

CLAY STUDIO OF GREEN VALLEY

POLICY MANUAL

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Mission Statement

The mission of the Clay Studio is to provide opportunities for creative expression and a safe, well-equipped workplace in which members can pursue their clay hobby and share their creative skills. Members participate in the organization and management of the Studio through service in various capacities.

POLICIES

I. BOARD OF DIRECTORS

The Board Directors is responsible for the overall functioning on the Clay Studio including compliance with State and local law and GVR and rules and regulations. The Board will function in a professional manner by conscientiously and effectively accomplishing their obligations as Board Members. They shall, at all times, avoid conflicts of interest. No two members of the same family unit or household shall serve as voting members on the Clay Studio Board of Directors concurrently.

A. POWERS, DUTIES, AND RESPONSIBILITIES

The duties of the Board are to establish policies that guide the affairs of the Studio including hours of operation, time and place of Board and membership meetings, maintenance and publication of required records, approve schedules and guidelines for workshops and classes in cooperation with GVR.

1. Members of the Board of Directors may be appointed as Liaisons to the standing committees of the Board to facilitate communication.
2. The Board is responsible to approve an annual budget and may hire accounting services to work with the Treasurer and Finance Committee.
3. The Board appoints an individual to conduct a financial review of the Studio books each year.
4. A Nominating Committee of the Board will consist each year of the three (3) outgoing Directors who prepare a slate of Nominees for election to the Board of Directors. The committee also conducts the election. If there are more than three candidates the election will be conducted by e-vote with the assistance of the IT Committee.

B. OFFICERS

1. The officers of the Board are President, Vice-President, Secretary and Treasurer.
2. All officers are elected by the Board for one year terms. An individual board member may be re-elected for additional terms.
3. The **President**
 - a. Presides at meetings of the Board of Directors and the Annual Membership Meeting.
 - b. Serves as Liaison to GVR.
 - c. Is an ad-hoc member of Standing Committees.

4. The **Vice-President**
 - a. Presides at meetings of the Board of Directors and Membership Meetings in the absence of the President.
 - b. Coordinates scheduling events with GVR.
5. The **Secretary**
 - a. Records the minutes of all meetings of the Board.
 - b. Prepares written minutes for Board approval within four days of the meeting for their review. These minutes are then posted on the web-site as a draft until approved (Tapes may be destroyed sixty days after the minutes have been approved by the Board).
 - c. Maintains all written records including the Policy and Procedures Manual.
 - d. Any motions to be voted upon by the Board should be presented in written form to the Secretary in advance of the meetings.
6. The **Treasurer**
 - a. Manages the financial resources of the Studio consistent with the advice of the Finance Committee and the consent of the Board, and is a member of the Finance Committee.
 - b. Submits a financial report, including a Balance Sheet and Revenue/Expense statement, at each regular Board meeting.
 - c. Maintains financial records in accordance with legal requirements.
 - d. May appoint an Assistant Treasurer with the consent of the Board of Directors.

C. MEETINGS

1. BOARD MEETING

- a. The Board of Directors meets monthly as needed, or at the call of the President.
- b. Robert's Rules of Order govern all meetings unless they are inconsistent with the Bylaws.
- c. Items to be considered for the regular Board meeting agenda should be submitted to the President in writing and in advance of the Board meeting.

2. SPECIAL MEETINGS

Special meetings may be called by any Director for the discussion of a single issue.

3. MEMBERSHIP MEETINGS

- a. An Annual Membership meeting will be held each year in November and a second membership meeting will be held at a time chosen by the Board.
- b. Notice of the meeting will be given by the President at least 30 days in advance of the meeting.
- c. A quorum at the Annual Membership Meeting consists of those members present.
- d. A membership meeting may be called by the members upon submitting a written request to the President. The request must be signed by no fewer than 20% of members in good standing of the Studio and must state the purpose of the meeting.

D. COMMITTEES

The Board shall define such committees as it finds appropriate to facilitate the functioning of the Clay Studio. The Board will approve Committee Policies and will appoint a Committee Chair to each such defined committee.

II. MEMBERS

A. CODE OF CONDUCT

The Clay Studio membership is made up of a very diverse group of people with a common interest in clay. In order to assure an environment in which all members enjoy their time in the studio, this Code of Conduct applies at all times.

