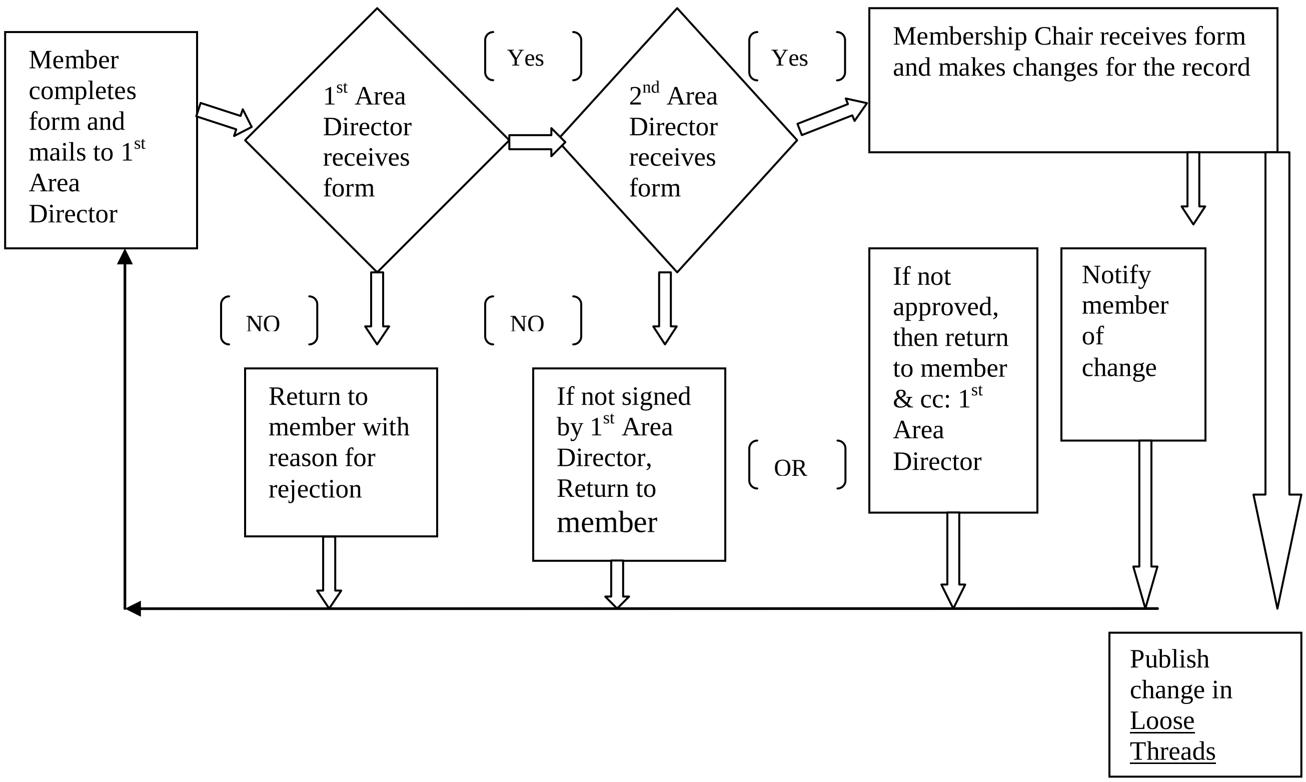
Membership Chairman should be consulted prior to initiating the Petition to Change Areas so that the member who wants to change his/her Area can be informed if there is space for new members in the requested area of transfer and so that the Area that the member would be leaving has the required number of at least 10 members. The Membership Chairman will let the petitioner know if the transfer is feasible. The Membership Chairman will respond to the request in a timely manner.

Procedure by Email (Recommended):

The member who wishes to transfer to another area makes her/his request for transfer and the reasons for the request via e-mail. In the interests of full disclosure and inclusion, the e-mail request for transfer should be sent to 3 involved parties: the current Area Director, the new Area Director, and the Membership Chair. The current Area Director responds with approval or denial to all parties by clicking the "reply to all" button. Upon receipt of this e-mail the new Area Director responds with approval or denial to all parties by clicking the "reply to all" button. If there is agreement, the Membership Chair then concludes the transaction by notifying all parties (again with the "reply to all" button") that the transfer is complete.

