

Midwest Weavers Association
Conference Guidelines
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INTRODUCTION TO CONFERENCE GUIDELINES

The Midwest Weavers Association Conference provides an opportunity for host guilds to organize and execute a 5-6 day, fiber education program. The host guild determines and takes responsibility for the theme, location, events, committees, publicity, insurance, instructors, judges, vendors and registration. These guidelines will assist the host guild with these areas as will previous conference reports/notebooks. The goals of the conference should be in keeping with those listed in the Midwest Weavers Association By-Laws and Standing Rules (attached) and should be accessible to members and friends of the Midwest Weavers Association. The conference requires time and effort to produce but it is also a fun and rewarding learning experience. MWA would not exist without conferences and the great volunteers who organize them.

The Midwest Weavers Association Board provides support and funds as described below.

Liaison

The Midwest Weavers Association (MWA) Board members will provide the host guild with a liaison to assist as needed with the planning of the Midwest Weavers Conference. The liaison's role is to insure information has been provided to the hosts and everyone understands his/her role in the MWA. The host guild is asked to communicate with the liaison providing minutes of meetings and drafts of mailings as they are developed. The members of the Board are available for questions and assistance as well as the Liaison/Board Member.

Conference Reports

Previous conference reports/notebooks will be forwarded to the conference hosts. Sections may be copied and distributed to local chairpersons. Also included in the reports are names and phone numbers for people who have worked on conference committees and who will answer questions.

Funds

The Midwest Weavers Association provides funds for various activities to each conference host. These funds may be loans or "paper" transfers and are usually included as income and expenses on the conference budget. (See Budget & Finances).

Start Up – Advance funds (after budget has been submitted) up to \$4000 which shall be returned at the end of the conference

- Awards and Scholarships (listed in MWA Standing Rules and Conference Guidelines)
- Registration and housing fees for MWA Board Members
- Registration and housing fees for two representatives of the next conference
- Registration and housing fees for two representatives of the previous conference
- Funds for ads in two issues of *Handwoven* and *Shuttle, Spindle and Dyepot*
- Postage for mailing the registration books to all MWA members

Awards

Conference hosts may budget additional funds for awards. The awards described in the Standing Rules are provided by MWA as a minimum amount for each area. The hosts determine the categories and amounts for each category (i.e. 1st or 2nd places).

Scholarships

MWA will provide the most economical conference housing and registration for the Jack Baker Scholarship to a person who has been weaving five years or less. Selection will be made by a MWA committee.

Other scholarships may be provided as funds are available with selections made by a MWA committee. All of the scholarships will be described in the registration books.

Text will be provided by the MWA committee chairman.

Web Site Link

The conference website will be linked to MWA web site upon request of the host guild.

Membership Names/Addresses

MWA will provide mailing labels and /or database for mailing the registration books. It is MWA's policy not to share this list, so the labels should be used for this mailing only.

MWA requires the following from the host guild.

Contracts Review

The Midwest Board Chairman or Midwest Treasurer must co-sign any contracts or financial agreements of \$2000. The Board Chairman must review any site rental agreement or contract before it is signed.

Conference Schedule

The host guild is asked to schedule a 45 minute general membership meeting during the conference. This might precede a program or speaker at a time when the majority of attendees would be present.

The MWA Board will host an hour-long Leadership Meeting, usually at breakfast. Conference hosts should include this meeting in the schedule and provide a location for the meeting. It should be scheduled so as not to interfere with classes or other programs.

Reports

The conference hosts are asked to furnish two copies of reports to the Midwest Weavers Association within four months after the conference. These should include copies of mailings and contracts, suggestions for the next hosts and names and contact information of committee chairmen. One may be sent to the next conference chairmen along with the reports from three previous conferences. The other is sent to the liaison for Board use.

Because of IRS regulations, conference accounts need to be closed and checks and receipts sent to the MWA Board treasurer along with the financial report and all

supporting documents by November 30 of the year of the conference. Upon receipt of these documents the host guild will receive a stipend of \$3,000.00.

MWA BOARD MEMBERS

Chair

Betty Huttner
5 Glendale Circle
Iowa City, IA 52245
(319) 338-6146
icliz@yahoo.com

Receives application to host conference

Treasurer

Bobbi Humphrey-Stephens
9046 N. Regent Rd.
Bayside, WI 53217
(414) 736-0496
NSTEPHENS24@att.net

Receives all budgets (preliminary and final)

Distributes monies

Secretary

Carolyn Hart
Rt. 3 Box 731
Vandalia, IL 62471
(618) 326-8655
chart731@frontiernet.net

Patricia Ek

3222 S Fairington Dr.
Bloomington, IN 47403
(812)333-5211
patsy_fiberholic@yahoo.com

Newsletter

Linda Ryden

3027-143 Ave Ct W
Milan, IL 61264
(309)787-6644
rlryden@mchsi.com

Scholarships

CONFERENCE PLANNING TIMELINE

Time Before Conference:

2 - 4 years:

- Volunteer to host
- Determine co-chairs or planning committee
- Secure venue (see attachment)
- Send letter of application to MWA board chair
- Choose theme, logo, dates
- Submit a preliminary budget (see attachment)/obtain start-up monies:
- Establish a bank account and credit card service
- Secure insurance (liability)
- Arrange for exhibits with local art galleries, arts council, convention center, etc.
- Submit any information for MWA Newsletter by Nov. 1 (following the conference previous to yours)

2 years – 18 months:

