

Tennessee Basketry Association
Policy and Procedures Handbook

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Revised May 2007

Board of the Tennessee Basketry Association

1. Composition of the Board shall consist of the TBA officers and the committee chairs.
2. “The voting members of the Board, charged with the management of the association, shall consist of the elected officers, membership chair, member(s)-at-large, and the immediate Past President.” TBA Bylaws, Article 4, B
3. “Appointed and nonvoting members of the Board shall be the newsletter editor, convention coordinator(s), and librarian/historian, and others approved by the Board.” TBA Bylaws, Article 4,C
 - A. Other appropriate nonvoting members of the Board shall include the chairs of the Nominating Committee, Bylaws, Finance, as well as, others the Board may approve.
 - B. All nonvoting members of the Board shall serve a term of one year and will carry out the functions directed by the Policies and Procedures Handbook and the TBA President.
4. “A quorum shall consist of a majority of voting Board members. In the event of a called Board meeting in which a voting member of the Board is unable to attend, said Board member may elect to provide a written proxy to another voting member of the Board in order to provide a needed quorum or necessary votes for the Board to conduct business on behalf of the association.” TBA Bylaws, Article 4,D
5. To promote conducting business in a timely manner, Board members can be contacted by e-mail, U.S. Postal Service, or by phone for their input or votes. (Motion ratified April 12, 2003)
6. Procedure to accept e-mail votes on Board business:
 - A. When the need indicates, the President will initiate the e-mail indicated by any member of the Board regarding issues the Board feels could be resolved in this manner.
 - B. All information discussed by the Board will remain among Board members until the Board reaches a consensus or majority vote of the “voting members”.
 - C. The President will alert members initially to make sure everyone receives the information accurately and to establish a reasonable timeframe needed for a vote.
 - D. All members will send an e-mail to the President who will then tally the responses and forward the individual votes to the Secretary so that a complete record of all that occurs can be maintained. (Note: the President may request members to directly send their votes to the Secretary for tallying and reporting.) If we do not receive a majority or consensus, the President will notify members and entertain motions or suggestions from Board members.
 - E. Once the issue is resolved, all actions taken must be ratified at the next Board meeting so that they will become part of the official record of Board actions. (Procedure ratified April 12, 2003)
7. When voting members of the Board know in advance that they will not be attending a duly called business meeting of the Board, they should contact the President promptly and proxy their vote for the meeting to someone of their choice who will be attending. If a voting member does not attend and does not proxy their vote, and if a minimum of three voting members are present, that vote will be registered, by the President, with the majority of those voting (proxy or otherwise). In the case of a vote tie, prior to a non-proxy vote being cast, the President may cast the non-proxy vote to break the tie. This means that when an official business meeting of the Board is called, voting members have three options: (1.) attend and vote, (2.) proxy their vote, or (3.) their vote will be cast at the meeting by voting members who are in attendance. (Motion ratified April 12, 2003)
8. Proxies will be issued in writing, recorded in the minutes, and, following the approval of those minutes, the written proxy will then be destroyed. (Motion ratified June 28, 2003)
9. If an individual resigns from office, the resignation must be submitted in writing to the Secretary of the association who will then notify Board members so that appropriate action may be taken.
10. “Vacancies during term of office shall be filled through Presidential appointment with approval of the Board. The appointment will be for the remainder of the term being vacated.” TBA Bylaws, Article 4, I
11. Procedure in Small Boards (taken directly from Robert’s Rules of Order, Newly Revised, 10th edition, 470-1)

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following aspects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - Motions need not be seconded.
 - There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.
 - Informal discussion of a subject is permitted while no motion is pending.
 - Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
 - The chairman need not rise while putting questions to vote.
 - The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.
12. Newly elected officers will assume office within two weeks of their election.
13. The Board will assume responsibility for the approval of all budgets and convention sites for the association. (motion passed July 20, 2002)

Officers and Voting Members of the Board

1. "The officers shall be President, President-elect, Secretary, and Treasurer." TBA Bylaws, Article 4,A
2. "The voting members of the Board , charged with the management of the association, shall consist of the elected officers, membership chair, member(s)-at-large, and the immediate Past President." TBA Bylaws, Article 4, B
3. "Officers may serve more than one successive term in the same office." TBA Bylaws, Article 4, F
4. Officers will promote, support, and perpetuate the association's stated purpose and will keep the interests of its membership in mind when fulfilling their term of office.