Procedure by Paper/Mail:

Petitioner should obtain a copy of the petition form from the Membership Chairperson, Area Director, or on NwRSA website Procedures Manual. Complete the form, filling in all the information in Section I. The petitioner should then forward the form to their current Area Director (1st Area Director) for signature. If their Area Director says "No" they should provide the member with a reason for rejection. (Example: may bring the population of the Area below the recommended membership level of 10 persons.) If the answer is "Yes", then the Area Director should forward the form to the new Area Director (2nd Area Director). The Director for the "new' Area should insure that the current Area Director has signed the petition. If not, the petition should be returned for signature before proceeding. If the New Area Director approves the petition, she/he should sign the form and forward to the Membership Chairperson. If not, they should return the application to the petitioner with a copy to the petitioner's current Area Director with the reason for the rejection. The Membership Chairperson should make the change as soon as possible in the membership database and send notice to the petitioner of the area change. They should also include the area assignment change in the next issue of "Loose Threads" with other membership changes. This form may then be filed according to the process used by the Membership Chairperson for all membership changes. It is recommended that all Area Directors and the Membership Chairperson complete the processing of the form within 7 days of receipt.


Member completes form and mails to 1st Area Director
1st Area Director receives form
Yes
2nd Area Director receives form
Yes
Membership Chair receives form and makes changes for the record
NO
NO
Return to member with reason for rejection
If not signed by 1st Area Director, Return to member
OR
If not approved, then return to member & cc: 1st Area Director
Notify member of change
Publish change in Loose Threads

NWRSA

Member Petition to Change Areas Form

Section I: Petition

To:

Area Director (Area of Residence): ____

Area #: ________

Area Director (Requested Area): ____

Area #: ________

Membership Chairperson:

I, ______________________ [please print petitioner's name], wish to change my Area Assignment from my area of residence which is Area #________, to another Area which is Area #__________. I realize that this requires the approval of both Area Directors before the Membership Chairperson may officially change my area of record. I will continue to be represented by the representative for my area of residence until I receive notification that area reassignment is approved and has been recorded by the Membership Chairperson.

Petitioner's Signature: _______________________________Date: ____________________________

Section II: Approval Signatures:

Area # ________Area Director ____

Area # ________Area Director ____

Section III: Reassignment Completed:

Membership Chairperson _____________________________Date: _____________________________

NwRSA Standing Committee Procedures

Format for Committee Reports

Each Committee Chairperson will prepare a short written report of committee activities to be presented at Board Meetings and then given to the Secretary. The Secretary will assure that the committee report is sent to be published in Loose Threads so that all members are informed of NwRSA business matters.

Format for the committee report is as follows:

[Name of Committee] met on [Date] at [Time] in/at [Place]

Members attending were [List names]

Topics discussed were:

1. [Topic Title]
    a. BRIEFLY list important points made in discussion…a few words will do.
    b. If there is a vote, the name of the person making the motion and the name of the person seconding must be stated
    c. Any motion made must be fully stated and the results of a vote indicated (motion carried or motion defeated)
    d. If a topic is discussed and no conclusion reached, that, too should be stated (This topic was put aside for discussion at a later date)
2. When all topics have been discussed and results noted, the time this meeting ended, and the date, time, and location of the next meeting concludes the report.
3. The person reporting signs the report and submits a copy to the Secretary at the Board Meeting and to the Newsletter Editor for publication.

<u>Excerpts from Conference Procedure Manual</u>

(*Editors note: The Conference Committees have the full Conference Procedures Manual. The following should answer questions related to the Conference Formula and the Timeline.*)

<u>The Conference Formula</u>

Date:

The NwRSA Fiscal Year runs from June 1 through May 31. Because corporations are required by law to have a General Membership Meeting towards the end or the beginning of each Fiscal Year, historically Conference is scheduled for the first Thursday, Friday, Saturday, and Sunday in June although depending on the calendar, it may end up being the last few days in May and the first day or so in June. For example, Conference 2003 was May 29, 30, 31, June 1 while the 2004 Conference was the preferred time of June 3 – 6. *Please make every effort to schedule our Conference during these times.* Other venues such as WeGO, M.E.O.W., ANWG, and Black Sheep Gathering also schedule their events around that same time which makes it extremely important to book a potential location facility well in advance. Another potential scheduling challenge is the end of the school year and Commencement at individual colleges. In fact, it sometimes is best to reserve the facility at the end of each Conference for three years later. The reservation can always be cancelled if another facility proves better a year or so later.