- Establish committee chairs (have as many as possible attend the previous conference)
 - Two people attend conference at MWA expense (usually the co-chairs)
- Call to conference (invitation presented at previous conference)
- Set up web site
- Site tours for committees
- Secure keynote speaker(s), teachers (encourage local teachers), judges (fashion show, members' exhibit, guild exhibits)
- Establish publicity timeline
- Committees: establish timelines, keep notes for reports
- Final budget submitted to MWA

9 months:

- Advertise (Handwoven and other magazine calendar listings and guild newsletters)
 - Finalize teacher list, class descriptions and signed contracts
 - Preparation for conference booklet
 - Application forms for exhibits (members and guilds), fashion show
 - Description of housing
 - Tentative schedule
 - Classes and teachers
 - Scholarship information

9 months (continued)

- Penalties for late registration
- Registration for partial conference
- Preconference
- Early registration deadline
- Include schedule for:
 - Leadership meeting (for host guilds, past, present and future)
 - General membership meeting (45 minutes before a well-attended event)
 - Reports/Election/Recognition
- Get booklet printed at 9 months out
- Secure awards (see attachment)

6 months:

- Mail registration booklet

2 months:

- Registration deadline:
 - Cancel classes with insufficient enrollment
- Finalize site/facilities arrangements
- Organize transportation for teachers/speakers
- Other printing:
 - Conference book, programs, signs

4 months after:

- Turn in final budget/accounting
- Conference reports due: 2 copies: 1 for MWA Board, 1 for the next Conference hosts. May make an extra copy for the host guild to keep

Committees

Listed below are “some” of the committees that have been used at past conferences. Each conference is different, with different needs. These committees can be combined or more committees can be created to fit the particular needs of each conference.

Teachers and speakers
Vendors
Registration
Treasurer
Guild exhibits
Members’ exhibits
Teachers’ exhibits
Food - meals and receptions
Facilities
Volunteers
Fashion Show
Goody bags
Signage
Swatch swap
Printing – mailers and booklets
Tours
Publicity
Graphic artist – design logo, bags, pins
Website
Information table/hospitality room

CONFERENCE FACILITIES CONSIDERATIONS

Accessibility/Comfort/Transportation

Housing and Food

Accommodations for 3-500 (includes conferees, teachers/speakers, vendors, host committee)

General Meeting Space

Keynote address

Fashion Show

Other?

Vendor space

Booths 8 x 10 or 8 x 8; Vendors will rent 1-10 spaces

Loading docks/accessibility

Area near the rest of the action

Classroom/Workshop space

Need some space appropriate for dyeing/basketry/jewelry

Exhibit space

Members' exhibit

Guild exhibits

Fashion show exhibit

Other?

Registration

The Midwest Weavers Association Board requires that each conference offer online registration in addition to paper-based registration by mail. As of summer 2010, the recommended product for implementing online registration is currently Regonline (www.regonline.com). If a conference wishes to utilize a different product for online registration, please contact the Board for discussion and approval.

The fees associated with utilizing a product such as Regonline need to be included the conference budget. Additionally, online registration provides a way for conference registrations to be paid by credit card without requiring a separate merchant card (credit card) account. These credit card fees need to be included in the budget as well.

Tasks related to implementing online registration will be coordinated between the conference Registrar and the MWA Database Manager.

Website

The MWA Board has designed a website template to be used by conferences and will host the conference website as part of the overall Midwest Weavers Association website. The Guild(s) planning the conference are expected to provide all content and graphics to the MWA Webmaster. A draft of the website will be provided to the Guild for comment prior to publication.

Budget and Finances

Included in this section is a broad budget outline and a final treasurers report from a previous conference. These are to be used as guidelines in preparing the budget for your conference. The MWA Board asks that you use this format when turning in both your budget and final treasurer's report.

The budget outline is just that, an outline. You can have more categories or less categories depending on your conference needs. This report has more categories because the committee decided it wanted a more detailed report. Just because a category is on the outline doesn't mean that your conference has to have that particular item for your conference. You may decide not to sell extra tickets for the fashion show or you may decide to sell day passes to the vendors. The details are up to you.

You must present a preliminary budget to the MWA Board in order to receive start up funds of up to \$4,000.00. The preliminary budget should have the attendance set at 300 attendees. This can be revised later if the need arises.

The amount set for registration needs to cover the cost of the facilities, teachers' fees and travel expenses and operational costs. Operational costs include printing, postage, copies, receptions, speakers, signage, etc. The amount set for housing and meals should be based on actual costs. Exhibit fees should cover the costs incurred in holding the exhibit. When figuring the fees and expenses of each teacher and the classes that person will teach, set a break even cost. This will be used in determining whether or not to cancel a class if enrollment for that class is low.

The treasurer will need to set up checking account at a local bank. You should also make arrangements with the bank for credit card service unless your guild already has that available.

You will need to get liability insurance. This can be done through your local insurance agency. The treasurer will also need to be bonded, again through a local insurance agent.

You may need to get a tax ID number if your guild does not have one and your state requires it.

Any contract over \$2,000.00 must be approved by the MWA Board. All contracts should have a cancellation clause in case of some unforeseen circumstance.

Registration, room and board for the MWA Board members is to be waived. The current Board members are: Vicki Tardy, Bobbie Humphrey Stephens, Carolyn Hart, Patricia Ek and Betty Huttner. Registration, room and board will also be waived for Amy Norris, Database Manager, and John Mullarkey, Web Site Manager. Two hosts from the next conference and 2 representatives from the previous conference will have their registration, room and board waived.

