

Policy and Procedures Manual Contents—Pennsylvania Guild of Craftsmen

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1) Introduction

This manual is intended to be a comprehensive guide to the policies and procedures used by the Pennsylvania Guild of Craftsmen. Prior to 2007, those policies and procedures were scattered through decades of Board of Directors minutes and, from time to time, compiled into a chronological log. This made it nearly impossible to find anything without extensive reading or search of long-time Board members' memories.

This manual was adopted by the Board in 2007 and the motion “wipes clean” the previous motions that are scattered through the minutes, making this manual the complete list of policies and procedures. The proper way to change existing policies and procedures or to add new ones will be to propose wording changes, additions, or deletions to this manual. Per the bylaws, it will be the responsibility of the Secretary to keep this manual up to date and post an electronic version of it on the pacrafts.org web site in the Board section.

It should be understood that if anything in this manual is in direct conflict with the bylaws, the bylaws rule. The bylaws, however, allow broad delegation of the Board's authority. Giving authority to a com-

mittee or to the staff or to another person via this manual to do something that the bylaws reserve to the Board shall be interpreted as a valid delegation of the Board's authority to that person or committee.

It should also be understood that if anything in this manual is in direct conflict with Robert's Rules, this manual rules. Per the bylaws, Robert's Rules are only used where the bylaws or adopted Board policies and procedures do not cover the issue.

This manual can be modified at any Board meeting by majority vote of the attending members; however, proposed modifications must be reviewed by the affected person or group prior to the meeting and distributed to the Board in the Board package which is sent to the Board 1-2 weeks prior to the meeting. No spontaneous motions from the floor will be accepted unless a motion has first been made and passed to Suspend the Rules (2/3 majority required).

The Pennsylvania Designer Craftsmen (Designer) is a sister nonprofit organization of the Pennsylvania Guild of Craftsmen. Its sole purpose, "The mission of the PDC is to support the PGC and to host outstanding events for the benefit of the PGC" as stated in the Designer bylaws, results in key financial support to the Guild and opportunities for its members. Designer has its own P&P Manual. The only overlap here may be in corresponding areas.

2) Board Procedures

1. Per the bylaws Board meeting time and place are specified by the President. The Board must hold a minimum of 4 meetings per year.
2. Board agendas are set by the President within the following guidelines. Any committee chair, officer, or the Executive Director (ED) may put themselves on the agenda for any Board meeting; however written summaries of their report are expected at least 3 weeks ahead of time so they may be included in the Board meeting package. The written summary should include any motions for consideration by the Board. Board members are expected to have read these reports before the meeting and the meeting discussion should include only updates of the written material, and questions/concerns expressed by other Board member--it should not include a reading of the report. The exception to this is the ED who is often giving up-to-the-minute reports and is not expected to have a written report ahead of time. If the ED needs a motion considered s/he will ask a Board member to make that motion at an appropriate time during the ED report. This motion should have prior approval of the Executive Board.
3. Motions not part of a committee, officer, or ED report should be made in Old or New Business at the end of the meeting.
4. In most cases motions made should deal with strategy or policies or procedures not delegated to staff, officers, or committees via this manual. Input to committees, officers, or the ED may, of course, be given during or at the end of their report.
5. While the Guild and Designer Boards and their meetings are held separately, it is in the interest of the organizations to hold one or more of these meetings on the same date annually so that the two Boards may interact. However, they are two separate organizations and separate meetings and minutes will be kept.
6. Most motions will be included in the written reports distributed prior to the meeting; however, even motions made during the meeting must be presented to the Secretary in writing before a vote is taken.
7. An informal summary of key actions taken or reports presented during the meeting (including key financial data) will be sent by the Executive Director to all Board members as well as Chapter Presidents or their designate within two (2) weeks after each meeting. Important news items will be shared in the newsletter for members. The purpose of this summary is to provide communication with our members.

8. The PGC board of directors will nominate one of their serving members on an annual basis for election by the PDC Board, to serve a term of two years on the board of the Pennsylvania Designer Craftsmen. This term may be continued annually up to a limit of three sequential terms. Consideration shall be given to nominating the Guild Treasurer to one of these positions.