Conference Format:

This is the one big event that ties our entire group together. Many members belong to NwRSA just to attend Conference. The formal conference format has been proven throughout the years. By that we mean an event geared for learning, sharing, and relaxing away from family needs and daily chores. Our format has been enormously successful. *Please stay within this proven format.*

College campuses work well because their Conference Facility Staffs are geared to handle large groups such as ours. Look around for comparable Conferences and the only ones close are SOAR and Convergence at considerably higher cost. That makes our Conference a fantastic value but remember you are never going to please everyone. Things will vary from location to location but if you stick to the same dates and the same general format, you will have the advantage of many years experience and hard work.

Recommended Time Line:

In the past, two years prior to Conference, the President with advice and consent of the Board would name an initial Conference Committee consisting of at least four members…one to work with the college, one to be Registrar-Treasurer, one to deal with classes and instructors, and one to be in charge of vendors and the gallery.

The 2009 Conference Committee recommends that these appointments need to be *three years* in advance primarily because of reserving the Conference Facility, deciding Conference Theme, booking name instructors, and keynote speakers. This initial committee should decide among them who the spokesperson will be… the one individual to coordinate questions from members etc… although it is expected conference decisions will be made jointly by the entire committee. Volunteers for additional committee responsibilities do not require Board appointment but can be recruited during this first year. These positions include individuals to serve as Coordinators for Volunteers, Gallery, Publications, Door Prizes and Basket Drawings, plus someone to act as Committee Secretary.

The Committee needs to arrange for a Conference location as soon as possible because colleges are now hosting many other Conferences and we want to keep a preferred status. Since other venues are scheduling their Conferences within the same general time frame, it is advisable to reserve each college facility at the end of each Conference three years in advance for the next time scheduled in that part of the Region.

Three Years Prior to Conference

- Conferences are rotated from Western Washington to Eastern Washington and Idaho to Oregon so that every three years each District hosts our Conference.
- Dates for Conference are the first Thursday, Friday, Saturday, Sunday in June although depending upon the calendar, the dates may be the last part of May and the first part of June. As a Corporation, we are required to have a General Membership Meeting the end or beginning of our Fiscal Year which is June 1 through May 31 and what better time too have such a meeting than at Conference. If we try to hold Conference earlier in May, there is frequently a conflict with college Commencements and the end of school.
- Many well-known instructors have teaching engagements booked several years out which means the Committee should consider making initial contacts as soon as dates and location are set.
- Decide on Conference Theme and start thinking about a theme contest of some kind.
- Schedule Conference Committee Meetings – very few will be required this first year but meeting every four to six weeks the next two years will most likely be necessary.

Two Years Prior to Conference

- Send information to *Spin Off* for publication in the spring issue two years before Conference giving dates, location, and requesting that interested instructors contact the Conference Committee.
- Start thinking seriously about a Keynote Speaker.

One Year Prior to Conference

- Contact college to confirm reserved dates and requested facilities.
- Announce dates, location, and Conference Theme during the General Meeting of the current Conference.
- Do an article for *Loose Threads* to announce what, when, where…deadline for July – August issue is June 10th.
- Request class proposals from teachers and begin soliciting instructors.
- Determine maximum number of classes that can be offered based on available classroom space. At some locations, this is not a problem because plenty of classroom space is available.

- Do an article for *Loose Threads* covering all the above information – June 10th publication deadline.
- Start looking for volunteers to do name tags, be in charge of goodie bags, help with the Gallery, etc.
- Secure a Keynote Speaker…possibly one of the "name" instructors or someone brought in just for that purpose.
- Set up email address for Conference and contact information to go into *Loose Threads* and on the website.

July Before Conference

- Traditionally, $5 - $6 of the Conference Registration Fee goes to purchase a Conference Gift that is given to everyone attending Conference. In years past this has been tote bags, sheep pins, mugs, scarves, etc.
- The 2009 Conference set up an account with www.cafepress.com so members could order shirts, sweatshirts, coffee mugs as well as several other items, direct and the Committee did not have to physically handle these items as had been necessary in previous years. If subsequent Committees decide to go this route, really need to publicize the site and suggest grouping orders from several individuals to reduce shipping charges. May not be the best option for our group.
- Start sending solicitation letters to prospective instructors to ask if they would be interested in teaching, what classes they would prefer teaching, fee schedules, etc. Strive for a mix of skill levels, spinning and spinning related, as well as other fiber related classes. It is always good to have at least one or two lecture-type classes without enrollment limits to accommodate late registrants.
- Start publicizing whatever the Gallery Theme People's Choice Contest will be.
- Send announcements for Calendar of Events columns in *Spin Off, Handwoven,* and other fiber magazines.