Several items will be “paper transfers” and must be accounted for in both income and expenses. This will be any funds that are paid by MWA such as the registration and housing listed above, start up funds, awards, scholarships, postage for the registration books and ads in *Handwoven* magazine and *Shuttle, Spindle & Dyepot*.

MWA will pay for 2 ads in *Handwoven* and 2 ads in *Shuttle, Spindle & Dyepot*. This will be another “paper transfer”. The ads are billed directly to the Midwest Weavers Association. The bills should be sent to Bobbie Humphrey-Stephens, 9046 N. Regent Rd., Bayside, WI 53217. The ads will need to be designed and written by whoever is doing publicity for the conference.

Sample Outline Treasurers Report

	Budget		Actual	
Income	Attendees	Amount	Attendees	Amount
				Over/(Under)
Registration				
Preconference registration				
Conference registration				
4th class fee at conference				
Housing and Meals				
Rooms - single				
Rooms - double				
Meals				
Vendor booth fee				
Subtotal				
Juried fashion show				
Entry fee		e'		
Ticket sales				
Guild exhibits				
Entry fee				
Members exhibit				
Entry fee				
Subtotal - exhibits & fashion show				
Tours				
All day tour				
Morning tour				
Afternoon tour				
Subtotal				
Souvenirs				
Bag sales				
Pin sales				
Tshirt sales				
Mug sales				
Subtotal				

Awards

MWA - juried fashion show	\$	325.00
MWA - Margaret O'Shaughnessy Award	\$	200.00
MWA - members exhibit	\$	325.00
Other Budgeted Awards		

Subtotal

MWA - start up money

MWA - postage for registration book

Subtotal

Total Income

Expenses	Budget		Actual		Over/(Under)
	Attendees	Amount	Attendees	Amount	
Location					
Conference fee					
Insurance					
Building and room fees					
Shuttle busses					
Parking					
Subtotal					
Housing and Meals					
Single rooms					
Double rooms					
Meals					
Subtotal					
Printing and Postage					
Printing registration book					
Printing award certificates					
Printing attendees list					
Printing conference schedule book					
Printing misc.					
Postage registration book					
Postage misc.					
Subtotal					
Speakers/Teachers					
Speakers					
Teachers fees					
preconference workshops					
mini sessions					
maxi sessions					
Travel					
Judges fees					
Subtotal					
Commercial Vendors					
Booth set up					
Room rental					
Subtotal					
Juried Fashion Show					
Models					
Light and Sound Technicians					
Programs					
Reception					
Awards					
Subtotal					
Guild Exhibits					

Booth set up
Awards
Subtotal

Members Exhibit Awards

Tours

Souvenirs
Bookmarks
Pens
Tshirts
Pins
Tote bags
Mugs
Subtotal

Committee/Board Reimbursements

Registration for MWA Board
Registration for committee chairs
Room and board
Subtotal

Administration

MWA operations
MWA start up money
Surety Bond
Advertising
Signs
Credit card fees
Subtotal

Total Expenses

Net Gain/(Loss)

Sample Agreement

Midwest Weavers Association, Inc.

Keynote Speaker Agreement

1. This agreement is entered into by and between _____ hereinafter referred to as the Keynote Speaker, and Midwest Weavers Association, Inc., hereinafter referred to as MWA.
2. The Keynote Speaker agrees to offer the keynote address for MWA at its 20__ Conference to be held at _____.

By signing this contract, the Keynote Speaker also agrees to allow MW20__ to publish their name in MW20__ Conference promotional literature, advertisements, conference brochures and Internet Web pages.

3. MW20__ agrees to supply the following:
 - a) A room appropriate for the keynote address;
 - b) Audio-visual equipment and supplies requested in writing by the Keynote Speaker.
4. The Keynote speaker agrees to supply the following to MW20__ Conference:
 - a) Original copy of this contract, signed and dated, returned by_____.
 - b) One paragraph summary of Keynote Speaker's biographical or previous teaching experience for use in the registration brochure (subject to editing), not to exceed 150 words, due by _____.
 - c) One paragraph summary of the keynote address for use in the registration brochure, (subject to editing), not to exceed 150 words, due by_____.
 - d) Photograph of work that is representational of the content of the keynote address for use in promotional materials, due by _____.
 - e) A representative piece of the Keynote Speaker's work to be included in the Instructor's Exhibit at the MW20__ Conference. Details to follow.
5. In consideration for the services stated in 3 and 4 above, MW20__ Conference agrees to compensate the Keynote Speaker upon completion of the address:
 - a) An honorarium of \$_____;
 - b) Room, board, and transportation as stated in sections 6 and 7;
 - c) Waived MW20__ Conference registration fee and entry to all events included in registration fee.
6. Room and Meals
 - a) Single room housing
 - b) Meals provided in dining hall

7. Travel

MW20__ will reimburse the Keynote Speaker for travel expenses as follows:

- a) Least expensive coach round trip fare from city of origin to _____. Air travel is to be arranged by the Keynote Speaker after receiving confirmation from MW 20__. MW20__ will not reimburse for auto rentals. MW20__ will not reimburse for additional charges incurred due to rescheduling booked flights and ground transportation.
- b) Driving expenses will be reimbursed at the rate of _____ per mile for a direct route from city of origin to _____, not to exceed the cost of airfare as determined above. Parking space will be provided by MW20__.