President

1. "The President shall preside over any meetings of the Board and /or the general membership, shall appoint all committee chairs with Board approval, and shall prepare a written agenda for all meetings." TBA Bylaws, Article 4, G
2. "The President shall serve one year and the succeeding year as Past President." TBA Bylaws, Article 4,E
3. Specific duties are clearly outlined on pages 433-36 of Robert's Rules of Order, Newly Revised, 10th edition:
 - A. "To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present
 - B. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day
 - C. To recognize members who are entitled to the floor
 - D. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order
 - E. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them
 - F. To enforce the rules relating to debate and those relating to order and decorum within the assembly

- G. To expedite business in every way compatible with the rights of members
 - H. To decide all questions of order, subject to appeal—unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision
 - I. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly
 - J. To declare the meeting adjourned when the assembly so votes or—when applicable—at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.”
4. Following his term of office as President, he will submit the President’s Annual Report to the Board. Following any needed corrections, this report will be filed in the association’s official records.
 5. The President or designated officer will file any required reports to the state or federal government.
 6. The President is responsible for the gift for the Convention Chair(s). The cost of the gift will be between \$50-\$75. This amount will come from the Board budget. In case of co-chairs, the gift amount is per person, not per position. (TBA Board Minutes, Sept 11, 2004)
 7. Board meetings are to be held prior to the newsletter deadline so that approved minutes can be published in the newsletter. (TBA Board Minutes, February 25,2006)

President-Elect

1. “The President-Elect shall preside over any meeting at which the President is unable to be present, and shall perform other duties assigned by the President.” TBA Bylaws, Article 4,G
2. “The President-Elect shall serve one year and the succeeding year as President.” TBA Bylaws, Article 4,E
3. The President-Elect is responsible for the gift for the out-going TBA President. The gift cost will be between \$50-\$75. The gift cost will come from the Board budget. (TBA Board Minutes July 23, 2006)

Secretary

1. “The Secretary shall keep the records of the Board and General meetings, have charge of any general correspondence deemed necessary by the Board, shall submit minutes of meetings to Board members for corrections or changes, and read minutes at meetings or publish them prior to the meeting.” TBA Bylaws, Article 4,G
2. “The term of Secretary and Treasurer is two years.” TBA Bylaws, Article 4,E
3. Duties outlined in Robert’s Rules of Order, Newly Revised, 10th edition are as follows:
 - A. Keep (with the minutes) a copy of all committee reports—record on them the date they were received.
 - B. Call role when required.
 - C. Make minutes and records available to members upon request.
 - D. Notify officers of their election or appointment if they are not present at that time.
 - E. Furnish committees with necessary documents.
 - F. Have on hand at meetings a list of committees and their members.
 - G. Sign certified copies of (association) business when needed.
 - H. Maintain a record book including Bylaws, standing rules and rules of order, amendments, minutes and current record books. Have it on hand at every meeting.
 - I. Send out a Call of the Meeting (meeting notice)
 - J. Prepare an Order of Business (agenda) for each meeting
 - K. In the absence of the President or President-Elect, you call the meeting to order and preside until the (immediate) election of a Chairman Pro Temp
4. Suggested Tasks
 - A. Prepare an Order of Business for the President if requested. List all matters known in advance to be covered at the meeting—exact order and under correct headings.
 - B. Have on hand for the meeting the following items:
 - *official book of minutes/records
 - *current membership roster

- *committees and members
- *Bylaws
- C. At the meeting, perform the following:
 - *read the previous minutes and any business voted on by the Board between meetings,
 - *record corrections,
 - *record the minutes (noting only motions and information that is critical to the Board).
- D. Collect committee reports (within one week of the meeting)
- E. Type minutes reflecting Board actions and motions made (or tabled) and accepted. (TBA Board Minutes December 4, 2005)
- F. Copy minutes and all committee reports and data. Send copies via e-mail and snail mail to all Board members.
- G. Archive original records (not copies you keep for the book of minutes) with the librarian/historian after each meeting.
- H. Maintain a record of any votes taken between meetings by phone or e-mail until they become a part of the recorded minutes.