October Before Conference

- October 1: Deadline for teacher proposals. If too many instructors respond and choices have to be made, please do send a letter to those you have decided not to use. Send selected instructors a class outline, contract, and stamped return envelope.
- Decide on Conference Gift and get the gift ordered.
- Begin informational ads in *Loose Threads*.
- Finalize registration rules…open spin days, number of vendors per booth, refund policy. Some of these factors will be dependent on the Conference location.
- Discuss Door Prizes and whether these will be purchased with part of conference proceeds, certificates from vendors, registration for the next year's conference, etc.
- Solicit volunteers for short term projects such as Volunteer Coordinator, Gallery Supervisor, Brochure, and Publicity Contact.
- Decide which Committee members get full room and board at Conference and which members receive a proportion or whatever other accommodations that might be appropriate…half of room and board, or other consideration.
- Decide how to reward various volunteers, classroom angels, set-up/take down, etc.

November / December Before Conference

- Instructor Contracts are due back by November 1. Sign the contract and return a photocopy to the instructor.
- Begin compiling Conference Brochure. Several past brochures are in the Conference Files passed on by the previous year's committee. The 2009 Conference Brochure included some ideas gleaned from other venues and received many compliments for completeness of information, and ease of use. Printing using the 8½" x 11" format actually cost about the same as the smaller formats previously used.
- Contact Conference Facility to obtain firm prices for rooms, meals, facility use fees, regulations, etc. Sometimes, the colleges have not finalized their price schedules until after the first of the year and that may delay your planning.
- Decide dates of Registration…recommend not accepting any prior to a determined date that should be at least two weeks after expected delivery date of brochures and having registrations close by April 20 - 25. There will ALWAYS be late registrants so be flexible. Some you can accommodate but some you won't be able to do a thing about.
- Start soliciting items for Goodie Bags from Areas as well as vendors.
- Start contacting Areas about Raffle Baskets.
- Determine percentage of Raffle Basket proceed to be returned to the contributing Area. 2009 Conference returned 20%. As long as our NwRSA General Fund has excess funds, recommend future Conferences plan to return as much as 50% of proceeds from each Area's basket to that Area.
- Start Conference News Column for *Loose Threads*. Deadline for November/December issue is November 10.
- Check with appropriate city and/or county to determine local licensing requirements.
- Verify with the State Department of Revenue concerning out-of-state vendor requirements.

January Before Conference

- Recommend renting Post Office Box for Registrations since home delivered mail may not always be secure.
- Finish compiling Conference Brochure and get to printers. Definitely recommend using same printer used for *Loose Threads* to obtain volume discount. Allow 2-3 weeks for printing and mailing.
- Make up a one-page flyer advertising Conference that can be posted in shops, handed out at other fiber functions, etc.
- Get completed Conference Brochure in PDF format to Web Spinner for posting on www.nwregionalspinners.org. Have separate PDF for all forms such as Registration and Fiber Exchange.
- By January 10, send updated Conference News to *Loose Threads*. Recommend printing Registration Dates every month until Conference!
- Plan to have Conference Brochures in mail by end of month.
- Verify with instructors and keynote speaker exactly what their equipment requirements might be…what type of computers, software, connecting cables, screens, and any other special electronics might be necessary.
- Ask Treasurer to request our NwRSA insurance agent send an Insurance Certification to the Conference Facility that lists the facility as "additional insured".

- Verify facility needs including tables, chairs, sound system, screen, slide projector, digital projector, etc. with instructors and Keynote Speaker. Ask what software programs will be used and if special connecting cables are required.

<u>February Before Conference</u>

- Start lining up volunteers for brochures, registration, vendors, and any other that might be needed.
- The Conference Facility should give you a calendar of required dates but still stay in contact to avoid last minute surprises.
- By 10th of month have updated Conference News to *Loose Threads.*

<u>March Before Conference</u>

- Continue lining up volunteers.
- Stay in frequent contact with other committee members so all of you are on the same page as questions come up.
- Conference News to *Loose Threads* by 10th of month.
- Recommend not sending Conference Confirmations until after Registrations close in case some classes do not fill and have to be cancelled.