Board Policies

1. Conflict of Interest

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Pennsylvania Guild of Craftsmen, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Pennsylvania Guild of Craftsmen (hereafter referred to as PGC) or its Members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, certain volunteers, and board members of the PGC. Board means the Board of Directors. Officer means an officer of the Board of Directors. Certain Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to the PGC and retains a significant independent decision-making authority to commit resources of the organization. Staff Member means a person who receives all or part of her/his income from the payroll of the PGC. Member means a Member of the PGC which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or sub-sector 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or sub-sector constituency with a diverse range of corporate identities. Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other nonprofit organizations who contribute to the PGC.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a PGC transaction or staff member of such organization receives payment from the PGC for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from the PGC.
 - e. A board member or staff member is a member of the governing body of a contributor to the PGC.
 - f. Certain volunteers working on behalf of the PGC who meet any of the situations or criteria listed above.

2. A Board member or Committee member who is formally considering employment with the PGC must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with the PGC must submit a written request for a temporary leave of absence to the Secretary of the PGC Board, c/o the PGC's office, indicating the time period of the leave. The Secretary of the PGC will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the PGC.

3. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

4. Anyone in a position to make decisions about spending PGC's resources (i.e. transactions such as purchases or contracts) who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

5. A copy of this policy shall be given to all Board members, staff members, certain volunteers or other key stakeholders upon commencement of such person's relationship with the PGC or at the official adoption of stated policy. Each board member, officer, staff member, and certain volunteers shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

6. This policy and disclosure form must be filed annually by all specified parties.

7. Individuals interested in serving on the Board of Directors should speak to the Chair of the Nominating Committee or the Board President. This should occur in the spring or early summer, and the interested individual must meet eligibility criteria as noted in the Bylaws. A time-table for nominations and related activity is in the committee section of this manual. It is important that the time-table be published, and adhered to, annually.

3) Staff Procedures and Policies

a. Administrative

1. Executive Director (ED): The ED is hired by and reports to the Board of Directors; however, the ED receives near term direction from the President. The ED has authority to spend funds of the Guild that are in the approved budget. It is expected that the total expenditure budget will not be exceeded without Board approval and it is expected that individual line items will not be over budget by more than 10% (and will be offset by other line items being under budget) without Board notification. The ED also has authority to hire office help as non-exempt employees within the budget limits. (Hiring of an exempt full time employee requires involvement of one or more of the officers of the Corporation.) Dismissal of any employee for poor performance or cause requires approval of the Executive Board.

The Executive Director also has certain other decision making and operating authority as specified by the Board.

- a. To be the sole signature on checks up to \$3,500.
- b. To negotiate contracts for goods and services that are within the budget.
- c. To supervise and evaluate employees of the Guild.

d. To develop and implement other procedures necessary for running an efficient business, e.g. fees for bounced checks, removal of a person from a show or workshop for non-timely payment, employee dress standards, etc. Such procedures should be consistent with similar ones for well-managed small businesses.

e. to be the Editor of PA Crafts and the approving authority for publicity materials for the Guild.

2. The Executive Director, on approval of a majority of the Executive Board, may authorize use of the PGC name and insignia by other organizations with whom we want to work in partnership.

b. Personnel

The Pennsylvania Guild of Craftsmen is an equal opportunity employer and does not discriminate on the basis of religion, age, sex, national origin, race, handicap or color.

Personnel policies are outlined in the Employee Handbook that is provided to each employee and on file in the Corporate Office.

4) Pennsylvania Designer Craftsmen

The Policies and Procedures of the Pennsylvania Designer Craftsmen are outlined in a separate document. It should be understood that if anything in that manual is in direct conflict with the Guild bylaws, the Guild bylaws rule when in reference to Guild designates to the PDC Board, use of the Guild name, and employees.

5) Membership Policies and Procedures

Membership categories and dues structure as defined in the Guild bylaws are expanded upon here. If there is any conflict between the bylaws and the policy manual, the bylaws rule. Per the bylaws, all members of Chapters must also be members of the Guild.

There are three (3) approved ways to join the Pennsylvania Guild of Craftsmen: as a craftsman, a friend or an organization.

