

Snowflake Boutique

By-Laws

Snowflake Boutique is a domestic nonprofit, charitable organization whose primary function is to sponsor an art/craft sale in Redmond, Oregon.

MEMBERSHIP:

- ❖ Snowflake Boutique shall consist of no more than 35 members. Membership will be by invitation of the Executive Board. Prospective members will receive an invitation and will have (2) weeks to respond. After this two-week period, if there is no response either verbal or written, the invitation will be considered declined and the next person on the wait list will be invited.
- ❖ Membership in the club gives each member the right to sell items on their approved jury sheet after membership guidelines have been followed.
- ❖ Each item must be 75% handcrafted or handmade by the member. Any other items may be considered by the Executive Board. No items made from kits or preprocessed items will be allowed. It is each member's responsibility to update his or her jury pictures.
- ❖ Members are required to fulfill their responsibilities as stated in the "Membership Responsibilities" section below
- ❖ Each member is required to pay club dues yearly. The Executive Board will determine dues yearly and members will vote on any changes. Paid membership prevents other members or consigners from duplicating items listed on each person's jury sheet. Failure to pay yearly dues by said date lets other members/consigners make items previously juried. Only payment protects juried items from duplication.
- ❖ All members must be paid by May 1st or membership will be relinquished at the first May meeting. New members have fourteen (14) days after accepting an invitation to pay their dues.

MEMBERSHIP RESPONSIBILITIES

- ❖ Each member is responsible for attending all mandatory meetings. The Executive Board will determine the dates of these meetings.
- ❖ If any mandatory meetings are missed members may be charged a percentage of their sales
- ❖ If a person is asked to become a new member, they must attend all required meetings since their invitation in that calendar year.
- ❖ Each member will be required to work the agreed upon times the week of show: Wednesday, Thursday, Friday and Saturday
- ❖ Failure to work agreed upon times will result in additional commission fees.
- ❖ Members are fully responsible for their own product and follow the same guidelines as the consigners.
- ❖ Each member is allowed a one (1) year leave of absence during any five-year period. This must be requested in writing to the Secretary no later than the May meeting. The member has two options during their year off.
 - Option 1: Pay the membership fee, 10% commission, attend no meetings and display at show.

- Option 2: Pay no dues, attend no meetings and do not display at the show. During this time the items of the absent member has juried become available to the other members for that year. After that leave year is over it is the responsibility of the absent member to attend the first meeting of the next year and pay the dues by the May meeting. This will secure the returning members previously juried items. During this time, items that the absent member has juried become available to the other members for that year. If the member does not return within the year after their leave of absence, they will not be considered an active member, and may be placed on the wait list for membership. This is up to the discretion of the Executive Board.
- ❖ Membership dues are nonrefundable.

CONSIGNERS:

- ❖ Any person may jury items that are at least 75% hand crafted or hand made for consideration for sale at the Snowflake Boutique. All rules governing member's products will also be required for consigners.
- ❖ Only juried items will be considered for sale. Items must be juried again or updated every three (3) years.
- ❖ Each consigner will be required to pay the yearly-established registration fee at the time of jury. Failure to pay this fee will result in items not being accepted. Consigner's items are also protected from duplication as long as their fees are paid. The registration fee for returning consigners must be paid by June 1st. After this time the items which were protected are open for others to jury.
- ❖ All registration fees are nonrefundable
- ❖ Consigners will not receive a commission discount for working any portion of the show.

EXECUTIVE BOARD

The Executive Board will be nominated and voted upon at the first General meeting of each year. An Executive Board member must be a member for one year and have worked the previous year's show to be considered for an executive position. These positions and their description are as follows.

CHAIRMAN

- ❖ Responsible for running the meetings, overseeing all other officers and committees, keeping a copy of the treasurer's report, meeting minutes, and membership/consigner lists
- ❖ Responsible for knowing all aspects of the running of the club and the Snowflake Boutique

CO-CHAIRMAN

- ❖ Works closely with the Chairman, assists as directed with all duties

SET-UP CHAIRMAN

- ❖ Works closely with the Chairman
- ❖ Responsible for knowing all aspects of the set-up and break down of the show
- ❖ Secure and oversee the set up and break down crews

SECRETARY

- ❖ Responsible for keeping minutes at all the executive and member meetings. Provides copies to Chairman and Executive Board
- ❖ Keeps a list of members/consigners phone numbers, current addresses and e-mail addresses
- ❖ Handles all other correspondence
- ❖ Keeps a dated book of all records and correspondence

TREASURER

- ❖ Responsible for all aspects of bookkeeping including yearly tax statements and filings
- ❖ Provides financial report, including bank balances, at each meeting
- ❖ Receive all dues and fees for members/consigners
- ❖ Treasurer and one other member are in charge of all money related matters during the Snowflake Boutique show including all cash register pulls, readings, making change, bank deposits etc
- ❖ Responsible for dispersing funds to members and consigners
- ❖ The Treasurer, Chairman and another board member's name will appear on the bank signature card
- ❖ Handles and updates legal documents such as assumed business name, charitable non-profit status and website domain registration

