

**KINGSLAND HOUSE OF ARTS AND CRAFTS  
MEMBERSHIP INFORMATION AND  
POLICIES REGARDING MEMBERS DUTIES**

Membership is open to all hand-crafters who wish to belong to an organization that operates a gift shop (herein referred to as the House), provides social opportunities, community service and presents craft shows twice a year. Regular business meetings are held on the second Wednesday of every month at the House starting at 1:30 PM with refreshments available at 1:00 PM.

### **Applying for Membership**

The hand-crafter will submit an application and 3 to 5 examples of her/his work showing variety and range. The membership Committee shall review the application and the examples of his/her handiwork and determine if the handiwork is suitable for sale in the House. Upon acceptance the applicant will pay the dues for the appropriate category of membership (see below). By paying the dues and signing the application form the applicant signifies that she/he has read and understands the policies regarding a member's responsibilities and duties toward the House and agrees to abide by these policies.

### **Membership Categories**

All membership categories have the right to display their handicrafts for sale in the House.

**Regular Membership** is open to any craft person living in Llano or Burnet Counties. Dues are twenty five dollars (\$25.00) due annually. **Regular** members are required to work a set number of days each year in the House. **Regular** members must work at the Spring and Fall Shows.

**Family Membership** is open to any two craft persons living under the same roof, at the same address in Llano or Burnet Counties. Dues are thirty-five dollars (\$35.00) due annually. **Family** members are required to work the same number of days established for Regular members. Either member of a Family membership may fulfill this obligation. Both Family members may display crafts for sale at the House. **Family** members must work at the Spring and Fall Shows.

**Associate** Members must reside within Llano or Burnet Counties. Dues are seventy-five dollars (\$75.00) due annually. **Associate** members are not required to work in the House with the exception of the Spring and Fall Shows. Associate Members must contribute food for each of the Shows and contribute financially to or work a shift at the Shows.

**Remote Associate** Members are those persons living outside of Burnet or Llano Counties. Dues are eight dollars (\$80.00) due annually.

**Temporary Resident Members** are defined as persons residing temporarily in Llano or Burnet Counties for 2 ½ to 5 months, usually during the winter months and who are unable to work the Spring and Fall Shows. Dues are fifty dollars (\$50.00) due annually. All persons residing at the temporary address are eligible for membership under this category. Temporary Resident Members are required to work the same number of days per year as regular or Family Members. The work days may be worked by any member of the household.

### **Policies Regarding Members Duties:**

The Kingsland House of Arts and Crafts is a member run organization and is dependent upon the active participation of its **Regular, Family, Associate and Temporary Resident Members**

**Work Days:** Regular, Family and Temporary resident Members are required to work a set number of days in the House each year. The number of days to be worked by each member is set at the beginning of the year by the Board of Directors. Members must sign up for work days on the work calendar normally located in the kitchen. The member is responsible for tracking the number of days he/she has worked. If you must change your days, it is YOUR responsibility to find a replacement and notify the Calendar Chairman of any changes.

**Sale Terms:** Kingsland House of Arts and Crafts receives a 20% commission of the sales price on all items sold. The proceeds from the previous month's sales are distributed by the Treasurer at the next month's regular business meeting. If you are unable to attend, please arrange for another member to pick up your check or leave a SASE in the desk for the Treasurer.

**Registering Items for Sale:** All members are allowed to have items for sale in the House. They must have the authorized House tag on them and must be listed in the Display Book. House tags are available at a cost of \$.01 per tag from the Display Committee or at the front desk. The Display Book is located on the central table in the kitchen. Placement of items in the House is at the sole discretion of the Display Committee. If you need to remove an item, please log it out in the Display Book. If you are removing a large number of items, please notify the Display Chairman. Due to the limited display space, please bring a good selection but limit the number of large or identical items.

**Spring and Fall Craft Shows:** All Regular, Family and Associate members are **required** to help with the Craft shows on the first weekend in April and the second weekend in November. Regular and Family Members work a shift during the show, assist with setup before and clean up after the show, provide food for sale and any other jobs needed. Associate Members provide food for sale and work a shift during the show or provide monetary assistance (set by the Board of Directors). Members who have belonged to the club for at least 90 days will receive a discount on booth fees for the Shows. *Those who choose not to participate, may be subject to fines or penalties established by the Board of Directors.*

## **FRONT DESK DUTIES**

<b>HOUSE HOURS:</b>	Friday, Saturday and Mondays:	10:00 AM to 5:00 PM
	Sundays:	1:00 PM to 5:00 PM
	Open daily between the Friday after Thanksgiving to December 23 <sup>rd</sup>	
	Monday - Saturday	10:00 AM to 5:00 PM
	Sundays	1:00 PM to 5:00 PM

Associate Members and Remote Associates are not required to work the front desk in the House.

**Training:** The Membership Chairperson or his/her representative will work with new members on his/her first work day. You must have your name tag on at all times when you are representing the House. Name tags are bought separately from membership fess at a cost of eight dollars (\$8.00) per tag.

**General:** All members are expected to help keep the House clean. If needed, vacuum the floors. Members are expected to keep their own items dusted. Check the front walk, restrooms and waste baskets at the beginning and end of each shift and clean if necessary. Remember, this is your House too. Each time you work, take the time to familiarize yourself with the contents and location of items in the store as they change frequently.

Instructions on sales operations are located in the notebook on the desk. Sometime during the day, call the person who is scheduled to work the following day to remind them of their scheduled work day. If you have questions, you may call your trainer or the Treasurer.

In addition to assisting our customers, please remind them about our shows, special events and places of interest in the area. Show your cheerful and friendly KHAC spirit and customers will want to return.

**KINGSLAND HOUSE OF ARTS AND CRAFTS  
NEW MEMBERSHIP APPLICATION**

Thank you for your interest in joining the Kingsland House of Arts and Crafts. We hope you will enjoy belonging to this group as much as we do!

Please complete this form and leave it, along with samples of your work, at the House Front Desk for the Membership Chairperson. Once your work has been accepted and after you have paid your membership fee, you will receive an orientation to the House as well the opportunity to sign up for your training day and work days.

DUES: Regular Member -----\$25.00/year  
Family Member (F)-----\$35.00/year  
Associate Member-----\$75.00/year(lives in Burnet or Llano County)  
Remote Associate-----\$80.00/year(lives in Burnet or Llano County)  
Temporary Resident(TR)-----\$50.00/year(lives in Burnet or Llano County part-time)

If you have any questions at all, please contact the Membership Chairman:

**WINNIE MYERS, 325-247-1058, [thepooh@ctesc.net](mailto:thepooh@ctesc.net)**

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**KINGSLAND HOUSE OF ARTS AND CRAFTS  
PO BOX 241, KINGSLAND, TX 78639  
NEW MEMBERSHIP APPLICATION FORM**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Spouse: \_\_\_\_\_

Second F or TR Member: Last: \_\_\_\_\_ First: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birthday: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Second F or TR Member: Month: \_\_\_\_\_ Day: \_\_\_\_\_

**Print** Name to be used on Name Tag (\$8.00 ea.) \_\_\_\_\_

Type of Arts and/or Crafts: \_\_\_\_\_

In addition to working in the House and helping with shows, I am interested in the following committees:

Telephone     Shows     Publicity     Computer     Meals on Wheels     Display  
 Membership     Building/Grounds     Other \_\_\_\_\_

**I HAVE READ THE MEMBERSHIP INFORMATION AND POLICIES, UNDERSTAND AND AGREE TO THE SAME.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_