<u>April Before Conference</u>

- Conference News to *Loose Threads* by 10th of month.
- Registrations officially closed but stragglers will still come in. Typically there is a flurry right at the deadline so be prepared for it.
- Start sending out "Class is a Go" letters to instructors and Confirmations to registrants.
- As soon as possible after registrations close, send out "Sorry Your Proposed Class Did Not Fill" to the rest of the instructors.
- Provide list of registrants to Name Tag Committee. Be as accurate as possible on name spellings.

<u>May Before Conference</u>

- Confirm details with facilities. Most facilities require a firm count by first of May and many require a guaranteed minimum count much earlier than that.
- Finish sending out Conference Confirmations.
- Firm up details with Gallery Committee, Goodie Bag Committee, Vendor Committee, Door Prize Committee, and any other applicable committees.
- Update list of registrants for the Name Tag Committee. This can simply be an email listing any late registrants not on the original list sent in April.
- Contact Vendors to ask if they would like to contribute something for the Door Prize Table.
- Make up Room Assignment Lists. Have at least two complete registration lists for Conference use. Do names for door prize drawing, signs for Class Rooms and any other signs that might be required. It is also helpful to make Name Tags for dorm rooms. A template form is included on the laptop computer.
- Plan to provide bottled water to Instructors during classes and to Keynote Speaker as well.

- Contact next year's Conference Committee to let them know how many boxes of Conference Committee materials, files, and the Conference Banner they will need to pick up at Conference
- Make arrangements with next year's committee to actually get the stuff you are passing on to them.
- **Very Important to Keep Your Sense of Humor Because *Something* Will Always Come Up!**

<u>After Conference</u>

- Verify all outstanding bills are paid.
- By first part of August, have Conference books ready for audit.
- Send Thank You letters to instructors and to keynote speaker plus any other individuals that should be recognized for their contributions to Conference.
- Prepare financial statement to present to Board and publish in *Loose Threads*
- After audit is completed, write check to NwRSA for amount of checking account reconciled balance over the $6000 seed money and send to the NwRSA Treasurer for deposit into the General Fund.
- If Registration for the next year's Conference was one of the Door Prizes, need to keep at least $200.00 additional funds in the checking account to cover this cost to the next year's Committee.
- Arrangements also need to be made to get the Gallery traveling trophies engraved with the current year's winner and to pay this bill.
- Then turn rest of conference materials to next year's committee along with the Conference laptop computer and printer.
- Update Procedure Manual and identify the Committee for three years away.
- Invariably something totally unexpected will come up…usually quite minor …but get it taken care of before turning everything over to the next year's committee

You Did It! Conference Is Through For Another Year!

Newsletter Editor Job Description

There are many different parts of the newsletter to consider when describing the duties of the editor. It could be done by one or many people.

First and foremost the job entails collecting and compiling all of the information that will be in the current issue of the newsletter. That means getting information on all:

1. Events and Meetings
2. Advertising that needs to be put in that month
3. Items that are done every issue including, but not limited to
    - President's Chit Chat
    - Library Report
    - Membership Report containing all new member information
    - Grant information
    - Membership information
    - Advertising Rates and information
    - Articles that are done each issue
4. Also you will need to coordinate with the chairperson of each committee to be sure that they have all information to you by the deadline, which is now the 10th of the month before the issue is published.
5. Editor needs to get the newsletter to the printer in a timely manner to be sure that it reaches the members around the first of the month. The printer allows themselves 10 working days to get it in the mail! This takes a lot of work and depending on the size of the issue may take 4-6 days to format and fit to the newsletter. Be sure to allow yourself plenty of time to do the newsletter.
6. You also have to take the addressed envelopes to the printer for the out of country members. They require an envelope and must be sent first class.[check on this. Printer might be sending for us.]
7. Coordinate with the membership chairman so that they know when the mailing list needs to be at the printer and can send it to them so that they have it when the newsletter is ready to go to the printer. I am basing this on the printer we use at this time. (March 2005) All printers may vary in the amount of work that they will do for you. The Editor is responsible for mailing missed newsletters that need to be mailed out, they must go into an envelope, and can be send book rate if no notes are inside. Issues missed due to a change of address are not sent anymore. This causes NwRSA to incur the cost of 2 issues to one person. If the person would like to pay for the cost and postage and you have extra copies, you could send an issue after you receive the money.
8. Coordinate with the Calendar person to be sure that all details listed in the calendar of events and regular meeting sections are current and up to date. This calendar of events is for noncommercial activities relating to Area events, NwRSA sponsored events, fairs, or events such as the Black Sheep Gathering etc. where NwRSA members are demonstrating or actively participating. Private, commercial business endeavors should be paid ads.
9. Solicit advertising and keep track of all ads that need to be placed in the newsletter. Some advertisers pay for one issue and others pay per year. You will need to be sure that the