Membership Categories & related sub-categories:

A1. Craftsman: someone who is actively working in craft at any level, who is creating and/or sharing his or her work with the public at events, exhibitions, galleries, online etc., or someone who wishes to be known as a craftsman, craftswoman, artist, artisan, etc. This membership designation is designed for the craftsman who could potentially participate in any or all opportunities at the chapter or guild (or national) level. Members in this category may apply for juried status from chapter or guild.

A2. Acceptable subcategories of craftsman include:

1. Active seniors (ages 65 & over)
2. Full-time students (ages 18-25).
3. These members will receive a discount of 25% off the craftsman rate.

(Note: Existing members who were classified as 'seniors' (and ages 62-64) in the Guild database as of August 18, 2009, shall be classified as Active Seniors if they are active in craft. These individuals will also receive the 25% discount off the craftsman rate.)

A3. Key category benefits for all Craftsman members include:

1. Eligible to apply for Guild & Chapter shows, exhibitions & events per those event-specific guidelines
2. Eligible to apply for juried status from Chapter or Guild
3. Listing in the Guild directory
4. Receive printed copy of Guild directory
5. Website listed (and/or linked) from Guild website
6. One vote per member for craftsman directors of the PGC
7. Eligible for a craftsman seat on the board
8. Additional benefits as available

B1. Friend: A lover of craft but someone who is not actively working in craft. Considers him or herself to be any one of the following: a spouse, youth 17 & under, a “retired from craft” individual, a senior who is no longer active, collector, friend, supporter, patron, etc. Wishes to be connected with the Pennsylvania Guild but not participate as a craftsman. A Friend may upgrade his/her membership to “craftsman” at any time to enjoy craftsman benefits.

B2. Acceptable subcategories of Friend include:

1. Emeritus – A title to be applied to former craftsman members who have retired from craft and no longer active but want to be recognized as a former craftsman. Emeritus members retain juried status as applicable per the bylaws.
2. Student - Intended for students ages 17 & under. These students are the only Friends eligible to participate in craft events as a “craftsman,” and then only as part of the Guild’s efforts to encourage emerging craftsmen.
3. Friend dues are calculated at 50% of the craftsman rate.

B3. Key category benefits for all Friend members include:

1. Listing in the Guild directory
2. One vote per member for craftsman directors of the PGC
3. Eligible for community member seat on the board
4. Emeritus members receive the printed directory

B4. Key items that Friends are not eligible for include: applying for juried status, participating in Guild or Chapter shows or events** as craftsmen, and listing on the website. (**Young Students only may apply to craft events though special Emerging Artist programs.)

C1. Organization: This category is designed for any and all organizations, including a corporation, non-profit organization, government, or private business that wishes to support the Guild and receive membership benefits. This category also includes individuals who resell craft work, such as gallery owners who wish to connect with the Guild to aid his or her business by gaining access to craftsmen and handmade wares for store inventory or store purposes. It is not intended for a gallery employee who does not influence the gallery’s buying decisions, etc.

C2. Acceptable subcategories & dues amounts of Organization include:

1. Platinum: \$1,000
2. Gold: \$500
3. Silver: \$250
4. Nonprofit: \$100

C3: Key category benefits for Organizations at each level shall be:

Benefit	Platinum	Gold	Silver	Nonprofit
Listing in Directory	Yes	Yes	Yes	Yes
Free Show Tickets*	40	20	10	8

Show Brochures**	1 ad + logos	Logo	Listing	Listing
Invitations to Openings	Yes	Yes	Yes	Yes
Membership Cards	Letter Only	Letter Only	Letter Only	Letter Only
Discounted Admissions***	Unlimited \$5	Unlimited \$5	Unlimited \$5	Unlimited \$5
Sponsorship of Events****	Yes	Yes	Yes	Yes
Sponsored Drawing *****	Yes	Yes	Yes	Yes

Details

- *Total of free tickets—each is good for any of our Fine Craft Fairs
- **Amount per show programs. Platinum is 1 ad total, plus a logo in each program.
- ***Price of discounted admission for company employees with company ID
- ****Eligible to sponsor an event at an additional fee.
- *****Eligible to sponsor a drawing at an additional fee such as a shopping spree or award.

