

HOUSTON CALLIGRAPHY GUILD

2024 UPDATED GENERAL POLICIES

Items not covered in the HCG By-Laws, but are standard operating procedures of the Houston Calligraphy Guild

PRESIDENT

The Board will approve two selected auditors at the January Board meeting to review the last current fiscal year finances each year. 6-29-2019

The Treasurer's books will be reviewed by the appointed members by April of the fiscal year, and a report will be sent to the Board of Directors. 6-29-19

Immediate past president will receive a free HCG membership for each year served in office. 6-29-2019

VICE PRESIDENT

Early Bird and Meeting Programs

- Early Bird: The Early Bird Program shall be a 50-minute presentation for which the Presenter has the choice of either receiving a \$40 honorarium or donating the honorarium to the Guild. Expenses exceeding \$30 (for handouts/supplies) must be approved by the Vice President and Treasurer prior to the meeting
- Meeting Program: The Meeting Program shall be a 1.5-hour program for which the Presenter has the choice of either receiving a \$40 honorarium or donating the honorarium to the Guild. Expenses exceeding \$40 (for handouts/supplies) must be approved by the Vice President and Treasurer prior to the meeting. 6-4-22

Summer Secret Pal Program

- The January Board Meeting will include securing the Secret Pal Coordinator who will coordinate with the Vice President, Communications Chair and Webmaster for inclusion in the Blasts and on the website. 10-13-2024
- If a member does not fulfill the current participation rules of the Secret Pal obligations, that member will not be included in the Secret Pal activity in the following year. 3-11-22
- An explanation notice will be published to this effect in the yearly April and May Blasts and in the sign-up form.

TREASURER

1. Expenditures outside of the approved budget need the approval of two officers, which will be noted on the required Expense Reimbursements Form under Online Guild Forms. Major expenditures such as Workshop and Retreat must be approved by the Education Chair and the Treasurer. (Retrospect)

SECRETARY

1. Secretary sets the Board of Directors meeting dates and communicates those dates one month in advance of meeting to the Board. 6-29-2019
2. Secretary requests meeting agenda items at least two weeks prior to semi-annual Board of Directors meetings, compiles and submits to the President prior to the meeting. Secretary provides copies of the Agenda for the Board members at the meeting. 6-29-2019
3. Secretary is responsible for two (2) keys for the Guild's postal box: PO Box 421558, Houston, TX 77242, 2909 Rogerdale Rd., west of Sam Houston Tollway, near Tracy Gee Community Center – one retained by the Secretary and one retained by a designated member who will check the postal box on at least a monthly timeframe. 10-13-2024

COMMUNICATIONS

1. Guild activities are the lifeline and the future of the organization.
 - a. Competing outside calligraphic activities are not advertised in Guild publications when the dates conflict with Guild-sponsored activities.
 - b. No private individual's enterprises are advertised in Guild publications.
 - c. As an educational organization, long-standing national conferences are listed: the International Calligraphy Conferences, IAMPETH; regional conferences: Camp Cheerio, Ghost Ranch, Letters California Style, etc. with contact information. The Guild cannot act as a broker for an individual's personal business enterprise, be it a Guild member or non-member. Members are welcome to announce their personal business at Guild meetings, but no official communiques are issued by the Guild. (Retrospect)
2. **Community Outreach** – presenters will be reimbursed for supplies and for mileage to and from the Outreach event based on current year IRS charity mileage rates. (Retrospect)

MEMBERSHIP

1. As a 501(c)3 non-profit organization, and in keeping with the current By-Laws, no member may be paid/reimbursed for their in-kind job in service to the Guild. However, as a courtesy to the outgoing presidents, and in appreciation of their service, the Board of Directors has approved and voted to issue an outgoing president a one (1) year complimentary Individual Membership for each year having served as president (maximum two years). 1-12-2019
2. Effective September 2019, any duplicated online payments will be considered a donation to HCG by the member if the member does not request a refund within 60 days of the duplicate payment. 6-29-2019
3. Annual membership renewal runs April 1 – May 31 each year. Members may join any time during the fiscal year, but must renew during the designated renewal timeframe of April 1 – May 31 to qualify as a current member in good standing. 6-5-2021

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5. Membership Renewal is established as April 1 of each year. After three email reminder notices, non-renewing members will no longer be considered members and will be taken off the active membership list as of May 31 of each year. (Retrospect)