money is paid with the ad so that you can keep track of the ads and payments and send them to the treasurer as soon as you finish each issue. This is one job that could easily be given to another person but you would have to be responsible in the end for the payment coming before the ad goes in.

10. Keep in close contact with the conference committee and be sure that conference information goes in the newsletter as they need it to be published.
11. The newsletter is a vital link to the members concerning issues that need to be discussed with all members. The editor needs to attend all Board meetings and be sure that you have any information you need to pass on to the members or be sure that you know who will be sending you the information so that you can follow up on it.
12. Also keep track of any expenses that you incur and send them to the treasurer on the Payment Request Voucher that is located in this Procedure Manual.
13. Keep your computer up to date so that you can receive the information by email and open it as much as possible. Many ads and reports are sent via email.
14. You will also need to touch up photos and place them where they belong in the newsletter.
15. Editing is part of the editor's job also! Shortening long, windy reports or articles. Resizing over large items. Adjusting the items in the newsletter so that they are not too small but are as concise as possible to save cost on printing and postage! If an item is sent to you as a page but will really fit in ½ or ¾ page, make it fit. Also be sure that your font doesn't get too small. Try to make things a 10 font or larger if needed. Most of the time it works.
16. Most of all enjoy your job! If you don't like what you put in, most likely the other members won't either. It is up to the editor to decide how big the issue will need to be and what goes in it. If you can't get enough for the four pages and have a page or ½ of a page, or even 2, it is up to you to decide if you want to add pages or to take something out and put in a future issue.
17. Feel free to call upon members of NwRSA for articles, patterns, (must obey all copyright laws), and news. You will also need to solicit permission for patterns that you find, that you would like to have in the newsletter. Most people are willing to let you use them if you ask and include copyright information. It is also nice to include the website that you got the pattern from. If in doubt do not use the pattern or article.

Membership Committee

The Membership Committee is comprised of the Chairperson, the Treasurer, and other members that may be appointed by the Board of Directors.

Purpose of Committee

- Maintain membership records
- Provide current mail lists to the Newsletter Editor for mailing purposes
- Recruit a member to prepare the Annual NwRSA Roster

The Board of Directors of NwRSA determined that the job of maintaining accurate and timely membership information was too much for one person. Currently, there are 5 members of the Membership Committee: Membership Chairman, Member who sends out Rosters to new and returning members, Member who compiles Roster for publisher, Member who sends out renewal reminders, and member who notifies Area Representatives about their members. These members help to decrease the workload of Membership and help to assure the timely processing of membership information. Volunteers are added to this committee when needed.

Membership Chairperson

The Membership Chairperson is responsible to:

- Receive and process all membership applications and membership fees
- Maintain membership records and data base
- Deposit Membership checks in a timely manner. Send deposit receipts to Treasurer.
- Supply Membership changes to Loose Threads Editor for newsletter
- Supply Area Directors and Alternates with Area Membership lists as needed.
- Supply member list to member who compiles the Annual Roster
- Supply member database to printer for Loose Threads
- Post the roster for board members and Loose Threads Editor for the annual roster

Membership Committee member two is responsible to:

- Send new member packets that includes the current Membership Roster which includes the Bylaws and Resource Directory

Membership Committee member three is responsible to:

- Notify the Area Directors and Alternates of the name, address and phone number of new members so that the new member can be notified of the next area meeting and be properly welcomed and introduced to the members.

Membership Committee member four is responsible to:

- Send out renewal notices to all members

Membership Committee member five is responsible for:

- Compiling the Annual Membership Roster and having it published
- Membership Chairman supplies member information for roster
- Membership Chairman supplies updated database to printer for roster mailing labels.