8. Insurance

MWA and MW20__ Conference Committee will carry no insurance on persons at or property brought to the conference. If insurance is desired, it must be provided by the individual.

9. Shipping

MW20__ will consider reimbursement for reasonable shipping charges of items for the address. All requests for shipping reimbursement MUST BE APPROVED BY THE MW20__ CONFERENCE PROGRAM DIRECTOR IN ADVANCE.

10. Cancellation policy

In the event the Keynote Speaker is unable to fulfill this contract, the Keynote Speaker will notify MW20__ as soon as possible and expect no payment. The Keynote Speaker agrees to reimburse MW20__ for any reasonable and necessary expenses incurred by MW20__ because of the breach of terms and conditions of this agreement. This includes failure to provide the documents and items listed in section 4 above, when due, and failure to appear to conduct the scheduled time.

By signing this, I agree to all the terms and conditions in this agreement.

Keynote Speaker's signature	Date	MW20__ Representative	Date
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Keynote Speaker's printed name, social security number

Phone, email address

Mailing address

Sample Agreement

Midwest Weavers Association, Inc. Teacher Workshop Agreement

1. This agreement is entered into by and between _____, hereinafter referred to as the instructor, and Midwest Weavers Association, Inc., hereinafter referred to as MWA.
2. The Instructor agrees to conduct the following workshop/seminar(s) for MWA at its 20__ Conference to be held at _____, hereinafter referred to as MWA 20__.

Pre-Conference Workshop – three days:

- 1.

Maxi-Sessions – 5 hours/one day of instruction per session:

- 1.
- 2.

Mini Sessions – 2.5 hours/one half day of instruction per session:

- 1.
- 2.

By signing this contract, the Instructor also agrees to allow MW20__ to publish their name, workshop information and photographs submitted (see 4.h) in MW20__ Conference promotional literature, advertisements, conference brochures and Internet Web pages.

3. MW20__ agrees to supply the following for the workshop:
 - a. A room appropriate for the workshop, subject to the restrictions of the University;
 - b. A volunteer assistant to help with the move into and out of the room, room set-up, distribution of supplies and printed materials, and the smooth running of the workshop. (see enclosed form)
 - c. Visual aid and other equipment and supplies requested in writing by the Instructor (see enclosed form) and approved in writing by the MW20__ Conference Program Director.
 - d. Up to 10 pages (20 sides) of duplicated instructional material for each workshop participant.
4. The Instructor agrees to supply the following to MW20__ Conference:
 - a. Original copy of this contract, signed and dated, returned by _____.
 - b. One paragraph summary of Instructor's biographical or previous teaching experience for use in the registration brochure (subject to editing), not to exceed 150 words due by _____.
 - c. One paragraph summary of the workshop for use in the registration brochure (subject to editing), not to exceed 150 words, due by _____. Summary must include an ability level expectation of the Instructor for student's prior knowledge as Beginner, Intermediate, or Advanced.
 - d. These three lists of supplies and equipment or preparation words:
 - a. That which the student is required to bring; due by _____

- b. That which the student is required to prepare; due by _____
- c. That which is to be supplied by MW20__ including audiovisual needs, specific room
- d. Requirements (see enclosed forms); due by _____
- e. A copy of handout materials to be duplicated by MW20__ due by _____
- f. A list of materials fees. See enclosed form. Only fees published in the registration book may be collected; due by _____
- g. Request for a volunteer aide, due by _____ (see enclosed forms)
- h. Photograph of work that is representational of the content of the workshop for use in promotional materials, due by _____
- i. A representative piece of the Instructor's work to be included in the Instructor's Exhibit at the MW20__ Conference. Details to follow.

5. In consideration for the services stated in 3 and 4 above, MW20__ Conference agrees to compensate the Instructor upon completion of the workshop:

a. An honorarium of:

\$_____ for each pre-conference workshop

\$_____ for each maxi-session

\$_____ for each mini-session

b. Room, board, and transportation as stated in sections 6 and 7

c. Waived MW20__ Conference registration fee and entry to all events included in the registration fee.

6. Room and Meals

a. Single room housing as follows:

For Instructors teaching during pre-conference:

For Instructors teaching during conference only:

b. Meals provided in the dining hall as follows:

7. Travel

a. MW 20__ will reimburse the Instructor for travel expenses as follows:

1. 1. Least expensive coach round trip fare from city of origin to _____ Air travel is to be arranged by the Instructor after receiving workshop confirmation from MW20__. MW20__ will not reimburse for additional charges incurred due to rescheduling booked flights and ground transportation.
2. Driving expenses will be reimbursed at the rate of _____ per mile for a direct route from city origin to the of conference site, not to exceed the cost of airfare as determined above. Parking space will be provided by MW20__.

8. Insurance

MWA and the MW20__ Conference Committee will carry no insurance on persons at or property brought to the conference. If insurance is desired, it must be provided by the individual.

9. Shipping

MW20__ will consider reimbursement for reasonable shipping charges of items for the workshop. All requests for shipping reimbursement MUST BE APPROVED BY THE MW20__ CONFERENCE PROGRAM DIRECTOR IN ADVANCE.