C4. Key benefits that Organizations are not eligible for: application for juried status, a vote, or running for Board positions. If an individual of an Organization wishes to have these benefits, he/she must join as a Craftsman or Friend member first.

D1. No other membership categories or subcategories may exist at any level without Board approval.

E1. Membership Dues Amounts

Membership dues amounts for 2010 and hereafter until amended by the Board shall be:

At Large:

1. Craftsman \$60
2. Active Senior/Students (age 18-25) \$45
3. Friend \$30

Dues will be pro-rated for Guild members who also belong to one (1) or more chapters. After the discount, the amount due (plus chapter dues) will be:

1. Craftsman \$40
2. Active senior/adult student \$30
3. Friend \$20

E2. Special Exceptions for First Year Members

1. The publicly promoted membership dues for all new members shall be set at the at-large rate. At the Craftsman & Active Senior/ Students (age 18-25) and Friend levels this amount will include an optional free chapter membership.
2. First year craftsman members who seek to belong to more than one chapter may add additional chapters beyond the free chapter for these special amounts per additional chapter:
 - a. Craftsman \$25
 - b. Active Senior \$18.75
 - c. Friend \$12.50
3. Introductory new member offers are limited to one (1) year. New members will be renewed for all following years at the rates outlined in E1.

F1. Payment of dues amounts to Chapters:

1. Reimbursements to chapters will occur at least monthly.
2. Chapters will be reimbursed their dues for renewing members.
3. Chapters will be reimbursed their dues for first year members.*
4. *For first year members who join more than one (1) chapter, chapters will be reimbursed dues equaling their dues amounts up to, and not exceeding, that charged in E2.

G1. Members categorized as Lifetime in the Guild database as of August 18, 2009 shall be honored. To remain a member and maintain Lifetime status, as well as juried status, however, these members are required to confirm their interest in maintaining their Lifetime status by Jan. 31 of each year by filling out and returning their renewal letter. Those who do not respond will be removed from the membership roster. This requirement will be prominently noted in their renewal letter.

H1. Dues Applicability

Membership dues are payable in full annually by the date set by the Board of Directors.

If the timetable is altered, then every effort shall be made to inform members in a timely and effective manner.

1. The annual due date for membership dues shall be December 31st for the following calendar year.
2. A member whose renewal dues have not been paid within one month of the deadline, or January 31st, is no longer considered a member in good standing, and becomes subject to the same dues and procedures as new members. For juried status members, this means a loss of juried status and having to re-apply for this honor.
3. Dues paid by a new member joining the PGC during the fourth quarter of a calendar year shall be applied as full payment for the following calendar year.

6) Chapter Policies and Procedures

Guild policies and procedures for chapters are written by the Joint Chapters Committee and approved by the Board.

Chapters are components of the Pennsylvania Guild of Craftsmen and work to uphold the mission of the Guild. Like spokes on a wheel, Chapters are extensions of the Guild hub into local communities and provide excellent opportunities for members to achieve success and satisfaction in craft. Working together, the Guild and its many Chapters keep the wheel of fine craft forever moving in the awareness of craftsmen and public alike.

- 1) Chapters abide by the current Guild bylaws. Chapter bylaws are due annually to the Guild by Jan. 31. If a Chapter's bylaws are not in compliance with Guild bylaws, then the Chapter will bring its bylaws into compliance.
- 2) Chapters abide by the current Chapter Formation & Operation Guide (all chapters received this document on formation and updates are done periodically). Per chapter and Guild bylaws, Robert's Rules are used as a third point of reference, following in this order: 1) PGC bylaws and policy & procedure manuals including the formation/operation guide, 2) chapter bylaws or adopted policies, and 3) Robert's Rules.
- 3) Chapters shall maintain a minimum of 10 (ten) members to be a chapter of the Guild. If a chapter does not have 10 (ten) members currently listed by May 1 of each year, the Joint Chapters Committee may recommend disciplinary action.
- 4) All chapter members will also be members of the Guild.
- 5) Chapters will maintain a budget annually. The previous year's balance sheet and list of completed activities shall be forwarded by Jan. 31 to the Guild for nonprofit compliance reporting purposes. Chapters may use the Guild's 'Nonprofit Compliance Reporting' form for this purpose.