Treasurer

1. “The Treasurer shall receive all revenues and pay all authorized bills complying with the TBA fiscal year of July 1-June 30th, keep accurate and up-to-date financial records, present appropriate written financial reports at each Board meeting and at the annual membership meeting, and shall maintain an accurate record of current members of the association.” TBA Bylaws, Article 4,G
2. “The Treasurer will prepare all reports in the format that a TBA Board request for each Board meeting.” (Approved by the TBA Board March 13, 2005)
3. The Treasurer will have an annual independent external financial review concluded by 90 days (September 30) following the end of the fiscal year. The Treasurer will submit the report to the Board at the next Board meeting following September 30. The cost of the review must be approved by the Board prior to the review. (TBA Board Minutes July 23, 2006)

Immediate Past President

1. The Immediate Past President shall serve one year on the TBA Board and will be considered as a voting member of the Board.
2. The Immediate Past President shall serve as a mentor to the President and President-Elect and will assist them and other members of the Board in fulfilling their responsibilities.
3. The Immediate Past President shall chair a committee to recommend a site for the upcoming convention to the TBA Board for approval no later than midway through their term of office. In the event they fail to do so, the President may appoint a special committee to fulfill this function.
4. The Immediate Past President shall recommend to the Board the Convention Coordinator(s) for the upcoming year for the Board’s approval prior to leaving office. (Items 3 & 4 approved by TBA Board Sept 10, 2006)
5. In lieu of a Bylaws Committee, the Immediate Past President will initiate the annual review of the Bylaws by the TBA Board.
6. The Immediate Past President will assist the Secretary in keeping the Policies and Procedures Handbook current with all motions related to the policies and procedures of the association and passed by either the TBA Board or the TBA membership at the annual meeting each year.

Membership Chair

1. “The duties and term of office of the Membership Chair and Member(s)-at-Large shall be as follows: The Membership Chair is to maintain the membership records and help prepare the Membership directory for publication. The first year the Membership Chair will be elected for a one-year term and thereafter for two-year terms.” TBA Bylaws, Article H
2. The Membership Chair shall be responsible for the following:

- A. Promotion of membership in the Tennessee Basketry Association (TBA)
 - B. Collecting and processing of monies for membership and renewals. All moneys (checks or copies of checks and cash receipts) along with appropriate documentation must be forwarded to the treasurer. (Approved by the TBA Board May 6, 2007)
 - C. Maintaining at all times a current listing of the TBA membership that is verified periodically with the Treasurer of the association.
 - D. After verifying with the Treasurer the current status of all members, the Membership Chair, in conjunction with the Newsletter Editor or Convention Committee, will publish and mail to all members a membership directory.
 - E. To prepare the TBA Membership Brochure for publication and distribution.
3. TBA Membership
- A. "Membership is open to anyone interested in promoting, supporting, and perpetuating the association's purpose.
 - B. The dues shall support the association's activities with the amount to be determined by the Board of the Tennessee Basketry Association and approved by the membership.
 - C. Membership dues shall cover the period of August 1st through July 31st.
 - D. A member in good standing is an individual who has paid current dues and upholds the bylaws of this association.
 - E. Only members in good standing may vote and hold office in this association." TBA Bylaws, Article 3

Member(s)-at-Large

1. "The Member(s)-at-Large is to represent the membership as a whole with an elected term of two years." TBA Bylaws, Article H
2. The Member(s)-at-Large serves as the liaison between the general membership population and the Board of Directors. The MAL is to always consider the good of the whole organization, not represent an individual or small group.
3. It is the responsibility of the MAL to encourage communication from the membership concerning decisions and new ideas for the betterment/growth of the organization. Communication can be e-mail, telephone, or mail.
4. MAL is to attend the TBA Board meetings
 Stay informed of state and local activities
 Reply to correspondence about TBA matters in a timely manner
 Help as needed when called upon
 Make an effort to spread TBA information (outreach) (Items 2 through 4: Approved by the TBA Board May 6, 2007)

Appointed and Non Voting Members of the Board

1. Chairs of committees shall be appointed by the President and approved by the Board. Chairs will be considered non voting members of the Board.
2. With the exception of the Nominating Committee, the chairs of all committees will select the membership of their committee.
3. Committee members must be in good standing and may serve on more than one committee.
4. Committees will promote, support and perpetuate the association's stated purpose at all times.
5. With the exception of the official newsletter, all official documents produced for the benefit of the association must have the approval of the TBA Board or President.