10. Cancellation policy

- a. The Instructor understands that if the workshop does not have the minimum number of registrants as determined by MW20__, MW20__ has the right to cancel any/all workshop/seminar(s). MW20__ will either cancel or confirm the workshop/seminar(s) and notify the Instructor in writing on or before _____. Note: The cancellation of one or more workshop/seminar(s) does not invalidate this contract for the balance of the workshop/seminar(s) listed above in Section 2. The Instructor agrees that cancellation(s) may impact payment for total or partial room, board, transportation, shipping and registration fees. The Instructor also agrees that if the MW20__ Conference must be cancelled because of conditions beyond the control of MWA, there will be no payments.
- b. In the event the Instructor is unable to fulfill this contract, the Instructor will notify MW20__ as soon as possible and expect no payment. The Instructor agrees to reimburse MW20__ for any reasonable and necessary expenses incurred by MW20__ because of the breach of terms and conditions of this agreement. This includes failure to provide the documents and items listed in section 4 above, when due, and failure to appear to conduct the scheduled workshop.

By signing this, I agree to all the terms and conditions in this agreement.

Instructor's signature	Date	MW20__ Representative	Date
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Instructor's printed name, social security number

Phone, email address

Mailing address

Sample Form
Midwest Weavers Association, Inc.
Vendor Registration Form

Name of company: _____

Name(s) of proprietors: _____

Business address: _____

Business phone: _____ Fax: _____

E-mail: _____

Type of products sold – please specify if you have large pieces or heavy equipment:

Number and names of persons attending: _____

Number of vehicles to park: _____ Number of volunteer helpers needed: _____

Number of 8' x 10' booth spaces requested at \$ _____ per booth _____

Number of 110 volt electrical hook ups needed: _____

May we list your name and address on our web site? _____ Yes _____ No

If you have a web site for your business and would like us to provide a link to it, please write your URL here _____

Each booth will come with one 6' table, 2 chairs and pipe and skirting. Please provide your own table covering. The booth fee is \$ _____ per 8'x10' booth space. The total amount is due with your completed registration form by _____. Please send this registration form with a check payable to _____ to:

Midwest Weavers Association, Inc.
Exhibit/Vendor
Rules and Regulations

- 1. Default in Occupancy** – In the event the Exhibitor/Vendor fails for any reason to install its exhibit in the assigned space, or fails to pay the rent at the time herein provided, or fails to comply with any other provisions of this Agreement, MW20__ shall have the right without notice to Exhibitor/Vendor to take possession of said space in any lawful way and assign space, or any part thereof, to such party or parties and upon such terms and conditions as it may deem proper. Exhibitor/Vendor agrees to pay for any deficiency or for any other loss or damage of whatever kind suffered by MW20__ because of such failure on Exhibitor's/Vendor's part. Exhibitor/Vendor agrees that if MW20__ is unable to affect a new occupancy of said space, MW 20__ shall have the right to occupy or cause said space to remain unoccupied without any refund, rebate or allowance to Exhibitor/Vendor and all sums therefore paid by Exhibitor/Vendor shall be deemed to be liquidated damages resulting from Exhibitor's/Vendor's default.
- 2. Sub-Leasing** – Exhibitor/Vendor shall not sell, assign or sub-let any space allocated to it, or furnish any space or facilities for any exhibits other than its own without the prior written consent of MW20__. Any violation of this provision shall be deemed a default of this agreement.
- 3. Failure to Hold Conference** – If MW 20__ is unable to conduct the Conference for any reason whatsoever, or if Exhibitor/Vendor is unable to occupy any space assigned to it because of fire, unavoidable or inevitable accident, or for any other cause beyond the control of MW20__, then and in any such event, this Agreement shall terminate and Exhibitor/Vendor shall be entitled to a full or proportionate refund, and the case may be, of all sums therefore paid by it to MW20__ pursuant hereto and Exhibitor/Vendor shall have no further claims against MW20__.
- 4. Limitation of Liability** – MW20__, its directors, staff, agents and volunteers shall not be responsible for any loss, damage or injury to any of Exhibitor's/Vendor's property or to Exhibitor's/Vendors agents or employees from any cause whatsoever during Exhibitor's/Vendor's occupancy of exhibit space pursuant hereto and Exhibitor/Vendor hereby expressly waives any and all claims against MW20__ for any such loss, damage or injury.
- 5. Time Schedule for Setting Up and Dismantling of Displays** – MW20__ reserves the right to establish the time schedule for and manner of setting up and dismantling of Exhibitor's/Vendor's display and Exhibitor/Vendor agrees to strictly conform therewith.
- 6. Nature of Exhibits** – MW20__ reserves the right to determine whether the display of each Exhibitor/Vendor is in conformity with the standards and policies of MW20__ and the purpose of the show.
- 7. Master Agreement** – This agreement is subject to all of the terms, conditions, and provisions of an agreement which has been or will be entered into between MW20__ and Site for the

premises to be occupied by the Conference, as such agreement may be amended from time to time.

8. **Indemnification** – Exhibitor/Vendor agrees to indemnify and hold MW20___, its officers, directors, planners and representatives harmless from and against any and all claims, demands, liabilities and expenses of third parties arising as a result of the use or occupancy of the space and the premises in which they are located by the Exhibitor/Vendor, its agents, servants, employees and invitees or others at the facility with its consent, or as a result of any act or mission of Exhibitor/Vendor, its officers, employees, agents and other persons who are doing business with Exhibitor/Vendor or who are at the space of the premises in which they are located with Exhibitor's/Vendor's consent including but not limited to claims and demands for death, claims and demands for personal injuries, and claims and demands for property damage.

