



THE QUEENSLAND COUNTRY WOMEN'S ASSOCIATION

STATE HANDCRAFT CULTURAL COMMITTEE BY-LAWS

June 2023

1. The name of the committee is the State Handcraft Cultural Committee. The cultural aspect of this committee means teaching and training.
2. The Handcraft Cultural Committee Objectives are
 - i. To encourage the teaching and learning of handcrafts
 - ii. To provide the opportunity for all age groups to participate in handcrafts
 - iii. To provide community access to exhibitions and handcraft displays
 - iv. To provide the opportunity for QCWA members to learn and teach handcrafts
 - v. To work with other craft groups in line with State Handcraft objects
 - vi. To pursue a standard of excellence in Handcraft
 - vii. To encourage QCWA members to train to become Handcraft Teachers
 - viii. To promote and organise Handcraft Teacher Schools
3. The QCWA State Handcraft Cultural Committee will consist of the State Handcraft Chairman, State Vice Chairman, Secretary, Treasurer, and the Chairman/Convenor/Delegate from each Division.
4. The Office bearers of the State Handcraft Committee shall be elected from the approved members of the Committee and announced at the annual meeting of the State Committees at Conference. (6.8k Constitution)
5. The State Chairman appoints her Secretary who may be from the Committee members. Should this position not be filled from the Committee members she will be an ancillary member and have no voting rights.
6. The Treasurer can be appointed from the committee members. Should this position not be filled from the Committee members the Committee can appoint a non-committee member.
7. The Vice Chairman can be appointed from the committee members, Should this position not be filled from the committee members, the committee can appoint a non-committee member.
8. The State Handcraft Committee is to be approved at the Pre-Conference Council Meeting.
9. A report and audited financial report will be presented for adoption at the State Committees AGM at Conference.
10. The State Handcraft Committee will meet twice each year, one meeting at the time of Conference when all in attendance for the Handcraft Exhibition. The State Chairman may call a meeting of the Officers when she deems it necessary. Expenses for the State Handcraft Executive Officers for this Meeting to be met by the State Handcraft Cultural Committee.

11. Division Handcraft Committees may arrange displays and sales of work. When handcrafts are sold at QCWA functions, classes or meetings, not less than 20% commission must be paid to the function organiser.
12. Each Division Handcraft Cultural Committee /Division with Convenor shall pay a \$30 commitment annually for administration. Committees may expend monies and funds raised or received for furthering its objects.
13. Each Division Handcraft Committee may decide the Branch/Division Commitments to the Committee to administer handcrafts in the Division with the approval of the Division Executive Meeting.
14. Branches holding Handcraft classes should forward a monthly report to the Division Handcraft Chairman /Division Convenor who will incorporate it in her report to each Division Executive Meeting. Division Handcraft Chairman/Division Convenor to present a report to each State Handcraft Meeting (twice a year) to be included with the State Handcraft Minutes.
15. The Expenses which includes travel accommodation and meals for the State Handcraft Executive to attend State Handcraft Schools, State Handcraft Meetings and State Conference to be met by the State Handcraft Committee.
16. The schedule for the next State Handcraft Exhibition to be decided at the Pre- Conference Meeting but submitted to Non Conference Council. Entry fees to be reviewed annually.
17. An exhibition will be held at Conference, the proceeds to go to the State Handcraft Cultural Committee. Judging to take place prior to State Conference. The exhibitors are to be QCWA members or Supporter members. No one person, Branch, Division or company has the sole right to award a trophy in perpetuity. All competition work displayed at any QCWA Exhibition must be the work of the competitor and completed during the proceeding twelve months, except those articles used in the Division Displays, which may be entered in the following year's exhibition.
18. Nominations and entry fees for the State Exhibition must be received by the State Handcraft Chairman by 1st September.
19. Two Handcraft Schools for the training of teachers will be held each year, one prior to the State Conference and the other following the mid- year Meeting. State Handcraft Committee to arrange these. Registration fees for the mid-year school will be \$50.00 and \$30.00 for the school prior to State Conference. To be reviewed annually. Any Division may apply to host the mid- year school. Expenses, travel accommodation and meals, for the invited tutors to teach at the Handcraft Schools are to be met by the State Handcraft Committee.
20. Division and Branch Handcraft classes may be arranged throughout the State and are open to members and non-members. While the use of QCWA qualified teachers is encouraged, it is permissible to use external teachers. It is courtesy to consult your Division Handcraft Chairman/Convenor before engaging an external teacher. Any Teacher may teach in her own branch. When handcraft is taught by qualified QCWA teachers, tuition fees are the responsibility of the Branch/Division concerned. Teachers may accept an invitation from another Division Handcraft Committee to teach in their division and must notify the Division Handcraft Chairman/Convenor on acceptance. A written report must be sent to the Division Handcraft Chairman.

21. Only State Bar Holders, Handcraft Teachers & Teachers in Training are eligible to attend State Handcraft Schools. Teachers in Training must have been accepted at the previous State Handcraft Meeting and have two elementary passes before being eligible to attend.
22. Qualifications for a Teacher in Training will be a pass in six (6) elementary distinctly different crafts. At least three (3) of these elementary passes must be crafts with an opportunity for an advanced pass. Articles being tested must not be more than two years old. A Teacher in Training/Teacher should teach her elementary and advanced crafts under the supervision of a State Bar holder within her Branch or Division arranged by the Division Handcraft Chairman/Convenor and if no State Bar Holder in the Branch or Division then an invitation should be sent to a neighbouring Division inviting a State Bar Holder to supervise. The supervising teacher will give a recommendation of the trainee's teaching ability to the Division Handcraft Chairman/Convenor for consideration. The Certificate of Merit is to be issued in the applicant's name, and presented with her badge, to the member.
23. Qualifications for a State Bar will be a teachers Badge and passes in six (6) of the advanced crafts listed on the Testing sheet, four (4) of which must be tested by the State Handcraft Cultural Committee. State Handcraft Chairman must be satisfied that the applicant understands that she is obliged to teach crafts within QCWA. An application for a State Bar should be made in writing, through the Division Handcraft Chairman/Convenor, to the State Handcraft Chairman two (2) weeks prior to the mid-year meeting of the State Handcraft Cultural Committee. The State Bar to be presented at the following State Conference.
24. Advanced testing of crafts must come through the Division Handcraft Chairman/Convenor who will arrange to have it tested by a State Bar holder from another Division or by a member of the State Handcraft Committee Executive who must hold a State Bar. Only finished articles may be presented for testing and not have been made at a class or under tuition. Any member being awarded a Teachers Badge/State Bar must be prepared to teach within the Association.
25. All craft testing must come through the Division Handcraft Chairman/Convenor to be recorded in the Division Handcraft Record Book. Testing Result Form to be forwarded to the State Handcraft Chairman who will then record the testing in the State Handcraft Record Book. Articles being tested must not be more than two (2) years old.
26. Divisions who do not have a Handcraft Committee may on request obtain the State Handcraft Committee Minutes at the fee set by the State Handcraft Committee
27. If at any time the applicant terminates her membership to QCWA then all passes will be null and void. In the case of re-joining at any time then the applicant must start her testing again from the very beginning