Newsletter Editor

1. "The Newsletter Editor shall oversee the preparation, printing, and distribution of a newsletter consisting of articles and information of interest to the membership. The editor shall solicit articles

from the membership and from the exchange of newsletters with other organizations, and shall work in conjunction with the Treasurer and the Membership Chair in the publication of the membership roster and official publications of the association.” TBA Bylaws, Article 4,I

2. Newsletter Format

“The Tennessee Basketry Association (TBA) quarterly newsletter is called *Weaving Connections*. The newsletter is a means by which the Association can convey news and information to the membership that is of interest to weavers, teachers, and vendors alike. Newsletters will be published and distributed in March, June, September, and December. The newsletter will be distributed electronically unless distribution by US Mail is requested by member. (Approved by TBA board Dec. 2, 2006.)

Any TBA member may submit articles for inclusion in the newsletter. These articles should communicate information that is factual, accurate, understandable, in good taste, and not misleading or deceptive. Articles should be submitted to the newsletter editor via e-mail or regular postal mail by the first day of the month of publication. Articles should contain the name and telephone number/e-mail address of the sender for contact purposes should there be questions about the material.

Advertisements can be placed in the newsletter at a rate of \$10. for a business card size space per issue, limited to basket related items. (Approved by TBA Board Dec. 2, 2006)

General guidelines for the newsletter are as follows:

- Articles may be submitted by any TBA member.
- All items submitted for publication are subject to editorial review.
- All items submitted are subject to review for confirmation of appeal or interest to the TBA membership. Articles that do not meet these criteria will be rejected.
- Articles may be refused if they are deemed inappropriate, not in the spirit of the TBA mission, or for reasons of lack of space or time.

The format and layout will ultimately be the decision of the newsletter editor. The program used to create and publish the newsletter will also be at the discretion of the editor, whether in be Microsoft Word, Publisher, or some other software program.

The design of the newsletter should be considered based upon the information available for publication, keeping in mind that the information is presented in a way that is easily understood by the reader. We all know the cliché “a picture is worth a thousand words.” However, the picture will increase the cost, which will be addressed later. Consider breaking article after article with sidebars, boxes, lists, etc.

Pages will vary from publication to publication dependent upon articles and information for submission. Currently, the following are being utilized for the newsletter:

- Page 1 carries a section entitled: *From Our President...* This section is a submission from the current TBA president.
- The last page of the newsletter is divided into halves. The top half consists of the TBA icon along with the editor’s return mailing address. The remaining section of this half is left open for the recipient’s address label as well as the postage stamp.
- The bottom half of this last page lists contact information for the TBA Officers and Board Members.

Where best fitted or as appropriate within the newsletter, these sections are also contained within our newsletter:

- *Welcome New Members*—names and contact information for new members since the last newsletter

- A section to bring attention to changes/revisions, etc. in member's contact information
- *The Scrap Basket*—a section featuring odds and ends, highlights of our members, and various “not for profit” happenings within our TBA weaving community. Examples of things for inclusion in this section would include, but not limited to the following update on members: severe illness of members or their immediate family, deaths, births, accomplishments of our weavers, guilds, etc. This section will NOT be to promote classes that teachers may be having (if they are getting paid) or for free vendor advertisements.

If submitted, articles may also be included from the TBA secretary, treasurer, and membership chair. Possible sections for inclusion are web sites of interest, weaving tips and tricks, convention updates, free patterns, etc.

As mentioned, there are printing cost considerations. Normally, the more copies that are required will result in a price per unit decrease. For example, 100 copies may cost \$1/page. If 150 copies are needed, the cost may decrease to \$0.80/page. However, don't use this as a basis for determining the number of copies needed. Print one copy of the newsletter for each TBA member as well as a few additional copies to have on hand if they are needed after the initial mailing.