6. **Annual Scholarship** - administered by the Scholarship Special Committee, will be published in the March and April Blasts, referencing the online application form with the deadline of April 30th of each fiscal year. Scholarship drawing occurs at the following May business meeting of each fiscal year. Scholarship recipient will fulfill the Scholarship requirements in the upcoming fiscal year, presenting a Meeting Program after a monthly business meeting per the By-Laws under ARTICLE VI – COMMITTEES, under Membership. A supply/handout program reimbursement request for up to \$40 may be submitted to the Vice President the day of the program. The Vice President will submit the request to the Treasurer for payment to the presenter. 10-13-24

EDUCATION

• Mini Workshops

Fee: \$15 per person – payable online

Instructor will be paid a \$100 honorarium for the 2.5-hour session. Expenses exceeding \$50 (for handouts/supplies) must be approved by the Education Chair and Treasurer prior to the workshop. For any remaining revenue after Mini Workshop expenses are paid, the Guild will split the remaining funds 80:20 with the instructor receiving 80%, the Guild retaining 20%. 6-4-22

• The Class Series (2-3 afternoon workshops)

Instructor will be paid a \$120 honorarium for each 3-hour class session. Expenses exceeding \$50 (for handouts/supplies) must be approved by the Education Chair and Treasurer prior to the workshop. For any remaining revenue after the Class Series workshop expenses are paid, the Guild will split the remaining funds 80:20 with the instructor receiving 80%, the Guild retaining 20%. 10-12-2019

• Summer Study Workshops

Fee: \$15 per person – payable online and remains private for members only. An option in which the Education Chair must be consulted:

- Members may sponsor a guest (one guest per member), with the idea of the guest intending to become a member.

- Member is responsible for registering the guest and paying the workshop fee (contact Education Chair for details). Member must attend activity with the guest. (Retrospect)

- Instructor will be paid a \$120 honorarium for the 3-hour session. Expenses exceeding \$50 (for handouts/supplies) must be approved by the Education Chair and Treasurer prior to the workshop.

(Retrospect) For any remaining revenue after the Summer Study Workshop expenses are paid, the Guild will split the remaining funds 80:20 with the instructor receiving 80%, the Guild retaining 20%.

• Major Workshops

Members – a 2-day workshop fee: \$125, payable online, based on current expenses. The Board is given discretion to increase the cost of major workshops in order to cover all costs. 1-15-2019

Non-member workshop fee: \$165, payable online (Retrospect)

- Education Chair will coordinate with Workshop Special Committee Chair for hiring our own expert in-house calligraphers or outside calligraphers for 1 to 2-day major workshops. These workshops provide instructors opportunities to be compensated at their professional rates. 6-2-2018
- The January Board Meeting will include setting the Summer Study Workshop topics for the beginning of the next fiscal year, giving the Education Chair time to coordinate with potential instructors on a one-topic for the three summer month sessions, or separate topics for each of the three summer months. 6-29-2019
- Southwest Calligraphy Conference (SWCC)
Each year HCG will send the President and Workshop Chair to represent HCG at the SWCC retreat, and these individuals will be reimbursed for their SWCC retreat fees and mileage. (Retrospect)
The Retreat Special Chair will attend SWCC each year as a part of planning efforts for the HCG Retreat, and will be reimbursed for retreat fees and mileage. 6-5-2020
Beginning with the 2023 SWCC, four representatives will represent the Houston Calligraphy Guild: President, Education Chair, Workshop Special Committee Chair, Retreat Director. 6-3-23

Workshop Policies

Major workshops sponsored by the Houston Calligraphy Guild are open to all members in good standing and will be filled in the following order: members (Individual, Family and Student), then SWCC members, then non-members. Only the Workshop Chair should be contacted concerning registration by email: workshops@houstoncalligraphyguild.org or phone. (Retrospect)

Registration: Members' registration occurs when fees are paid online during the registration period announced by the Workshop Chair and published on the website and in the monthly HCG Blasts. Once the maximum number of participants announced is reached, registration will be closed. The Workshop Chair may choose to keep a waiting list of interested members. (Retrospect)

Refunds: If a seat is filled from a waiting list and the new person has successfully registered via the workshop payments process, a refund will be processed and will appear in the original registrant's credit card account or a refund check will be issued. If no one is available from the waiting list, the registered participant may have a friend fill the spot. If there is no one to fill the registered participant's spot, the registered participant will forfeit the workshop fee. No money will be held for a future workshop. (Retrospect)