JURY CHAIRMAN

- ❖ Responsible for taking and developing photos for the jury notebooks
- ❖ Assists with setting dates, times and places of juries at the beginning of the year
- ❖ Jury Chairman has the final say in the case of a tie. Jury Chairman must attend all juries

PUBLICITY CHAIRMAN

- ❖ Responsible for all aspects of advertising the Snowflake Boutique Show
- ❖ Responsible for working with the charity of choice to secure advertising, plan the charity event and inform the charity representative and Snowflake members of all charity happenings
- ❖ Responsible for obtaining permits and coordinating placement of signs and banners

CONSIGNMENT CHAIRMAN

- ❖ Responsible for all correspondence with consigners, including making sure all consigners receive and return required information packets
- ❖ Responsible for communication to and from consigners
- ❖ Receives registration fees and forms from the consigners and will transfer fees to the treasurer. Needs to attend all juries
- ❖ Responsible for ordering and selling tags
- ❖ Responsible for current list of consigners and members

RESPONSIBILITIES OF THE EXECUTIVE BOARD

Assumes full responsibility of their specific jobs and organizes their own committees. They are also responsible for keeping a notebook that fully outlines their jobs and actions that year to make the transition easier for incoming board members. The Executive Board members will attend all Executive

Board meetings. Only Executive Board members will be allowed at executive meetings. All Executive Board members will fill in when needed at jury meetings.

MEETINGS

- ❖ Meeting times and jury times will be decided upon by the Executive Board at the first meeting of the year
- ❖ Notification will be sent to each member
- ❖ If a meeting/jury has to be canceled or changed, members will be notified as soon as possible

JURY

- ❖ All items that are sold at the Snowflake Boutique Show are required be juried
- ❖ Only items that are accepted at the jury can be sold at the show
- ❖ All items for jury consideration must be 100% finished and show ready
- ❖ Jury committee will attempt to protect style and technique to the best of their ability
- ❖ Jury committee will have final say in the acceptance of all items
- ❖ Some items may have to be resubmitted before they are accepted
- ❖ Only Snowflake members and Executive Board members are to be present at all juries.

Jury in the Snowflake Boutique serves two (2) purposes

- ❖ First is to control the quality of the items
- ❖ Second is to try to eliminate duplication of like items

Each member/consigner will be held to high quality standards. Items which are accepted at the jury, but then are delivered to the show in less than that quality standard as juried, may be removed from the show and not put on the sales floor. This decision will be made by a vote of all available Executive Board members.

THE SNOWFLAKE BOUTIQUE SHOW

All items brought to the show must have a Snowflake approved price tag securely attached to each item. No marked down prices or corrected tags will be allowed. Prices are to remain the same during the entire show. Merchandise without tags will be removed. All merchandise that is for sale must be in the building at a time to be determined. All paperwork must be in the Snowflake files on Wednesday during check-in. All unsold products will be removed after the show. Items left will be donated to charity.

PAYMENT

- ❖ Payment to members/consigners will be by check drawn on the Snowflake checking account no later than two (2) weeks after the show
- ❖ Member/consigners are paid by tag count only
- ❖ Inventory sheets are required and will be used to check and secure proper tag count for payment
- ❖ Members/consigners will not be paid for lost, stolen, broken, or missing items. Exceptions may be considered by the Executive Board.
- ❖ Any discrepancies must be finalized by November 30th or members/consigners forfeit any adjustments
- ❖ 1099 form will be issued per IRS requirements

CHARITY PAYMENTS

- ❖ At the first Board meeting after the close of the Snowflake Boutique Show, a projection will be made as to the costs for the next year's show
- ❖ At that time the amount to be donated to the charity of Snowflake's choice will be determined
- ❖ The Treasurer will prepare a check and forward it to the charity

DISCIPLINE CLAUSE

In the event that a member/consigner commits an act which caused possible harm, embarrassment, or other ills to the Snowflake Boutique or show, or if an individual does not fulfill their membership/consigner agreement, the following may take place:

- Members: Said member will be notified in writing that a motion has been presented to the Executive Board for their expulsion. The member will have a choice of presenting their case to the Executive Board or the general membership at the next scheduled meeting. In extreme cases, a special meeting may be called. At the conclusion of the hearing the membership will vote out of the presence of the said member, to decide if expulsion or other measures are necessary. If the hearing is done before the executive Board, a full executive vote is needed to hand out any decision.
- Consigners: Executive Board will meet and discuss the matters presented to them regarding the consigner. This can take place at a regular or specially called executive meeting. The board will then notify the consigner in writing as to the actions being taken.

The Executive Board reserves the right to waive any membership rules in the case of hardship or special circumstance. It is the member's/consigner's responsibility to notify the Executive Board of any hardship or special circumstances

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