Printing shall be done in black on white. The number of pages of each newsletter issue will vary depending upon the items submitted which will dictate the length of the newsletter. The actual materials cost (ink and paper) isn't the costly part of printing but shooting plates, setting up the presses, and labor costs drive the cost. Plates for straight copy (text only) are less than plates for photographs. In some instances, photocopying is the least expensive way to print newsletters. Do shop around for the best printing deals!” (entire Newsletter Format section was approved by the TBA Board April 12, 2003)

3. Disclaimer statement:
“Funding for *Weaving Connections* is provided through the receipts of membership fees. It is created and published as a means to convey current news and information of the membership.” (Approved by the TBA Board April 12, 2003)

Finance Committee

1. The Finance Committee shall be composed of the President as an ex-officio member, the Treasurer as chair, and at least two other members in good standing in the association. Preference would be given to those with some financial background.
2. Responsibilities for this committee shall include but not be limited to the following:
 - A. To oversee the financial records of the organization and arrange for the yearly auditing of the TBA financial records.
 - B. To develop and present to the Board a yearly budget for their approval
 - C. To make recommendations to the Board regarding financial matters such as the bonding of officers, liability insurance, incorporation, tax-exempt status, auditing, whether additional bookkeeping services are needed, and other appropriate issues.
3. Developing a yearly budget:
 - A. The Finance Committee will provide members of the TBA Board with a copy of the current budget and a request that members complete a form requesting monies for the coming year.
 - B. Committee chairs should examine their goals for the coming year, prioritize their needs, and justify all requests.
 - C. The Finance Committee will compile all requests and submit a tentative budget for the Board to consider.
 - D. The budget must be approved by the Board and published in the official newsletter prior to the beginning of the fiscal year.

Nominating Committee

1. “The Nominating Committee shall consist of three general members in good standing. The committee will be appointed by the President and approved by the Board. The committee shall then prepare a slate with one or more nominees for each office to be filled. Nominations will then be opened to the membership. All nominees who meet eligibility requirements and who are willing to serve will be added to the slate. The chairman of the committee will then offer the slate to the membership for election. All nominees are encouraged to attend the annual meeting at which the election results will be announced.
2. Following the initial election of officers, elections will be held in the odd numbered years for President-Elect, Membership Chair, and Secretary and in the even numbered years for President-Elect, Member(s)-at-Large, and Treasurer.
3. The voting shall be carried out by mail or at the annual convention.
4. Newly elected officers shall be presented at the annual convention and announced in the newsletter.
5. Officers shall be elected by a majority of those voting in the election. In the event a candidate fails to receive the majority of those voting in the election, a runoff will be conducted between the top two candidates.” TBA Bylaws, Article 5, A-E
6. In lieu of an appointed election committee, the Nominating Committee will conduct the election and announce the findings.

Librarian/Historian

1. “The Librarian /Historian shall keep the historical record of TBA functions, such as convention brochures, pictures, and other items the Board deems appropriate, and acts as the custodian of items belonging to the association.” TBA Bylaws, Article 4, I
2. Job Description
 - A. Prepares a narrative account of TBA’s activities during his or her term of office, which, when approved by the Board, will become a permanent part of the association’s official history;
 - B. Collects, organizes, stores, and maintains documents, records, pictures, and any other items deemed appropriate by the Board.
3. Records to be maintained
 - A. From the annual convention and any sponsored workshops, the program booklets, pictures of classes and activities will be stored.
 - B. The following association records will be maintained: official history of the association, Bylaws, Policy and Procedures Manual, forms, membership directories, newsletters, and minutes from Board and Membership meetings, financial records, President’s annual report, and any correspondence that was recorded in Board minutes that is needed to provide backup documentation.
 - C. All records will be maintained as hard copies.
4. Methods of Storage
 - A. Scrapbooks
 - B. Notebooks containing the hard copy of minutes, TBA Bylaws, Policy and Procedures Handbook, forms, and the official history of the association.
 - C. File folders for the following items: membership directories, program booklets, newsletters, and the President’s annual report.
5. Location of Materials
Specialized materials, such as minutes and financial records should be duplicated and maintained by the secretary and the treasurer. The original copies will be turned over to the historian at least once a year.
6. Length of time to store duplicated records
Duplicated materials will be maintained no longer than five years. (Note: the Board approved Items 2-6 April 12, 2003)