- 6) Chapters will maintain a bank account under the chapter's federally-issued EIN number (as opposed to a personal social security number). Chapters will file on time the required federal, state and local taxes as appropriate.
- 7) Each chapter shall provide regular news and information to its members following a schedule approved by its board. Such news will also be sent to the Guild office per the chapter's regular publication schedule.
- 8) Chapters will carry adequate liability insurance for events, shows or activities.
- 9) Chapters will regularly seek to improve their public image, and the image of the Craftsman, through promotion of member or chapter activities to news media or other public sources of information.
- 10) Chapters will complete and forward to the Guild the 'Chapter Form' by Jan. 31 of each year. This form will include the coming year's full slate of officers, a list of proposed Chapter educational, sales and public benefits events, and the approved budget.
- 11) A chapter's board shall consist of a minimum of three officers, including a President and at least two others who fulfill the duties of Vice President, Secretary and Treasurer. Chapters will define the length and limit of terms in their bylaws. The Board may include committee chairs if the chapter so determines.
- 12) Chapter boards shall meet regularly, at minimum quarterly, to conduct the business of the chapter. These business meetings may be held via conference call or other means to enable officers located at a distance to participate without undue hardship. Business meetings may also be held as part of general meetings. A summary of these business meetings shall be provided in the chapter's next regular communications.
- 13) Chapters will provide at minimum one educational activity and one sales opportunity to its members annually. These may be the same activity provided both retail and educational enrichment are provided.
- 14) Chapters will provide at minimum one event annually that is of benefit to the public. This event may be the same as the chapter's educational or sales event, provided it is also of public benefit.
- 15) Chapters will provide a list of chapter dues by member category to the Guild office for the forthcoming year by August 1.
- 16) Failure to comply with Guild Bylaws or Policies & Procedures may result in action by the VP of Administration or Board.

7) Committee Structure, Responsibilities, and Authorities

The ED shall be informed of all committee meetings and be an ex-officio member of all committees except Standards and Nominating Committees. Per the bylaws, the President shall be an ex-officio member of all committees except Nominating.

a. Membership

The Membership Committee is chaired by the Membership Chair. Members are recommended by the Membership Chair and approved by the President.

The responsibilities and authorities of the Membership Committee shall include:

- 1). Assisting the Membership Chair in carrying out the responsibility of promoting Guild membership.
- 2). Recommending appropriate classes of membership and dues structure to the Board.
- 3). Recommending to the Board the awarding of complimentary or honorary memberships to deserving people.
- 4). Taking appropriate disciplinary action to those members who abuse the rights of membership or sully the good name of the Pennsylvania Guild of Craftsmen or Pennsylvania Designer Craftsmen. Such disciplinary actions may range from a letter of reprimand to revocation of membership. Revocation of membership requires Board approval; lesser actions are within the authority of the Membership Committee.
- 5). With the ED plan and execute membership drives and annual membership renewal programs.
- 6) Create and maintain a Welcome Packet for new members.

b. Standards

Per the Bylaws, the Standards Committee is chaired by the Vice President--Standards and the members of the Standards Committee are selected by the VP-Standards, subject to approval by the Board. The committee shall consist of no fewer than 6 members serving up to 3 year terms.

The responsibilities and authorities of the Standards Committee shall include:

- 1). Screening, jurying, or judging the work of applicants for Juried Membership according to the current Jurying Policy and Procedures and assuring widespread knowledge of these procedures is available.
- 2). Assuring that comprehensive records of the jurying process and results are kept.
- 3). Periodically reviewing and recommending appropriate modifications of the Statement of Standards and the Jurying Policy and Procedures as approved by the Board of Directors.
- 4). Enforcing compliance with the Statement of Standards for Juried Members. Assure posting of Standards information on pacrafts.org where it is accessible to all members.
- 5). Defining and gaining Board approval of the privileges and responsibilities of Juried Member status.
- 6). Assuring the quality of work submitted for all PGC/PDC events meet PGC standards.
- 7). The Chair of the Standards Committee is also the Chair of the Show Selection Committee.
- 8). The Standards Committee has the responsibility for floor jurying on Standards issues for all events and shows, including Designer activities. Disciplinary action uses the three letter procedure for juried members and a two letter procedure for non-juried members.

c. Long Range Planning

The chair of the Long Range Planning Committee is the President. The members of the Long Range Planning Committee are the members of the Executive Board and the Executive Director.