<u>NwRSA Library</u>

The NwRSA library contains a wide assortment of books and videos on various fiber arts subjects. Begun with a generous donation from the Lee K. Lewis Estate, the collection contains not only materials related to the process of spinning and fiber production, but also extensive materials on the history of textiles, handbooks for weaving, crochet, tatting, knitting, basketry and other fiber arts.

The library list is extensive and can be found on line at www.nwregionalspinners.org. Library materials are available to members and associates residing in the USA and Canada. The librarian has no authority to distribute materials or copies of materials to others. You may contact the librarian through the NwRSA website. Members can submit their requested list to the librarian. Items will be mailed out media mail (that is the lowest cost.) They may be kept for 2 months and may be renewed if there is no waiting list.

When returning items please remit the amount of postage that was used to send the items to you; for instance, if the postage was $2.26, return that amount. **There is one thing to note.** Media mail is for books and/or videos ONLY. If you enclose a check, you ALSO need to add First Class postage for the check. You can get around this by returning Parcel Post instead of media mail. Please make checks payable to the current Librarian. The Librarian cannot cash checks made out to NwRSA. Also, if checks and/or new requests are sent with returned books, this must be sent Parcel Post rather than Media Mail.

Library Charges and Fines: As of February 2004, overdue fines will be charged on late books, videos, etc. Books returned after the 2 month checkout period will be charged $5 per week per item. Once 1 month past due, the member will be billed the replacement cost plus the $20 late fee.

A copy of the library list is available in Works or Word Database format free via email from the librarian. Associate members and non-members must pay for the mailed copies.

Lee K. Lewis Study Grant

Procedure for Application

Lee Lewis' hallmark was a constant drive for the exchange of ideas. Since the inception of the idea of a regional association of handspinners, it was Lee's dream to establish some sort of educational support to individuals interested in increasing their skills in and knowledge of the craft of handspinning.

After her death, her family presented NwRSA Lee's extensive craft library, yarns, fibers and tools. The yarns, fibers and tools were sold, the proceeds going to NwRSA as a gift. This money was used as seed money for the grant.

We wish to use this money to forward Lee's dream and establish an annual grant to expand the knowledge of the craft of handspinning through individual research and study.

Grant Application Process

Applicants may be from Washington, Oregon, Idaho or Montana, as well as Associate Members of NwRSA, but excluding current Grants Committee members.

Applicant will submit letters of reference from two persons of credible reputation in the spinning community who know the applicant's work.

Applicant will provide a curriculum vitae covering applicants past study efforts.

Applicant will provide a planned budget for expenses with time lines reflecting when the funds need be released.

The total amount awarded to the applicant is based on the merit of the study, depending on funds available. It is possible only a portion of the requested amount will be awarded. If there are no proposals in a given year, which meet the criteria of the judges for a grant, none will be awarded.

Any Grant Recipient should be willing, if asked, to give an instructional workshop to guide prospective grant applicants the year following the receipt of the grant at the annual Conference.

A successful applicant should be willing to serve as a future Grants Committee member if requested.

Applicant will receive notice of application status from the Grants Committee Corresponding Secretary.

Applicant will be given one year to complete the study.

Deadline for application/proposal is March 1 each year. The recipient will be chosen and will be announced at the NwRSA annual Conference, which is usually the first weekend in June each year.

Grant recipient will provide, to the Grants Committee Chairperson, a written status report of the study by November 1st of the year in which the grant is awarded.

The following year at Conference, the study for which the grant was awarded will be presented in public forum, i.e., lecture, exhibit, slide show etc. The Grant Recipient is responsible for contacting the Conference Chairperson in a timely fashion (by November 5th) to schedule time and place for this presentation.

Signature of the applicant is indicative of the understanding that if the Grant Recipient does not present results of the study, or if the objective of the grant is not met within one year, there will be a penalty. The grant money must be returned with interest linked to the prevailing rate at the time the grant was awarded. The discretion of the Grants Committee will be exercised in extenuating circumstances.

If applicant wishes to publish the results of this study (i.e. through Interweave Press), NwRSA will be contacted for permission and be acknowledged as provider of the grant. NwRSA library will keep a copy of the study available for circulation.

Successful grant recipients are eligible to apply for another Lee K. Lewis Study Grant after three years from the date of award. For example, if an award was awarded in 2002, the next application can be made in 2005.

Application Specifics

Legal name, address, city, state, zip code and telephone number must be supplied. A fee of $5.00 to cover mailing expenses will accompany each application. Checks should be made out to NwRSA.