Convention (current) Coordinator(s)

1. “The Convention Coordinator(s) shall coordinate the state convention under the direction and supervision of the Board.” TBA Bylaws, Article 4, I
2. The Coordinator(s) shall select members to chair various subcommittees needed for the convention. Chairpersons of the subcommittees are free to establish their committee and will report directly to the Convention Coordinator(s).
3. The suggested responsibilities of this committee are listed below. The Convention Coordinator(s) may reassign or redesign the committee structure if it is needed.
 - A. The Convention Coordinator(s) is responsible for coordinating the convention committee, convention activities, developing and distributing appropriate evaluation forms and tallying the results for the TBA Board and others requesting such information, developing a convention theme and logo, and serving as the liaison to the TBA Board. The Convention coordinator or TBA President will sign all Convention contracts and will be responsible for developing a convention budget, obtaining approval of the Convention budget by the TBA Board, and overseeing the management of the convention budget in conjunction with the TBA Treasurer. The treasurer shall receive all revenues and pay all authorized bills complying with the TBA fiscal year of July 1 – June 30th. (Approved by the TBA Board Feb 22, 2007) All moneys (checks or copies of checks and cash receipts) along with appropriate documentation must be forwarded to the treasurer. (Approved by the TBA Board May 6, 2007)
 - B. The chair for Basket Selection for Convention Offerings will be responsible for establishing the procedures to receive, inspect, rank, and select baskets offered for the convention. Identified weaving groups within the state shall be represented on this subcommittee. Individuals involved in the selection process are prohibited from submitting baskets to be taught at the convention.
 - C. The Teacher Liaison is responsible for communication, contracts, and on-site support of convention teachers.
 - D. The Vendor Liaison is responsible for communication, contracts, and on-site support of convention vendors.
 - E. The chair for Convention Registration and Class Assignments will be responsible for handling registration, assigning classes, and collecting class fees. The chair will work closely with the Teacher Liaison in the distribution of class fees and resolving problems encountered during registration. The chair will work closely with all related committees needing information generated through the registration process (i.e. generating a list of attendees for Convention Registration, needed information for Local Arrangements, etc.)
 - F. The chair for the Convention Booklet will be responsible for obtaining the photographs of the baskets selected for the convention, the development and layout of the convention booklet, printing and mailing of the booklet to TBA members, convention teachers, and vendors.
 - G. The chair for Local Arrangements will be responsible for the preparedness of the convention facilities, meals, roommate matching when requested, daily room setup, table and other signage, hospitality room, coordination of volunteers, and other needs delegated by the convention coordinator(s).
 - H. The chair for Convention Registration will be responsible for registering convention attendees and guests on-site, the distribution of “goodie bags”, nametags, and other materials, the registering of visitors on “Visitor’s Day”, for providing on-site information services, and for accepting and recording donations received by vendors, teachers, and convention attendees and then distributing those items to the appropriate committee members. This is the first point of contact for convention attendees and is therefore the first impression of the TBA convention and association.
 - I. The chair of convention “goodie bags” will be responsible for the soliciting and receiving donations for the “goodie bag”, recording contributions, assembling the “goodie bags”, and delivering the bags to the convention site for distribution by the Convention Registration sub committee.
 - J. The chair of raffle items and door prizes will be responsible for accepting donations, allocating them as a door prize or raffle item, conducting the raffle and distribution of door prizes,

- maintaining a list of donors and acknowledging their donation on behalf of TBA, and maintaining a list of winners.
- K. The chair of Market Place will be responsible for receiving reservations and allocating market place space, and opening and closing the market place in a timely manner according to the convention schedule.
 - L. The chair of the pre convention will coordinate all activities, early on-site registration if needed, and communicating with the appropriate personnel involved in the activities.
 - M. The chair of basket swap will be responsible for the designation of a theme for the swap and conducting this activity.
 - N. “The TBA Board wishes to direct all future Convention Committees to consider the present procedure for selecting convention baskets by a smaller committee comprised of the Convention Chair, Basket Selection Chair, Teacher Liaison, and Program Booklet Chair. This would allow the committee to invite special teachers to teach, to make sure that all types of baskets are represented on the program in appropriate numbers, and to make some needed adjustments (not based on just numbers) if they are needed and warranted.” (Approved by the TBA Board March 13, 2005)
 - O. “TBA should contact the people in charge of the KY Basket Convention to possibly work with the TBA to explore incentives for those attending both conventions.” (Approved by the TBA Board July 17, 2004)