9. **Waiver** – No failure by MW20___ to insist upon the strict performance of any term or condition of the Agreement, or to exercise any right or remedy available as a result of a breach thereof, and no acceptance of full or partial payment required hereby during the continuance of any such breach shall constitute a waiver of any such breach or of any such term or condition. No term or condition of the Agreement required to be performed by Exhibitor/Vendor and no breach thereof shall be waived, altered or modified except by a written instrument executed by MW20___. No waiver of any breach shall affect or alter any term or condition of this Agreement and each such term shall continue in full force and effect with respect to any other then existing or subsequent beach thereof.

10. **Amendment** – Any and all matters or questions not specifically covered by these Rules and Regulations may be amended at any time by MW20___ and all amendments so made shall be binding on Exhibitors/Vendors and shall become a part thereof.

AWARDS & EXHIBITS

The Conference hosts are to set the categories and criteria for all exhibits and fashion show(s). These may or may not be based on the theme of the conference. Several organizations sponsor awards that have a set criteria. Other awards may be set up by the host committee.

The host committee has the option of what and how they want to do, or not do, the fashion show and its awards. Some of the options may include juried or non-juried, non-juried but judged, popular choice, or any other way they decide.

The host committee will have to contact the organizations that have established awards to see if they wish to sponsor their awards at this conference.

The host committee is responsible for the award ribbons.

AWARDS LIST AND
CONTACT PERSONS

Sponsoring Organizations

Contact Information

Midwest Weavers Association Members Exhibit - \$325.00 Juried Fashion Show -\$325.00 Guild Exhibit - \$200.00 (Margaret O'Shaughnessy Award)	Bobbi Humphrey-Stephens 1001 E. North Ave. Milwaukee, WI 53212
Deane Davis Award Novice basket, Members Exhibit	Sally Davis-Ekstrand 74210 Bjork Road Washburn, WI 54891
St. Louis Guild Elsie Bell Award - \$250.00 (Handspinning) Margaret Grant Award - \$250.00 (Fashion Show) Libbie Crawford Award Members Exhibit	Karen Kelly Schultz 445 Lincoln St. Herculaneum, MO 63048
Handweavers Guild of America HGA Award	Cheryl McWilliams HGA Awards Chair 1255 Buford Hwy, Suite 211 Suwanee, GA 30024
Shuttlecraft Guild Mary Unger Award	Nancy Frantz W3201 Cty. MM Elkhart Lake, WI 53020
Complex Weavers Members Exhibit 8+ shaft weaving	Amy Norris 8742 Teasdale Ave. St. Louis, MO 63124-1926

Interweave Press—Handwoven Magazine
Weaving for the Home Award
Of Excellence

Judy Berndt
Awards Co-ordinator
201 East Fourth Street
Loveland, CO 80537-5655

Prairie Weavers Guild of Springfield, IL
Ila Roberts Memorial Award
Handwoven Table Linens

Linda Flotow
2504 Winfield Dr.
Springfield, IL 62704

Sample Form

Guild Exhibit Evaluation Sheet

(Evaluate the Exhibits based on the following guidelines)

1. Adherence to the theme of the exhibit.
2. Overall appearance of the exhibit
3. Workmanship.
4. Presentation/Professionalism of the exhibit
5. Creativity of the exhibit
6. Documentation of the Guild involvement.

MIDWEST WEAVERS ASSOCIATION SCHOLARSHIPS

JACK BAKER MEMORIAL SCHOLARSHIP

This scholarship is named for Jack Baker, who served as MWA treasurer for a number of years and as a co-chair for MWC 1999 in Bloomington, IN, and as a friend to Midwest weavers in general. This scholarship is intended for a new weaver, someone who has been weaving five years or less, and covers the registration fee, room and board for a Midwest Weavers Conference.

MWA REGISTRATION SCHOLARSHIPS

The Midwest Weavers Association will sponsor scholarships for each conference. The number of scholarships available for each conference will be up to 5% of the anticipated conference attendees. These scholarships are available to all members of the Midwest Weavers Association. The scholarship will cover the registration fee for the awardees to attend a Midwest Weavers Conference.

Contact Person:
Betty Huttner
5 Glendale Circle
Iowa City, IA 52245
icliz@yahoo.com

BYLAWS
OF
MIDWEST WEAVERS ASSOCIATION, INC

ARTICLE I
NAME

The name of this association shall be the MIDWEST WEAVERS ASSOCIATION.

ARTICLE II
MEMBERSHIP, OBJECTIVES AND PURPOSES

Any person interested in the weaving activities of the Association who wishes to support the objectives and purposes listed below is eligible for membership.

- A. To foster cooperation among individuals and organized groups in handweaving in the Midwest area of the United States of America.
- B. To encourage creativity and excellence of craftsmanship in handweaving and related arts, and to widen appreciation of handwoven textiles.
- C. To remain a non-profit, non-commercial and non-political Association.

ARTICLE III
THE MIDWEST WEAVERS CONFERENCE

Section 1. The Association shall sponsor a Midwest Weavers Conference, (hereinafter referred to as “CONFERENCE”), in a city in or near the Midwest region of the United States.

Section 2. The CONFERENCE shall be planned, organized, and conducted by a local handweavers’ guild, (hereinafter referred to as “HOST GUILD”).

Section 3. Local handweavers’ guilds wishing to conduct a CONFERENCE shall make application in writing to the Association. The application should certify that the guild has the consent and cooperation of the majority of its members. The Board of Directors shall have the authority to accept or reject applications.

Section 4. When a guild’s application has been accepted, the HOST GUILD will work closely with the Board of Directors. The Association shall assist the HOST GUILD with information, advice, and with seed monies to defray pre-CONFERENCE expenses.

