GVR CLAY STUDIO OF GREEN VALLEY
POLICY MANUAL

MISSION STATEMENT

The GVR Clay Studio of Green Valley's mission is to encourage members to develop their full creative potential, in an environment where members can come together to collaborate with other clay artists and enjoy a supportive, respectful, and rewarding experience. We wish to create a unique environment in which members with varying abilities and experience can feel free to imagine, learn and create.

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POLICIES

I. BOARD OF DIRECTORS

The Board of Directors is responsible for the overall functioning of the Clay Studio including compliance with State and local laws and GVR 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 Clay 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 for approving 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 Clay Studio books each year.
4. The Nominating Committee, which consists of the three (3) outgoing board members shall prepare a slate of Nominees and present them to the Board by November 1. The Nominating Committee shall conduct an election which allows for voting by all members before the annual meeting if more than 3 members are

seeking election. Three board members will be elected each year and will serve a three year term,

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 officer 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.
   d) Maintains all Executive Session minutes and disciplinary records in a confidential file.
   e) May debate, make motions and vote.
   f) Has authority to sign checks.
4. **The Vice-President**
   a) In the absence of the President, presides at meetings of the Board of Directors and Membership meetings, and assumes the duties of the President.
   b) Has authority to sign checks.
   c) Is responsible for the arrangement of time and location of all meetings.
   d) Is responsible for applying for and obtaining approvals from GVR, governmental agencies, or other entities for any activities or events requiring such approval.
5. **The Secretary**
   a) Records and prepares the written minutes of all meetings of the Board.
   b) Distributes minutes to the Board members for review. Following the review and changes, if any, the minutes are posted on the website as a draft until approved at the next Board meeting.
   c) Maintains all written records including the Bylaws, Policy and Procedures Manuals.
6. **The Treasurer**
   a) Manages the financial resources, reports and records of the Clay Studio consistent with the advice of the Finance Committee, the consent of the Board and legal requirements and is a member of the Finance Committee. Submits Balance Sheet and Revenue/Expense Reports at each Board meeting.
   b) Oversees the Cash Control System as well as the money counters and bookkeeper.

c) Arranges for a bank account in an FDIC Insured Financial Institution, maintains access to the accounts, and maintains the checking account balance as mandated by the Board.
d) Has the authority to sign checks.
e) Maintains federal and state taxing and governing body records including IRS, Arizona Secretary of State and Arizona Department of Revenue.
f) May appoint an Assistant Treasurer with the consent of the Board of Directors. The Assistant Treasurer may be given the authority to sign checks.

C. BOARD OF DIRECTORS CODE OF CONDUCT

1. Directors are required to comply with the GVR Clay Studio Member Code of Conduct at all times.
2. Directors must act in the best interests of the Clay Studio without self-interest or personal bias for or against any individual or group of individuals.
3. Directors must conduct themselves in a courteous, professional and businesslike manner at meetings and in their personal interactions with each other.
4. Directors must be properly prepared for Board of Director Meetings, having read all background material provided for the meetings.
5. Directors must complete assigned Board duties and attend all meetings, unless excused by the Presiding Officer.
6. The Presiding Officer shall preserve decorum during meetings and call to order any person who disrupts the orderly conduct of business at meetings.
   a) Failure to adhere to the Director Code of Conduct will result in action by the Board of Directors. Members of the Clay Studio, including Directors, may allege violations engaged by a Director by submitting a Clay Studio Incident and Complaint Form.
      1) The President will assign two Directors to investigate the claim(s). If the complaint is about the President, the Vice-President will direct the investigation appointing two Directors to interview witnesses, gather facts and complete the investigation.
      2) The two Directors will present the completed investigation results to the Board during an Executive Session.
      3) The Director against whom an allegation is made has the right to attend the Executive Session and present his/her defense. He/she may not be present or participate in any discussion or votes regarding the alleged violation.
      4) A finding of a Code violation requires the affirmative vote of at least two-thirds (2/3) of the Directors at the Executive Session.

b) If a Director is found to be in violation of the Code, the Directors shall determine which sanctions to impose. A two-thirds vote is required to impose one or more of the following sanctions:
   1) Written admonishment, to be retained in a confidential file along with the complaint,
   2) Removal from the Director position,
   3) Suspension from the Clay Studio,
   4) Request for Director's resignation; and/or
   5) Election to recall the Director.