Outreach Coordinator(s)

1. The chair will work closely with the Membership Chair and President to encourage membership in the state association, the development of new basket groups, and the continued growth of existing basket groups within the state.

Web Master

1. The Web Master shall be responsible for the development and management of the Tennessee Basketry Association’s web site. The Web Master ensures that the “virtual ” aspects of the TBA web site are stable, well-designed, effective to use, up-to-date and properly maintained. The Webmaster will use her judgment in information to be posted on the web site. (Approved by TBA Board Sept 10, 2006)
2. “Job Description
 - A. Sets up pages relating to the TBA that the Board and Membership request for viewing on the web site.
 - B. Maintains the site on a regular basis to make changes within a given length of time, as requested by the Board.
 - A. Maintains a notebook of “hard copies” of all correspondence with the Board concerning recommendations and improvements for the web site.
3. Budget Costs
 - A. The cost of the web site shall be a part of the annual TBA budget.
 - B. Proper records pertaining to the web site shall be maintained by the Web Master.” (Approved by the TBA Board March 13, 2005)

Membership

1. “Membership is open to anyone interested in promoting, supporting, and perpetuating the association’s purpose.
2. The dues shall support the association’s activities. The amount will be determined by the Board of the Tennessee Basketry Association and approved by the membership.
3. Membership dues shall cover the period of August 1st through July 31st.

4. A member in good standing is an individual who has paid current dues and upholds the bylaws of this association.
5. Only members in good standing may vote and hold office in this association.” TBA Bylaws, Article 3”
6. Current membership dues are \$20.00.

Activities

1. “The Tennessee Basketry Association will sponsor an annual convention where they will offer activities appropriate to the purpose of the association.
2. The association will publish an annual roster of members and provide a quarterly newsletter to members in good standing.” TBA Bylaws, Article 7
3. The association will hold an annual election of officers.
4. The association will establish and maintain a web page for TBA.

Meetings

1. “The annual meeting of the members shall be at the convention.
2. Board meetings shall be held at the annual convention and at other times and locations as may be deemed necessary.
3. *Robert’s Rules of Order* (latest edition available in 2002) shall be followed at all meetings unless another edition is adopted by the governing Board.” TBA Bylaws, Article 6

Elections

1. “The Nominating Committee shall consist of three general members in good standing. The committee will be appointed by the President and approved by the Board. The committee shall then prepare a slate with one or more nominees for each office to be filled. Nominations will then be opened to the membership. All nominees who meet eligibility requirements and who are willing to serve will be added to the slate. The chairman of the committee will then offer the slate to the membership for election. All nominees are encouraged to attend the annual meeting at which the election results will be announced.
2. Following the initial election of officers, elections will be held in the odd numbered years for President-Elect, Membership Chair, and Secretary and in the even numbered years for President-Elect, Member(s)-at-Large, and Treasurer.
3. The voting shall be carried out by mail or at the annual convention.
4. Newly elected officers shall be presented at the annual convention and announced in the newsletter.
5. Officers shall be elected by a majority of those voting in the election. In the event a candidate fails to receive the majority of those voting in the election, a runoff will be conducted between the top two candidates.” TBA Bylaws, Article 5, A-E
6. Election Procedure
 - A. The Nominating Committee will prepare a slate with one or more nominees for each office to be filled. All nominees must meet eligibility requirements and are willing to serve.
 - B. Nominations will then be opened to the membership and communicated to the membership via the official newsletter at least one issue prior to the publishing of the election slate. If nominations are received, they will be checked for eligibility and willingness to serve. If all conditions are met, their name will be added to the slate.
 - C. The slate will be published in the official newsletter prior to the election. The slate will include a provision for write in ballots. The Nominating Committee will prepare an article for the newsletter that will include the election procedure, the names of the Nominating Committee, and information regarding the candidates for office.
 - D. The election may be held at the annual convention or by mail prior to the convention.

