

**Indiana Blacksmithing Association, Inc.**  
**An Affiliate of the**  
**Artist-Blacksmiths' Association of North America**

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**GUIDELINES FOR LOCAL GROUPS  
OPERATING UNDER THE UMBRELLA  
OF THE  
INDIANA BLACKSMITHING ASSOCIATION, INC.**

**PURPOSE:** The purpose of the local group is to extend the work of the Indiana Blacksmithing association, Inc. ( IBA ). The work of the IBA is defined as exclusively for educational purposes and includes encouraging and facilitating the establishment of training programs for aspiring smiths, to expose the art of blacksmithing to the public, to serve as a center of information about blacksmithing and it's tradition, and to do so in cooperation with, and as an affiliate of, the Artist-Blacksmiths' Association of North America, Inc.

**INTENT:** It is the intent of the IBA that local groups will make it more convenient for members of the IBA to meet regularly without long drives across the state. By meeting in small local groups, more people will have an opportunity to learn and practice hands-on blacksmithing. Local groups are not a substitute for the IBA, but rather are a more convenient expression of it's purpose.

**GROUP ORGANIZATION:** Any group of five or more persons may organize a local group. It shall not (except with special permission) be located any closer than thirty (30) miles from any other local group. All groups must be open to all persons who have an interest in blacksmithing. When the group has elected it's leadership, selected an operating name, and agreed to operate under the guidelines (which may be revised from time to time) it may apply for recognition from the IBA Board as a local group operating within the IBA. When so recognized, and as long as it continues to meet these guidelines, the meeting shall be considered to be an official meeting of members of the IBA.

**GROUP LEADERSHIP:** Each group shall elect a Forgemaster or President who shall have overall responsibility of seeing that the group is well run. Each Group shall elect a Secretary-Treasurer to keep such information and funds as the group and IBA may require. This position may be split into a Secretary and a Treasurer. The operation of a local group shall not cause indebtedness to IBA unless permission to do so has been given in writing by a member of the Executive Committee of the IBA Board. An Assistant Forgemaster or Vice-President may also be elected. The group should select a representative to attend IBA Board meetings. The group shall elect a reporter who will have the responsibility for regularly reporting on the meetings of the group to *The Forge Fire* – the IBA Newsletter. Each report shall include the name of the group, meeting times, and locations and contact person with phone number as well as a summary of each meeting. The group may elect other positions as it sees fit. All members of each group should see to the safety of the group. The group may set membership dues for that group, in the manner they see fit.

**SATELLITE GROUP REPORTING TO THE IBA:** One member of the Satellite group is required to be at the Annual Business meeting to represent their Satellite group at this important meeting. The Annual Business meeting is held on the third Saturday in March of each year. The following information should be given to this member so that they can give a brief report on the Satellite group.

1. Complete List of all Satellite Group Officers, their addresses, phone numbers, & e-mail address, if available.
2. Complete Membership list of the members of the Satellite group.
3. Treasurer's Report on income and expenditures of the Satellite group.
4. Any other additional information that the Satellite Group wishes to be reported.

This information should also be sent to the IBA President at least 2 weeks before the Annual Business meeting so that their report can be included in the Annual Report.

**GROUP MEETINGS:** Meetings of each group shall be scheduled in advance and notice of time and place shall be made available to all members of the group. It is strongly suggested that each meeting have a purpose and this may be included with the notice. The group shall maintain a sign-in book, which shall include a liability release. IBA will provide a copy of this release form. The meeting may begin with any business to be conducted. This might be followed by any demonstration planned followed with the individual work of the members. Alcohol and Illegal Drugs are specifically forbidden at meetings. Group members should feel free to invite visitors with the intent of having them join the group. IBA membership application forms should be made available to all visitors and guests with encouragement to join IBA. Groups should make particular efforts to make visitors and guests feel welcome. Membership is open to anyone 18 years of age or older. Children under the age of 18 must be accompanied by a parent or guardian at all times. Visitors and guests may attend two meetings of a local group without joining the IBA. After 2 meetings they will need to join the IBA.

**FACILITY USAGE:** Groups should not expect the owner of a facility to carry the expense of fuel, materials, and upkeep. The group should contribute reasonable amounts toward replacement and upkeep and contribute labor toward upkeep as may be appropriate. Tools and equipment which become damaged or broken by the use of the group shall be repaired or replaced as required, if at all possible. Where this is not possible a fair price shall be established as a substitute.

**GROUP DISSOLUTION:** When the IBA Board has determined that a local group is no longer functional it may withdraw recognition from that group. In certain cases the IBA Board may also withdraw recognition for cause. Records of the group must be turned over to IBA. Any remaining funds must be turned over to IBA. The IBA Board will determine the disposition of any equipment or supplies accumulated by the group.

**IBA SUPPORT:** IBA will support local groups in the following ways:

1. By helping with the original organization
2. By carrying information supplied by the group in *The Forge Fire*.
3. By carrying liability insurance covering IBA members of the group.
4. By making available items from the IBA Library to IBA members of the group.
5. By making available items from the IBA Store to the group.
6. In others ways as the IBA Board may determine.