D. FILLING A VACANT DIRECTOR POSITION MID-TERM

1. If a Director position shall become vacant prior to the expiration of such person's term, the President shall direct the Nominating Committee to seek Director candidate(s) for consideration for appointment by the President with majority approval of the remaining Directors.
2. If the remaining term of office for the vacant Director position is less than four months, the vacancy shall be filled during the next annual election.
3. A Director so appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

E. 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 for Small Boards govern all meetings.
   c) Items to be considered for the regular Board meeting agenda should be submitted to the President in writing one week in advance of the scheduled Board meeting.
2. SPECIAL MEETINGS
   a) 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 January 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 not less than 20

members in good standing with the Clay Studio and must state the purpose of the meeting.

F. 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. The President, with the approval of the Board, will appoint a Committee Chair to each defined Committee.

II. MEMBERS

A. CODE OF CONDUCT

Members of the Clay Studio are expected to comply with all GVR and Clay Studio policies, rules, and regulations.

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

1. Members are expected to be considerate and respectful of each other and guests of the studio. This includes sharing space and equipment, avoiding arguments, complying with monitor requests, and helping new members as appropriate.

2. 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 Clay Studio. Glazes, slip, and other supplies may not be taken from the Clay Studio for use at home.

3. Members should never handle another member's work without the owner's permission.

4. Members are expected to have equipment and the working area clean and be ready to leave the Clay Studio promptly at closing time.

5. Members will refrain from making political or religious statements, using offensive language, making personal insults, name calling, and all forms of harassment while at the Clay Studio.

6. Members will not bring firearms, other weapons, illegal drugs, or alcohol into the Clay Studio.

7. The wearing of heavy perfume or scents is not allowed.

8. Members are responsible for the conduct of their guests.
9. Members shall not enter the Clay Studio if they are ill, have a fever, cough or any symptoms of a cold, flu, or any communicable disease.

Violations of this Code of Conduct may result in disciplinary action by the Board of Directors and possible suspension of rights and privileges. Violations should be reported using the Clay Studio Incident and Complaint Form. The Clay Studio Board will investigate all complaints following the Clay Studio Conflict Resolution Policy and Procedure.

B. CONFLICT RESOLUTION

The Clay Studio supports a progressive policy and procedure designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior that violates the Clay Studio's Code of Conduct Policy.

1. The steps of progressive coaching, counseling and/or discipline are detailed in the Conflict Resolution Procedure contained in the Clay Studio Procedures Manual. Complaints and incidents are reported to the Board using the *GVR Clay Studio of Green Valley Incident and Complaint Form* contained in the Clay Studio Procedures Manual.

2. The Clay Studio Board of Directors is responsible for administering the Conflict Resolution Policy and Procedures. The Board reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training and the impact the conduct has on the Clay Studio.

3. Conduct issues that are not subject to the progressive procedures include verified behavior that is illegal, such as theft, and may result in immediate termination of membership in the Clay Studio. Such behavior must also be reported to the Green Valley Recreation (GVR) Chief Executive Officer or his/her designee and may lead to further disciplinary action including a report to local law enforcement or other authorities.

4. Similarly, assault or other acts of violence while in the Clay Studio or during any Clay Studio sponsored function, are also not subject to progressive discipline procedures and may be grounds for immediate termination of Clay Studio membership. Such acts must also be reported to the GVR Chief Executive Officer or his/her designee.