- E. Voting will take place by secret ballot. If a member wishes to vote by absentee ballot, they will use the ballot provided in the newsletter. The absentee ballot should be placed in a plain envelope and sealed. The sealed envelope will be placed inside another envelope to maintain secrecy. Their name should appear on the outside envelope only so that a record can be maintained of individuals who have cast their vote. Sealed envelopes will be placed in the ballot box at the convention. Both the deadline date and address where ballots should be sent should appear with the ballot form.
 - F. At the convention, the election will take place prior to the Annual Meeting. The Convention Chair will make provision for a voting area and will announce the location of the voting area and the time the poll will close. The Nominations Chair will set up the voting area, have the area manned at all times the voting area is open, and secure the votes at all times.
 - G. On-site voters will be verified to be active TBA members in good standing before being issued a ballot.
 - H. Following the closing of the election poll, the votes will be counted. The chair of the Nominating Committee will announce the results at the Annual Meeting.
 - I. "In the event a candidate fails to receive the majority of those voting in the election, a runoff will be conducted between the top two candidates." TBA Bylaws, Article 5E A runoff election will be held at the Annual Meeting.
7. All newly elected officers and voting members of the Board will assume their office within two weeks of the election.

TBA Logo

- 1. "Any use of the official TBA Logo shall be previously approved expressly in writing by the TBA Board and any approved use may be rescinded by the Board at any time." (Approved by the TBA Board April 3, 2004)
- 2. "Change the color of the mockingbird, the TN state bird, from brown in the logo to gray." (Approved by the TBA Board June 8, 2004)
- 3. "Only TBA Board members have the right to use the official TBA logo in their duties and may make color changes to the black and white logo without prior Board approval." (Approved by the TBA Board June 8, 2004)

Phone Calls

- 1. Ratified at the April 12, 2003 meeting was a motion for "the purchase of two phone cards from Sam's; one for use by the TBA Board and one for use by the convention steering committee." This motion was amended to add the following: "with appropriate accountability developed by the treasurer to include writing down the time remaining on the account at the beginning of each call, at the end of each call, who placed the call, to whom, when, and the purpose for the call. This information will be on a log sheet *with* the phone card access number and will be returned to the treasurer."
- 2. The form for recording the phone calls is included at the end of the Policies and Procedures Handbook.

Forms

- 1. The following forms are listed at the end of the Policies and Procedures Handbook: 1. Phone Calls, 2. Request for Money from TBA Treasurer, 3. Stationary Form, and 4. Membership Form.
- 2. All forms may be revised with the Board's approval.

Dissolution of the Association

1. “No part of the corpus or its net income shall inure to the benefit of any trustee, officer, or member of the corporation of any individual having a personal or private interest in the activities of the corporation, nor shall any such member, officer or trustee receive, or be lawfully entitled to receive any pecuniary profit from the operation thereof, except reasonable compensation for services rendered in carrying out one or more of its purposes. On dissolution of the association (whether voluntary or involuntary) the net assets shall be distributed as determined by the Board to one or more museums, educational or charitable organizations or institutions in the State of Tennessee.” TBA Bylaws, Article 9

Procedure for Amending the Policies and Procedure Handbook

1. The Policies and Procedures Handbook must not conflict with any statement in the TBA Bylaws. The Bylaws remain the final authority and may only be amended by the membership.
2. A change to the Policies and Procedures Handbook may be initiated by any member of TBA or the TBA Board. The proposed change shall come before the TBA Board at its next scheduled Board meeting or brought before the membership at its next business meeting.
3. Any motion relating to the policies or procedures of the association will automatically become a part of the P&P Handbook unless there is a conflict with the current Bylaws. If such a conflict occurs, the motion will not become a part of the P&P Handbook and should be resolved as soon as possible.
4. The Immediate Past President will assist the Secretary in keeping the Policies and Procedures Handbook current with all motions related to the policies and procedures of the association and passed by either the TBA Board or the TBA membership at its annual meeting each year.