1. Members of the Clay Studio are required to comply with all Clay Studio policies and GVR rules and regulations.
2. Members will not bring firearms into the Clay Studio.
3. Members are expected to be considerate and respectful of each other and guests in the studio. This includes sharing space and equipment, avoiding arguments, complying with monitor requests and helping new members as appropriate. Members should never handle another member's work.
4. The wearing of heavy perfume or scents is not allowed.
5. Members will refrain from using offensive language, making personal insults, name calling and all forms of harassment.
6. Members are expected to respect studio property and equipment by using it correctly, keeping it clean and returning items to their assigned space. Clay Studio property is not to be removed from the Studio.
7. Members are expected to have equipment and working area clean and be ready to leave the Studio promptly at closing time.
8. Members are responsible for the conduct of their guests.
9. Violations of this Code of Conduct may result in disciplinary action by the Board of Directors and possible suspension of rights and privileges.
10. Violations of this Code of Conduct should be reported using the "Club Incident Form." The Studio will begin the '3 Strikes' process if necessary.

B. DEFINITIONS, RIGHTS, AND PRIVILEGES

1. GVR members holding membership or tenant cards in good standing with GVR are entitled to become Studio members.
2. New Members are required to take an Introduction to Clay class through GVR. At the end of the class the Instructor will give the student an Application Form indicating successful completion of the class.
3. Potential new members who are experienced clay artists may meet with the Waivers sub-committee to determine eligibility for membership without the Introduction to Clay class.
4. Only Studio members and their guests as defined by GVR may work in the Studio.
5. Guests of a member must be accompanied by that member and, if 18 years of age or older, must hold a valid GVR Guest Card.

C. DUES

1. Each year an invoice notice of renewal will be sent to all current members during the last half of October. After updating the information required, the invoice is to be returned with payment of the current dues.
2. Dues are due and payable for the following year no later than January 1 of each year. Non-payment of dues shall result in cancellation of membership. Payment during the year will result in member being reinstated.
3. For NEW MEMBERS joining for the first time in September, October, November or December dues will be waived for that year providing they pay full dues for the following year.
4. Persons who have not paid dues for three years must retake the Intro Class or be waived into the studio.

D. OBLIGATIONS

All Club Members must monitor a minimum of four hours each month in which they use the Studio, with the exception of Club positions that are exempt. Members with legitimate health reasons will be assigned other service opportunities. Members who do not fulfill their service obligation may be denied use of the Studio.

III. STUDIO OPERATING POLICY

A. GENERAL

1. Hours of operation are Monday through Friday, 9:00am to 7:00pm, Saturdays and Sundays, 9:00am to 4:00pm.
2. A trained monitor must be present at all times when the Studio is open.
3. No one, unless authorized by the Board, may be in the Studio when it is closed.

4. The computer cash system must be closed by 4:00 pm each day and all day on Sunday.
5. The Studio is closed for the Annual Membership meeting each year.
6. Members of the Studio are required to carry their valid GVR card and scan in as a member or a guest of a member. Guests under the age of 18 are not required to have a GVR Guest Card.
7. Users work in the facility at their own risk.
8. Monitors have the authority to enforce GVR and Studio Policies.
9. There is no smoking or use of alcoholic beverages at any time in the Studio.
10. Petitions or similar materials may not be distributed in the Studio.
11. All monies of the Clay Studio will be used for the benefit of the membership. No monies may be expended for the benefit of an individual or group within or outside the Studio.

B. USE of STUDIO

1. Users are to maintain the facility in a neat and orderly fashion. Members are responsible to clean all surfaces and equipment used in working on their pieces. Only damp or wet cleaning is allowed.
2. Damage to either the facility or equipment is the financial responsibility of the user.
3. The Studio shall not be held liable for damage to or loss of any personal items owned by the user while in the Studio.
4. Pieces placed on shelves must be labeled and dated. Pieces will be put on the outside patio after 30 days.
5. Sanding or scraping of dry pieces is permitted only in the outside patio area.
6. All member items including clay, art, tools, and aprons must be removed before the annual clean-up or they will be considered abandoned and will be disposed of.
7. Members must have training to use any special equipment, such as a Spray Booth, Extruder or Pug Mill.

C. BUSINESS TRANSACTIONS

1. The Clay Studio does not participate in the sales of any member pieces.
2. Clay, tools, etc. are sold to club members only.
3. The Monitor on duty shall conduct all sales. Personal checks of members are accepted for the amount of the sale only.

D. SUPPLIES

1. Only clay purchased at the Studio and glazes provided by the Studio may be fired in Studio kilns.
2. The cost of glazes is included in the firing charge.

E. SIGNS AND POSTED MATERIALS

1. No permanent signage can be put up without the approval of the Board of Directors.
2. Only information relating to the Clay Studio may be posted.

IV. BOARD DEFINED COMMITTEES

A. COMMITTEE CHAIRS

1. Committee Chairs are appointed each year by the President with approval of the Board of Directors. A list of Committees and the Chair names is to be posted on the Clay Studio website.
2. The Committee Chairs will choose their committee members. Each Chair will provide a monthly report to the Board.
3. Committee Chairs are responsible for developing and maintaining procedures for their committee that do not conflict with the Bylaws and Policies.
4. Committee Chairs are responsible for appointing Sub-Committee chairs.