C. DEFINITIONS, RIGHTS, AND PRIVILEGES

1. GVR members holding membership or tenant cards in good standing with GVR are entitled to become Clay Studio members. To become a member of the Clay Studio, a GVR member must either:
    a) Complete the Introduction to Clay Class through GVR then complete a membership application form and pay the Clay Studio membership fee, or
    b) Request to meet with the Waiver Committee to demonstrate the knowledge and ability required to meet the qualifications to be a Clay Studio member without attending the Introduction to Clay Class. If approved by the Committee, a membership application form must be completed, and the Clay Studio membership fee be paid.
2. Individuals who have not paid dues in the last three years must retake the Introduction Class or be waivered into the Clay Studio.
3. Only Clay Studio members and their approved guests may work in the Clay Studio.
4. A guest who comes with a Clay Studio member to work in the Studio MUST have a GVR issued guest pass if they are over the age of 18. The guest must live more than 20 miles from GVR boundaries and meet the GVR definition of a guest.(GVR policy) The guest must remain under the members supervision at all times and any individual can be a guest in the Studio no more than six times in the six month period of January to June and July to December. (Clay Studio policy)
5. A visitor is someone interested in the Clay Studio. After being signed in by the Monitor, visitors may receive a tour of the Studio accompanied by a Studio member.

D. DUES

1. During the annual renewal period, a membership renewal form is available in the Clay Studio and posted on the website. Members complete and sign the form, returning it to the Clay Studio with the appropriate payment.
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 the member being reinstated.
3. Graduates of the Introduction to Clay Class have a period of 30 days from their graduation date in which to join the Clay Studio and pay dues.
4. For those joining the Clay Studio for the <u>first</u> time in November or December, dues will be waived for the remainder of that year provided they pay dues for the following year in full at the time of completing the membership form.

E. OBLIGATIONS

1. The Studio depends upon the volunteer service of its ACTIVE members to maintain the quality workspace, consistent studio hours, and a safe operation (Note: “ACTIVE

members" are defined as those who use the studio and those who work at home but have their work fired at the studio).

2. All Clay Studio Members must perform service in the Clay Studio for the required number of hours each month in which they use the Clay Studio. Entering the Clay Studio for any reason constitutes use of the studio and service for that month is required.

3. Members who do not fulfill their service obligation may be denied use of the Clay Studio.

4. New members of the studio are required to sign up for MONITOR TRAINING within six weeks of joining and beginning work at the studio. All members of the studio are required to sign up for one monitor shift each month that they use the studio (sculpting, building, throwing, glazing, or having pieces fired).

5. There are some **exceptions** to this requirement:
   a) Non-Active members (those who pay annual dues but do not utilize the studio are not required to Monitor).
   b) The President, Vice President, Secretary and Treasurer of the Board of Directors are exempt due to the significant time commitment of their positions.
   c) Committee Chairs if they have been actively fulfilling their duties that month.
   d) Membership on one of the committees does not excuse a member from monitoring unless the Committee Chair verifies the member's committee duties have equaled the required number of hours for that month.
   e) Kiln Techs and Money Handlers are exempt from monitoring.
   f) Members teaching a class or workshop or assisting in a class or workshop will receive service credit as outlined by the Education Committee Procedures.
   g) Members who have reached the age of 85 can be exempt from service by submitting proof of their age to the Service Committee Chairman.

6. Only those individuals who have legitimate physical limitations (and do not meet the criterion above for exemption) will be excused from monitoring. However, these members must see the Chair of the Service Committee who will assign other volunteer tasks (from an approved list of tasks) to meet their required service.

7. A monthly list of ACTIVE members and a monthly flow sheet of completed Monitor/Volunteer duties will be maintained. Monitors will sign off on the flow sheet once their shift is completed. All other duties must be signed off by one of the Standing Committee Chairs or a Service Committee Member.

8. Active members of the studio who **do not** fulfill their volunteer duty to the studio will face the following progressive consequences:
   a) The first month without service a member will receive an email notification. The member will be expected to perform the extra number of hours of service for their assignment to make up for the missed service.

b) When a member has two months of unfilled service, they will receive a warning letter from the Board of Directors, and they must perform the required number of hours of service to make up for the missed service.
c) When a member has three months of unfulfilled service, their membership will be suspended for 6 months (during the time they are typically in Green Valley) and the member's existing work will not be fired. All belongings and art must be removed from the studio. Dues will NOT be returned under this situation.
d) Upon returning to the studio after a 6-month suspension, no further warnings will be given, and the next missed month will result in either another 6-month suspension or possibly termination of membership.