Section 5. A preliminary CONFERENCE budget of expected income and expenses shall be submitted to the Board of Directors for approval at least one (1) year before the expected CONFERENCE date.

A secondary CONFERENCE budget shall be submitted to the Board before Conference Registrations forms are printed.

Section 6. Any single contractual agreement or sum of contractual agreements with one organization, i.e. a conference service bureau, involving sums above Three Thousand Dollars (\$3,000.00) shall be submitted to the Board for approval before signing.

Section 7. A detailed financial report of CONFERENCE receipts and expenditures shall be sent to the treasurer not later than one hundred and twenty (120) days after the close of the CONFERENCE. At that time, seed monies and all profits from the CONFERENCE shall be transferred from the Conference fund to the Association's general fund.

ARTICLE IV THE BUSINESS MEETING OF THE ASSOCIATION

Section 1. There shall be a business meeting of the Association each CONFERENCE year. At this meeting officers and directors are elected, reports of officers and committees are received, and any other business is transacted.

Section 2. A quorum at the business meeting shall consist of those registered members in attendance at the meeting.

ARTICLE V BOARD OF DIRECTORS

Section 1. The control of the Association shall be vested in a Board of Directors composed of five (5) members. Four (4) regularly elected members and one (1) specifically elected as a Treasurer. All have voting privileges.

Section 2. The directors shall be chosen by the membership at the CONFERENCE business meeting. Nominees shall be presented by the Nominating Committee. Nomination may be made from the floor, provided the consent of the nominee has been secured in advance. Each of the elected directors shall be elected to serve through three (3) conferences, with the terms of the regularly elected directors staggered so that at least one (1) director is elected each CONFERENCE year. The term of the office shall begin at the close of the CONFERENCE business meeting. No director may serve more than two (2) consecutive terms except for the Treasurer. The terms of these directors may be extended if it is deemed to serve in the best interest of the corporation. Directors will be eligible to serve again after a six (6) year absence. No member of the Board of Directors shall hold more than one office at a time. An effort shall be made to have as wide a geographic representation as possible on the Board and in no case may there be more than two (2) directors from the same state.

Section 3. The Board of Directors shall conduct two (2) regular meetings biennially. Following the biennial meeting of the membership, the new Board shall meet to elect a Chairman and secretary from among the four (4) regularly elected members and to transact other business as needed. The Chairman shall serve for two (2) years. The Chairman is

eligible for re-election. The Board shall meet again at the next CONFERENCE, prior to the meeting of the membership, to receive reports from its directors, officers and committees, and to transact other business as needed. In the interval between these regular meetings, special meetings may be called, if necessary, by the Chairman or by the other directors acting together. Written notice of the time, place and purpose of any special meeting shall be agreed upon by the Board members. In the interval between regular meetings, it shall be permissible for the Board to transact business by mail, by telephone, or by internet.

Section 4. The Board of Directors shall fill vacancies on the Board by its own action with any replacement to serve the unexpired term of the Director replaced.

Section 5. Directors shall receive no salary. They may be reimbursed for all reasonable expenses of travel, room and board while attending required board meetings. "Reasonable travel expenses" is defined as the rate per mile to be determined by the board each year (based on the current IRS mileage allowance) or lowest air fare. "Reasonable room and board" is defined as equal to the least expensive conference package (if one is provided) or expenses not to exceed the current IRS daily allowance.

Section 6. In addition to the powers and authorities expressly conferred upon them by these Bylaws, the Board may exercise all such powers of the Association and do all such lawful acts and things as are not by these Bylaws directed or required to be exercised or done by others. In addition, the Board is given the specific authority to incorporate the Association and defend the Association from any suit at law or equity.

ARTICLE VI BOARD MEMBERS

Section 1. The Chairman of the Board – The Chairman of the Board shall be the chief executive officer of the Association. He or she shall preside at all meetings of the board and at the biennial business meeting. The Chairman of the Board may execute any agreements after favorable consideration by the Board as respects the Association thereunder and have the general powers and duties usually incident to the office of the Chairman.

Section 2. Secretary – The duties of the Secretary are: (a) to record the minutes of all Board meetings and biennial business meetings of the CONFERENCE; (b) keep a list of current members; (c) to answer correspondence; (d) to assist the HOST GUILD when needed with information on past CONFERENCES; (e) to perform other duties appropriate to the office as required by the Board.

Section 3. Treasurer – The duties of the Treasurer are: (a) to deposit all funds belonging to the Association; (b) to dispense funds as authorized by the Board of Directors and by these Bylaws; (c) to assist the HOST GUILD when needed with information on past CONFERENCES; (d) to make a financial report biennially to the Board of Directors and to the members at the CONFERENCE business meeting and at such other times as requested by the Board; (e) to perform other duties appropriate to the office as required by the Board, (f) the Treasurer shall be bonded. The Treasurer shall be an ex-Officio member of any and all

committees appointed or designated by the Board of Directors under Article VII, except the Nominating Committee.

ARTICLE VII
COMMITTEES

Section 1. Standing committees may be appointed by the Board of Directors at their option or discretion.

Section 2. Special committees, as needed, may be appointed by the Board of Directors.

Section 3. A Nominating Committee of three (3) members, none of whom is a Board Member, shall be appointed by the Chairman of the Board. The committee shall present a slate of nominees for Directors to be elected at the biennial business meeting.