The responsibilities and authorities of the Long Range Planning Committee are:

- 1). To prepare and regularly update the strategic plans for the PGC, and to assist the Designer Board on its strategic plans.
- 2). To periodically monitor progress against the plan and recommend needed additional focus.
- 3). To encourage other committees and officers to develop their own section of the plan for incorporation in the whole.

d. Bylaws

Per the Bylaws, the Bylaws Committee is chaired by the Vice President—Administration. Members are recommended by the Chair and approved by the President.

The responsibilities and authorities of the Bylaws Committee shall include:

- 1). Assisting the VP-Admin as needed in reviewing changes in Chapter bylaws to assure consistency with the Guild bylaws.
- 2). Annually reviewing the Guild bylaws for needed changes. Assuring that those recommended changes are brought to the Board for discussion and approval in a timely fashion following the procedure specified in the bylaws.

e. Education

The Chair of the Education Committee is appointed by the President and will normally be the Executive Director. The members are recommended by the Chair and approved by the President.

The responsibilities and authorities of the Education Committee shall include:

- 1). With the Executive Director, designing and implementing the educational aspects of the Guild's programs. This includes serving as an advisor to the Program Manager on the workshop program, developing an appropriate community outreach program, and assuring that there is an educational component to all Guild/Designer shows and exhibitions.
- 2). Within the bounds of the approved budget, working with the Executive Director on developing new components of our educational efforts.
- 3). Plan and carry out the annual meeting of the membership.

f. Web Site

The Chair of the Web Site Committee is appointed by Executive Director and will normally be the Program Manager. The members are recommended by the Chair and approved by the Executive Director.

The Web Site Committee has responsibility for overseeing the design and implementation of the Guild web site within the limits of the approved budget. The ED has approval authority for content and links. Specifically the Web Site Committee seeks to assure that our web site:

- 1). Promotes the Guild, Designer, and their activities to the general public.
- 2). Is user friendly.
- 3). Serves the interests and needs of our membership and chapters.
- 4). Is frequently visited and provides quarterly reports to the Board.

g. Review

The membership, responsibilities, and authority of the Review Committee are well described in the by-laws. The Review Committee makes recommendations on complaints of unfair treatment it has received from members or chapters. The Board of Directors decides whether or not to accept, modify, or reject those recommendations. Review committee procedure is outlined as follows:

1. The review committee's responsibility is to examine all the facts to determine whether Guild policy was properly applied, whether the appellant was treated fairly and appropriately, and to render a fair opinion to the board of directors for their action. It is not the responsibility of the Review committee to establish or modify PGC Board policy or quality standards, although the committee may make suggestions.
2. The committee may call upon the PGC President, Executive Director, and the Parliamentarian for technical or administrative assistance, and may call any officer, agent or member of the PGC to testify or present evidence.
3. The chairman may appoint a PGC member who is not a Review committee member to act as scribe to record the proceedings of the committee.
4. A PGC member who has received any disciplinary action may request a review of his/her case by written request to the PGC office or the President. The member must file for a review hearing within 30 days of receipt of the notice of disciplinary action, or within 30 days of the enactment of this proposal.
5. Within 30 business days of receipt of the request for a hearing, the Review Committee must set a hearing date.
6. Both the appealing member and the PGC committee or officer involved must receive not less than 14 business days notice of the hearing date. Notice requirements can be waived by mutual consent.
7. In a hearing the Guild committee (or officer) whose action is being questioned may have an "advocate" to present the committee's side of the case. The complaining member may also have an advocate (himself or another member) to present his side. Both advocates should be Guild members. Witnesses (if any) may be non-members.
8. Each advocate may present his case or may present evidence and call witnesses. Hearsay evidence is admissible, but should be given only its appropriate weight. Witnesses should leave the room after testifying.
9. Each advocate should also have opportunity for rebuttal, and if witnesses are involved, cross-examination.
10. The Review committee chairman may establish time limits for presentations, examination of witnesses, and rebuttals.
11. Once both sides have completed their presentations, the Review committee should make its decision in private, by majority vote. The advocates for both sides are then notified of the decision, and the committee makes its recommendation at the next Board meeting. Any letter, notice or disciplinary action is then issued by the Board.
12. Charges brought by a member against an officer of the Guild or another member should be handled according to the procedures in the bylaws.