Hosting an Instructor: A Guild member hosting a workshop instructor shall be entitled to take the same workshop free of charge and will not be counted if the number of participants is limited. Hosting responsibilities include: transportation to and from the airport, transportation to and from the workshop location, lodging, food, any entertainment (optional). In general, the host will handle all of the instructor's needs while they are in town for the workshop duration. The host is responsible only for the instructor for the period from lunch the day prior to the workshop to the morning after the workshop ends. (Retrospect)

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Tech Hosting a Workshop: A Guild member acting as tech host for a workshop is entitled to take the same workshop free of charge and will not be counted if the number of participants is limited. Hosting

tutorials are required to tech host and facilitate the workshop, coordinating with the instructor and handling all online aspects of the workshop day(s). 6-5-2021

Scheduling Major Workshops: In the year when the biennial Retreat is scheduled, Major Workshops may not be scheduled that fall. We consider the Retreat a major educational event, and recognize registrations published in the previous spring include Guild membership renewals, Summer Study Workshops, biennial Retreat, and Fall Mini Workshop, a number of financial considerations in the same timeframe. 6-1-2024

SWCC Member Registration Consideration: Members of the current participating Southwest Calligraphy Conference (SWCC) guilds may be invited to register for HCG workshops at the HCG member price if space is available after the Houston Calligraphy Guild members' registration preference timeframe. The Workshop Chairperson will manage this process, contacting SWCC guilds to fill the available workshop slots. (Retrospect)

WEB AND SOCIAL MEDIA

Hire A Calligrapher – Current annual fee (Jan-Dec) is \$60 per year. New applications require a \$25 processing fee in addition to the \$60 annual fee. (Retrospect)

Call for advertising applications/fees by the Web Chair will be published in the October and November Blasts of each year, prior to taking effect the following January. 6-29-2019

The May business meeting minutes from the last meeting of the fiscal year, along with all subsequent Board minutes and business meeting minutes for the current fiscal year will be published in the Members Only section of the website. At the end of the current fiscal year, the above data will be archived via an external storage drive, maintained by the Web Chair. 6-29-2019

The May-June HANDSCRIT from the end of the fiscal year, along with issues (beginning with the July-August issue) for the current fiscal year will be published in the Members Only section of the website. At the end of the current fiscal year, the above data will be archived via an external storage drive, maintained by the Web Chair. 6-29-2019

HCG MEMBER PROMOTION OPPORTUNITIES

Under “educational” opportunities, the Guild lists annual long-established regional, domestic and international conferences established for the past four decades. The Southwest Calligraphy Conference (SWCC) partner guilds' workshops are allowed mention if they do NOT conflict with Guild-sponsored activities.

The Guild maintains a “*Hire a Calligrapher*” section on our website for any member in good standing to advertise their services: commissions, products, teaching. The Guild does not endorse any listing, but offers this space for an annual subscription fee, effective January of each year. This is the official site for any personal advertising.

Members, including “*Hire a Calligrapher*” subscribers may place calligraphy/book arts-related advertising postcards/flyers on the back counter at meetings for members to review, provided that the advertisements are removed at the end of the meetings. Additionally, members are welcome to report a single (limited time) service at Guild General meetings, when the President asks for any “new business”. But no moneys are allowed to change hands on premises, as the Guild cannot assume any sponsorship or endorsement for members’ private financial endeavors. 1-7-2023

BOARD OF DIRECTORS

All Houston Calligraphy Guild members in good standing are welcome to attend Board meetings. Per the By-Laws, ONLY the Board – Executive Board and Board of Directors – are required to attend, having the participation privileges and voting powers. A Special Committee Chair may be called on by their Board Chair for a report, but all discussions and voting rights are reserved for the Board of Directors.

(Retrospect)

Following the annual May meeting, which installs new officers, all outgoing and incoming officers and committee chairs will hold a joint meeting for ‘passing on’ relevant documents to newly installed officers and appointed committee chairs. A luncheon will be provided. 6-3-23

The Board of Directors approves a condolence donation in memory of a member, spouse, partner, parent or child to an approved charity designated by the family for \$50. If no specific designation has been made, a donation will be made to the deceased’s affiliated church, if known. 6-3-23

NOTE: Dates reflect minutes from meetings at which decisions were made. “Retrospect” indicates decisions made prior to January 2018.