III. CLAY STUDIO OPERATING POLICY

A. GENERAL

1. Hours of operation are Monday 12:00pm to 7:00pm; 8:00am to 7:00pm Tuesday through Friday; 8:00am to 4:00pm Saturday and Sunday. The Clay Studio is closed each Monday from 8:00am to 12:00pm for Studio Staff time.
2. A trained monitor must be present at all times when the Clay Studio is open. If there is no monitor, the Clay Studio will be closed.
3. No one, unless authorized by the Board, may be in the Clay Studio when it is closed.
4. The computer cash system must be closed by 3:30pm each day.
5. The Clay Studio is closed for the Annual Membership meeting each year or at any time GVR requires the Clay Studio to be closed.
6. Members of the Clay Studio must carry their valid GVR card and scan in as they enter the Clay Studio. If a member does not have their card, they may not enter or stay, no exceptions.
7. The priority use for the Classroom is: 1) Classes, 2) Meetings, and 3) General Use. When the "Classroom In Use" sign is posted on the doors to the classroom, no one is allowed to enter for any purpose.
8. Entrance and exit to the Clay Studio is only through the two main doors. Other doors are for emergency exit only.
9. Users work in the facility at their own risk.
10. Monitors have the authority to enforce GVR and Clay Studio Policies.
11. There is no smoking or use of alcoholic beverages at any time in the Clay Studio.
12. Petitions or similar materials may not be distributed in the Clay Studio.
13. 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 Clay Studio.

B. USE of STUDIO

1. Users are to maintain the facility in a neat and orderly fashion. Members are required to clean all surfaces and equipment used when 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 Clay Studio shall not be held liable for damage to, or loss of any personal items owned by the user while in the Clay Studio.
4. Sanding or scraping of dry pieces is permitted only in the outside patio area.
5. Members art which is on the shelves must be labeled with their name and the date. Items left more than 30 days (60 for sculpture) without being worked on and redated, will be considered abandoned and placed on the patio.
6. All member items including clay, art, tools, and aprons must be removed before the annual clean-up (should one be scheduled) or they will be considered abandoned and will be disposed of.
7. Members must have training to use certain items, such as the spray booth, extruder, or extreme runner glazes.

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.
4. Personal checks of members are accepted for the amount of sale only.

D. SUPPLIES

1. Only clay approved by the Clay Studio Kiln Committee may be fired in the Clay Studio kilns.
2. Only glazes approved by the Clay Studio Glaze Committee may be used and fired in the Clay Studio kilns.

E. SIGNS AND POSTED MATERIALS

1. No permanent signage can be posted without the approval of the Board of Directors.
2. Only information relating to the Clay Studio or GVR 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 including the Chairperson names is posted on the Clay Studio website.
2. The Committee Chairs choose their committee members and Subcommittee Chairs.
3. Committee Chairs report their activities to the Board each month and send a copy of their monthly committee meeting minutes to the President.
4. Committee Chairs are responsible for developing and maintaining procedures for their Committee that do not conflict with the Bylaws and Policies.
5. Committee Chairs administer and submit an annual budget to the Finance Chair. All expenditures from the budget must be approved in advance by the Committee Chair.

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

The Education Committee is responsible for planning, scheduling, coordinating, and promoting education opportunities for members.

Members wishing to teach a new GVR sponsored class (a class that has not been previously taught in the Studio) must obtain approval by the Education Committee and the Clay Studio Board. Repeat classes (classes that have been approved and have been taught in the past) do not need approval by the Education Committee nor the Board.

In-house Workshops may be offered by Studio members and will be free of charge to studio members. Workshop leaders may charge a materials fee. New Workshops require Education Committee approval. Workshops that have been previously taught will not require additional Education Committee approval.