h. Nominating

The Nominating Committee shall be appointed by the President. Its responsibilities are defined in the by-laws and supplemented here:

1. The timetable for the nominations and elections processes shall typically be determined in the first quarter of the calendar year. Dates are typically published in the second quarter in the PGC newsletter, with candidate announcements in the third quarter and elections in the fourth quarter. This timetable may vary as the Board so designates. The timetable will include dead-

lines for self-nominations, the Nominating Committee Report to the Board, and the election schedule.

2. Desirable qualities for Board members include:
 - a. Experience running a small to medium size business or experience as a member of a corporate business team, hopefully with a good background in financial matters.
 - b. Leadership potential. Officers of the Guild are chosen from among the current Board and, after a year or two, many of the Board members serve as an officer.
 - c. People with good judgment and communication skills. Analytical, constructive, positive thinkers who can propose creative solutions to the challenges the Guild encounters as it faces the future.
 - d. People who love craft, are supportive of the Guild's mission, and are willing to work hard to make the Guild a continually better organization.
3. The Committee seeks advice and input from anyone and everyone in the organization. A balance of skills, as well as geographical balance and craft medium balance are taken into consideration in concert with the existing board. Because of this balance, the Committee rarely nominates more candidates than there are openings.
4. The committee's report and recommendations are typically presented at a third quarter meeting. If approved, these Board-Endorsed candidates appear on the fall ballot with a statement of interest and a one-paragraph biography.
5. In addition, members may self-nominate or nominate others. Members are strongly urged to contact the Chair of the Nominating Committee if they wish to be considered a Board-Endorsed Candidate. The annual deadline by which to be considered will be published in the PGC newsletter.
6. If an interested individual is not selected by the Board for endorsement, he/she may still be listed on the ballot. An annual deadline by which to self nominate will be published. Self nominees must provide in writing the signatures of ten (10) members in good standing, a resume, statement of interest and consent to serve if elected. Following timely receipt, the self-nominated candidate will appear on the fall ballot with a statement of interest and one-paragraph biography. All candidates must be members of the PGC.

i. Joint Chapters

The chair of the Joint Chapters Committee is appointed by the President. Members are solicited from current members in chapters, and approved by the President. The size of the committee is approximately seven (7) members, with the President and Executive Director as ex officio.

The responsibilities and authorities of the Joint Chapters Committee shall include:

- 1). Assisting the Joint Chapters Chair in carrying out the responsibility of promoting high quality and active Chapters.
- 2). Recommending policy and procedures to the Board for the operation of all chapters.
- 3). Recommending to the Board the awarding of chapter awards for outstanding performance.

4). Taking appropriate disciplinary action to those chapters who abuse the rights of membership or sully the good name of the Pennsylvania Guild of Craftsmen or Pennsylvania Designer Craftsmen. Such disciplinary actions may range from a letter of reprimand to recommending revocation of a chapter's charter. Revoking a chapter's charter requires Board approval; lesser actions are within the authority of the Joint Chapters Committee. Revoking a Chapter's charter must be done per the By-laws, Article IV, Section 2.

5). With the VP Admin, assist in the review of chapter bylaws annually and make recommendations for improvements.

6). With the VP Admin, Membership Chair and ED, assist incoming new chapters.

7). Plan and execute chapter-improvement and information drives and annual chapter enrichment programming with the ED.

8). With the ED, maintain documents for chapter operation, including a Chapter Formation Guide, a bylaws template and general policies and procedures.

j. New and/or No-Longer-Needed Committees

New committees will be designated and their membership appointed by the President as needed to meet the changing needs of the organization. Committees no longer meeting a business need may be disbanded by the President after informing the Board.

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