ARTICLE VIII
FINANCES

Section 1. All checks or demands for money or notes of the Association for amounts of Two Thousand Dollars (\$2,000.00) and under shall be signed by one of the following: Chairman of the Board, Treasurer, or Secretary; any amount over Two Thousand Dollars (\$2,000.00) needs approval of the Chairman of the Board.

Section 2. The fiscal year of the Association shall be a calendar year.

Section 3. Dues shall be Five Dollars (\$5.00) per year paid on non-conference years. Membership information shall be sent to the Data Base Manager to be recorded. The Data Base Manager will forward the monies to the Treasurer to be deposited in the general fund. Changes in addresses will be the responsibility of each member and shall be sent to the Data Base Manager.

Section 4. Dues of a member shall be added to the general fund. Any CONFERENCE surplus shall be added to the Association's general fund and monies from the fund will be used for the following purposes:

- A. To defray any loss sustained from a regular CONFERENCE meeting.
- B. To offer advances to the HOST GUILD to be used to defray early expenses of the CONFERENCE meeting, the amount to be designated by the Board of Directors.
- C. To cover regular expenses incurred between CONFERENCES necessary to carry out the general purposes of the Association. These shall include, but are not limited to, postage, phone calls, or supplies.
- D. To pay Board meeting and CONFERENCE expenses of the registration fee, travel, room and board for all board members.
- E. To present an Honorarium to the HOST GUILD, the amount to be determined by the Board of Directors.

- F. To defray any necessary expenses needed by the Association in organizing, maintaining or defending the Association which may require legal fees, taxes or any other appropriate expense.
- G. To offer any special grants, the amounts to be designated by the Board of Directors after investigation and evaluation of requests for such grants.
- H. To offer awards, scholarships, or other member incentives as determined by the Board of Directors.
- I. To fund communication and educational activities for all members. These may include newsletters and an internet web site.

Section 5. The Association is not organized for pecuniary profit nor shall it have any power to issue Certificates of Stock or declare dividends, and no part of its net earnings shall enure to the benefit of any member, director, trustee or individual. The balance, if any, of all money received by the Association from its operations, after the payment in full of all debts and obligations to the Association of whatsoever kind in nature, shall be used and distributed exclusively for carrying out only the purpose or purposes of the Association particularly set forth hereinabove.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS

To the extent and in the manner permitted by the laws of the State of Oklahoma and specifically as is permitted under Section 1031 of Title 18 of the Oklahoma Statutes, the corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the corporation, by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement.

ARTICLE X

AMENDMENTS

These Bylaws may be altered or amended by the affirmative vote of four-fifths (4/5) of the votes cast by the Board of Directors at a regular meeting of the Board of Directors or at a special meeting of the Board of Directors called for such a purpose, provided any proposed amendments have been presented in writing to the members of the Board thirty (30) days in advance of such meeting.

ARTICLE XI

DISSOLUTION

Upon the dissolution of the MIDWEST WEAVERS ASSOCIATION, the Board of Directors shall, after paying and making provisions for the payment of all liabilities of the Association, give all residual funds and assets of the Association to the Weaving Area Department of Design

of the University of Kansas and/or similar educational institutions for grants or scholarships to a student or students in weaving. Applications and portfolios shall be submitted for consideration of the same. A special committee shall be appointed by the Board of Directors as provided for in Article VII. Any such depository for residual funds and assets shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). Any such funds and assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Association has been located, exclusively to organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII
PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order, newly revised, shall govern the biennial meeting of the Association in all cases to which they are applicable and in which they are not consistent with the Bylaws. The Chairman of the Board may appoint a parliamentarian.

ARTICLE XIII
EFFECTIVE DATE

These amended Bylaws, after adoption by the Board, shall go into effect on October 14, 2005.

MIDWEST WEAVERS ASSOCIATION, INC.
Standing Rules to Accompany By-laws

1. The Midwest Weavers Association, Inc. (hereafter referred to as MWA, Inc.) will advance pre-conference expense monies to the host guild(s). This shall be accounted for in the MWA, Inc. Conference (hereafter referred to as Conference) financial report and returned to the MWA, Inc. treasurer.
2. The MWA, Inc. will pay the first class postage for first class conference mailings to the total membership.
3. The MWA, Inc. will provide computer printouts and mailing labels of the complete MWA, Inc. membership for the First Mailing.
4. MWA, Inc. will give the Margaret O'Shaughnessy Award of two hundred dollars (\$200) to a Guild whose name is drawn from those Guilds exhibiting in the Guild Exhibit competition at a Conference.
5. MWA, Inc. will give an honorarium of two thousand dollars (\$2,000.00) to the host guild of a Conference upon receipt of the financial report and transfer of funds to MWA, Inc. treasurer.
6. MWA, Inc. will provide three hundred twenty-five dollars (\$325.00) towards awards in the Fashion Show event at each Conference.
7. MWA, Inc. will provide three hundred twenty-five dollars (\$325.00) towards awards in the Member Exhibits event at each Conference.
8. MWA, Inc. will pay registration fees plus room and board to a Conference for two (2) members of the Guild planning to host the next MWA, Inc. Conference.
9. The Host Guild will budget \$10.00 per conference registration for MWA operating expenses.
10. MWA, Inc. will pay registration fees to a Conference for two (2) of the hosts from the previous conference or their designees.

Note: Standing Rules can be adopted by a majority vote at any meeting. After adoption, at any future session the can be suspended, modified, or rescinded by a majority vote.
(Robert's Rules of Order)