The Education Committee has one Subcommittee.

a) Waivers Subcommittee

This Subcommittee determines when a prospective member may be exempted from taking the GVR Introduction to the Clay Studio Class based on experience.

2. .FACILITY MAINTENANCE AND SAFETY COMMITTEE

The Facility Maintenance and Safety Committee is responsible for keeping the Clay Studio space safe and in good repair so members may pursue their clay hobby. The Committee ensures the equipment is working properly and, through available training, ensures members know how to use it.

The Committee is also responsible for ensuring the Clay Studio follows State, local, and GVR regulations and for assigning physical keys to members. The Committee has two Subcommittees.

a) Storage Subcommittee

This Subcommittee will supervise the use of storage space and shelving in the studio.

b) Stewardship Subcommittee

This Subcommittee will satisfy their service by doing studio cleaning and maintenance.

3. FINANCE COMMITTEE

The Finance Committee is responsible for managing the finances of the Clay Studio with the goal of preserving the fiscal health of the Clay Studio.

No member shall hold more than one of the following positions: Finance Chair, Treasurer, Assistant Treasurer, Bookkeeper, or Cash Handler.

4. GLAZE COMMITTEE

The Glaze Committee is responsible for maintaining all glaze supplies, testing potential new glazes, approving addition and deletion of specific glazes, and maintaining a database for Material Safety Data Sheets. (No dry chemicals may be used in the Studio.) The Committee informs membership of new glazes and their properties.

5. KILN COMMITTEE

The Kiln Committee is responsible for providing regular firings of members items in a safe, efficient, and responsible manner. The Committee has a Raku Subcommittee.

6. MEMBERSHIP COMMITTEE

The Membership Committee is responsible for reporting to the Board on matters of member records, new member applications and renewals, and for keeping the database of member information current. Membership also coordinates Clay Studio access with GVR, for monitors and administration, outside of normal business hours.

7. MONITOR COMMITTEE

The Monitor Committee is responsible for the recruiting, training, and scheduling of Monitors in order to keep the Studio safely open according to the Board approved schedule. This Committee is also responsible for developing written instructions for

Monitor procedures, including computer operations and physical changes, such as door locks.

This Committee has one Subcommittee that administers the SignUpGenius (SUG) software program.

a. SignUpGenius (SUG) Software Subcommittee –

The Subcommittee Chair is appointed by the Monitor Chair. This Subcommittee includes at least two members trained in the use and administration of the SUG software program. The Subcommittee ensures that the SUG software program meets the identified needs of the Monitor Committee and coordinates with the Service and Membership Committees as necessary.

8. NEWSLETTER COMMITTEE

The Newsletter Committee assembles the monthly newsletter which is available on the Clay Studio website.

9. SOCIAL EVENTS COMMITTEE

The Social Events Committee organizes and advertises social events for Clay Studio members.

a) Annual Artwork Exhibit Subcommittee

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

10. SUPPLIES COMMITTEE

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

a. Clay Subcommittee
   This Subcommittee monitors clay supplies, keeps clay inventory, and recommends deletion and/or addition of clays.
b. Tools Subcommittee
   This Subcommittee monitors tool supplies, keeps tools inventory, and recommends deletion and/or addition of tools.
c. Molds Subcommittee
   This Subcommittee monitors the plaster molds, large and small, maintains the inventory, repairs molds if possible, and purchases new molds. This committee recommends deletion and/or addition of plaster molds.

11. INFORMATION TECHNOLOGY COMMITTEE

The Information Technology 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, online calendars, and the Web page. The Clay Studio uses an internal Private Network.

12. SERVICE COMMITTEE

    The Service Committee is responsible for creating, maintaining, and reviewing the Clay Studio Service Book, ensuring all members perform and record their monthly service to the Clay Studio.

13. BYLAWS COMMITTEE

    This Bylaws 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 them to the Board Secretary.

14. LIBRARY COMMITTEE

    The Library Committee organizes and maintains the lending library of books, magazines, tapes, and videos.

V. AMENDMENTS

Changes to the Policy Manual must be approved by the Board of Directors. The procedures manual is updated by the Committee Chairs as needed.