B. STANDING COMMITTEES

Each Standing Committee will have a stated policy which will be Board approved and a written set of Procedures by which it will operate.

1. EDUCATION COMMITTEE

This committee is responsible for planning, scheduling, coordinating, and promoting education opportunities for members. This committee has eight sub-committees. Members wishing to teach must be approved by the Education Committee and those approvals sent to the Board for their approval.

Canoa Hills Exhibit Sub-Committee

This committee is responsible for overseeing all aspects of the Exhibit including set-up, reception, and dismantling of exhibit.

Class Sub-Committee

This committee is responsible for approving classes, and instructors and scheduling classes and workshops. Approved teachers and class schedules will be sent to the Board for approval. Classes are paid through GVR and workshops may charge a materials fee.

Field Trip Sub-Committee

This committee is responsible to arrange artistic trips for the membership.

Intro Class Sub-Committee

This sub-committee is responsible to prepare new Studio members with a basic understanding of working with clay, working safely and participating positively as a studio member. All new members are required to complete this class or be 'waivered in' via the appropriate procedure.

Library Sub-Committee

This sub-committee organizes and maintains the lending library of books, magazines, tapes, and videos.

Visiting Artists Sub-Committee

This committee identifies and invites artists to conduct workshops and demonstrations or Clay Studio members only. Visiting artists may be paid a stipend.

Waivers Sub-Committee

Potential members may request a waiver from the requirement that they complete an Introduction to Clay class, provided they can demonstrate experience and/or knowledge of the following: safe handling of clay; pre-requisites to firing greenware; proper use and application of slips, underglazes, glazes and oxides; safe and solid construction of clay pieces.

Window Display Sub-Committee

This committee arranges for the window display of members' works.

2. FACILITY MAINTENANCE AND SAFETY COMMITTEE

The Facility Maintenance and Safety Committee is responsible to keep the Clay Studio space safe and in good repair so members may pursue their clay hobby; to assure that equipment is working properly and members know how to use it; to assure the Studio is in compliance with State, local, and GVR regulations. This committee is also responsible for physical keys.

3. FINANCE COMMITTEE

The Finance Committee is responsible to manage the finances of the Studio with the goal of preserving the fiscal health of the Studio.

4. GLAZE COMMITTEE

The Glaze Committee is responsible to maintain all glaze supplies, test potential new glazes, and approve addition and deletion of specific glazes. No dry chemicals may be used in the Studio. Committee informs membership of new glazes and their properties.

5. KILN COMMITTEE

The Kiln Committee is responsible to provide regular firings of members' items in a safe, efficient, and responsible manner. Raku Committee is a sub-committee of the Kiln Committee.

6. MEMBERSHIP COMMITTEE

The Membership committee is responsible for reporting to the Board on matters of member records, new member applications and renewals, and is responsible to keep computer Access and Point of Sale data current. Members who have not paid dues for three consecutive years must take the Intro Class or be 'waivered' before they can rejoin the Studio.

7. MONITOR COMMITTEE

The Committee is responsible to recruit, train, and schedule monitors. The Chair of this committee manages member keycard access to the Studio.

8. NEWSLETTER COMMITTEE

The Newsletter committee assembles the monthly newsletter which is available on our website.

9. SOCIAL EVENTS COMMITTEE

This committee organizes and advertises social events for Studio members.

10. SUPPLIES COMMITTEE

The Chair of this committee acts as the Purchasing Agent and is responsible for purchasing and stocking the necessary Studio supplies and maintaining various inventories. Supplies include but are not limited to glazes, clay, tools, plaster molds, and office supplies.

Clay Sub-Committee

This committee monitors clay supplies, keeps clay inventory, and recommends deletion and/or addition of clays.

Tools Sub Committee

This committee monitors tool supplies, keeps tools inventory, and recommends deletion and/or addition of tools.

11. INFORMATION TECHNOLOGY COMMITTEE

This committee is responsible for the maintenance and upkeep of all Clay Studio computers and printers, and the infrastructure necessary for the Board and other committees to perform their functions, including Newsletter publication, Email forwarding, Eblasts, on-line calendars, and the Web page. The Studio uses an internal Private Network.

12. BYLAWS COMMITTEE

This committee will review Bylaws and Policies annually and recommend changes to the Board President. The Committee works with the Board Secretary to keep the Bylaws and Policies current. The Committee also reviews updated Committee Procedures and forwards to the Board Secretary.

V. AMENDMENTS

Changes to the Policy Manual must be approved by the Board of Directors. The Procedures Manual is updated by the committees.

Revised November/2018

