

## STAINED AND FUSED GLASS CLUB

### POLICIES AND PROCEDURES

- The objective of the Stained and Fused Glass Club is to pursue and promote a common interest in Stained and Fused Glass hobbyist activities.
- The Stained and Fused Glass Club and its members shall operate in accordance with the club bylaws as amended and approved by the SCOV homeowner association.
- The Stained and Fused Glass Club members shall follow all club policies and procedures and safety rules.
- All current Club Bylaws must conform to the rules and regulations for clubs, established by the SCOV Board of Directors.
- The SCOV General Manager is responsible for coordinating and Implementing policies for clubs. The Program and Facilities Directors report to the General Manager and they are responsible for assisting clubs.
- The governing body of this club is the Board of Directors, which consists of the following: President, Vice President, Secretary, Treasurer and Studio Manager. This governing body shall be elected and will serve a two-year term. The board may at any time ask members to serve on the board as a member at large. This is a nonvoting position.

### **MEMBERSHIP**

- **Membership** is open to any SCOV resident in good standing or a renter with a SCOVCAI card, who successfully completes a beginner's class or proves competency and completes an orientation of the studio and a Safety Monitor course.
- The club year runs January 1<sup>st</sup> through December 31<sup>st</sup>. Membership dues must be current to enter and use the club studio. Currently, dues are \$15.00 per year. This may be subject to change by a vote of the membership.
- If you are a current member of the glass club and you move away from SCOV, you cannot continue to be a member of the club!

## NON-RESIDENTS

- **Non-residents** may not participate in any club that uses specialized equipment and/or specialized facilities (craft complex/artisan center). As stated in the SCOV bylaws for clubs.

## GUESTS

- **Guest** of a club member (household or community) may come into the glass studio only if accompanied by the club member. They may only observe members working on a project and cannot participate. The member who brings the guest into the studio is responsible for that guest at all times. The member is therefore liable for their guest's actions.

## GUEST INSTRUCTOR

- **Guest Instructors** must sign a contract when providing services in SCOV. The contract is provided by SCOV Administration and must be signed by a club representative approved by the board and given to the Facilities Coordinator. Guest instructors must be accompanied by a member at all times (during setup, workshop & cleaning up).

## STUDIO HOURS

- The Glass Studio is open and available to members seven days a week unless closed for meetings or classes. Closures will be posted in advance on the studio calendar.

## SALES POLICIES

### Per Article 6 of SCOV Sales Policies in Arts and Crafts Facilities

#### Section 6.1

**Purpose:** Arts and Crafts facilities are intended for use by SCOV members for the express purpose of pursuing and encouraging hobbyist activities. The use of these facilities is not intended to promote or enhance commercial gain. All clubs and individuals are subject to the Non-Gift Shop Rules and Regulations.

#### Section 6.2

**Club Sales** The sale of merchandise created on SCOV equipment shall follow the guidelines outlined in Board policy OPR-008 – Sales of Merchandise and Services.

Approved 12 FEB 2020

**OPR-008 (4.2.3) Work Produced on Association Equipment** – Items produced on Association equipment sold anywhere (on or off Association property) shall be subject to payment to the Association of a 10% commission within two weeks of the sale.

**SCOV BOARD POLICY OPR-008 (Attachment A)** Requires that all club presidents of clubs that produce artwork/crafts in Association facilities will have all club members complete this form. The club will keep the form on file.

### Section 6.3

#### **Hobbyist Supplies**

- A. Clubs may sell hobbyist supplies to members at reasonable rates as long as any profit derived is returned to the club. Individual club members are not allowed to engage in internal resale activities (including hobbyist supplies which result in personal monetary gain).
- B. Hobbyist supplies for resale may be displayed in the shops as a convenience to members, but they will not be displayed openly to the general public; i.e., Gift Shop or club windows.

#### **SELLING FROM CLUB DISPLAY WINDOW**

- All members may sell their work from the club display window. Members must have a typed business size card or typed paper the size of a business card with the artist's name and phone number and should be displayed next to each piece or group of pieces. White labels provided by the club should be used to attach the price on to each piece of glass for sale.

#### **CLASSES**

- **Classes** are conducted periodically. These classes will be scheduled on the club calendar which is posted in the studio. Fees may be required for classes. Members are required to Sign-up for classes in the studio. Members will be contacted in the order that they signed up for the class. Class size is limited.