The Grant application will begin with a summary letter outlining purpose, background, amount requested and time line. Please include a brief narrative describing your qualifications.

Questions to be Answered on the Application

1. What is the proposed area of study? Be specific about the basic purpose of the study.

2. Why is this study important and to what audience?

3. Have other studies of this type been documented before? If yes, what was learned and where was it published?

4. How do you expect to go about the study?

5. How much funding is needed and when is it needed?

6. What expense is the grant expected to cover?

7. A copy of the study is to remain in the NwRSA library after the year's work is completed. What form will this reference material take?

Send completed grant application to Grants Committee (refer to web site for current Chair or contact your Area Director for information)

NWRSA Workshop Committee: Policies And Procedures

Mission Statement:

The mission of this committee is to provide educational opportunities for NwRSA members by offering workshops. Workshops will be made available to all regions of the organization.

Committee Responsibilities:

As stated in the By-Laws the Workshop Committee is responsible for coordinating Workshops throughout the region that are conducted by qualified instructors from outside our organization as well as by our own members. The committee will gather information on available workshop instructors.

Area Directors Responsibilities:

As stated in the By-Laws the committee coordinates all activities with the Directors at Large and applicable Area Directors. Area Directors will be responsible for polling their membership to see if they want to have an upcoming traveling workshop.

Committee Budget:

The committee has a budget of $600.00 for committee expenses. Workshops will be self supporting as stated by the By-Laws.

NwRSA Workshop Committee: Area Director Workshop Development Form

Dear Area Director:

The Workshop Committee is interested in developing a schedule for workshops in your area. We are asking all Area Directors for their input. Please poll your area membership and respond to the following questions.

Which month or months does your membership prefer for having a workshop in your area?

The workshop committee is developing a list of instructors. We would like your input on any instructors that your membership would like to include.

Please provide information on your suggested instructors below:

Name: ____
Address: ____
Phone: ____
E-Mail ____
Workshop Topic: ____

Please use this format if you are listing more than one instructor

Your area input is very important to the functioning of this committee and we would appreciate your response by: ____

Thank you,

NwRSA Workshop Committee Secretary

NwRSA Workshop Committee: Area Director Workshop Confirmation

Dear Area Director:

This letter is to inform you of the availability of the following workshop instructor:

If your area wishes to engage this instructor and proposed workshop please respond by filling out the attached form and returning it to:

The following is a list of your Area's responsibilities:

1. NWRSA By-Laws state that all workshops be self-supporting.
2. All participants must be members of NWRSA.
3. You are responsible for securing a site for the workshop.
4. You are responsible for providing Room and Board according to the instructor's requirements.
5. You are responsible for establishing and collecting all fees for the workshop and submitting them to the NWRSA Treasurer no later than one week from the conclusion of the workshop.

Sincerely,

NWRSA Workshop Committee

NwRSA Workshop Committee: Area Director Workshop Response

Dear Area Director,

____ is available to teach

____workshop.

The following fees for this Workshop are: __________________________________

Lodging: ____

Transportation: ____

Please schedule this Workshop for Area #_________________________

Signed: ____
Area Director

Phone ____

E-mail____

____________ OUR AREA DOES NOT WISH TO PARTICIPATE IN THIS WORKSHOP.

Please RSVP by: ____

Please print and complete this form and return to the following address:

If you have any questions please do not hesitate to contact:

Sincerely,

The Workshop Committee

NwRSA Collections

Library

NwRSA has had several collections of items of interest to the fiber craftsman. One of course is the collection of books in the library. This is quite extensive and readily available to those that meet the criteria. (See the Library page)

Textile Collection

There is a collection of textiles as well as fiber and dye samples. These materials have recently been donated to the Larimer Center Textile Museum in Tillamook, Oregon. NwRSA has had the textiles cleaned and Larimer Center has the proper climate control and storage capabilities that these fragile items require to maintain their integrity. Given enough notice, NwRSA can request to have the items returned temporarily to its care for use in teaching and displays.

Flax Processing Equipment

This equipment was part of the bequest from the Lee K. Lewis Estate and has been on extended loan to the Oregon Trail Foundation housed at The End of the Oregon Trail Interpretive Center in Oregon City, Oregon. Currently there is a donation pending for some of this equipment to be given to the Mission Mill and Museum in Salem, Oregon.