

STANDING RULES OF OPERATION

Tombstone Association of the Arts, LTD

TAA Bylaws Always Supersede Any Standing Rule That May Be Adopted

Governed by Roberts Rules of Order

Approved by E-Board July 5, 2023

1. STANDING RULES

- a. Standing Rules govern the day-to-day operation of the Gallery & are approved by the E-Board.
- b. Changes may be made from time to time by the E-Board & will be reviewed at least once every two years.
- c. Members may propose changes to the Standing Rules at any meeting or in writing to the E-Board at any time & will be considered within **45** days of receipt.
- d. The Secretary will update, copy & email the updated Standing Rules upon any changes.
- e. A bound copy of the current rules, together with the Bylaws will be kept in the docent desk drawer.

2. MEETINGS

- a. Unless otherwise notified, all business meetings will be held at the Tombstone Community Church fellowship hall & will begin at 9:00 am.
- b. TAA "Executive Board" meetings will be the 1st Wednesday of the month.
- c. TAA "Member" meetings will be the 2nd Tuesday of the month.
- d. When conditions require the meeting to be changed, notification of changes will be made to the members by email at least two days in advance.
- e. No recording may be made of any TAA meeting (Board or General) without the knowledge of all members present & the concurrence of a majority.

3. GALLERY BUSINESS HOURS

- a. The TAA Gallery will be open from 10:00 am to 4:00 pm, 7 days a week.
- b. There are two shifts of 3 hours each day.
- c. Upon board approval, the gallery may open for a special afterhours event going on in the City of Tombstone.

4. MEMBERSHIP

- a. Memberships are, Family, Exhibiting, Non-Exhibiting, & Honorary.
- b. Criteria for selecting new members will be based on needs of the gallery as determined by the E-Board.
- c. Will complete application for membership & submit to the gallery.
- d. Upon receipt of a new application via any route, the original application, along with supporting materials will be given to the Secretary.
- e. **New Membership** PROCESS:
 - 1) There are two distinctions to a Gallery membership:
 - i. Gallery Membership
 - ii. Division membership.
 - 2) First, you must be accepted by the Gallery as a "Gallery Member".
 - iii. Next you must be juried & accepted as a "Division Member."
 - iv. It is NOT necessary to be a member of any division to be a Gallery member.
 - v. Membership in more than one Division may bring added responsibilities; which may include being asked to docent an extra half or full day.

f. **Requirements of Applicants for membership:**

- 1) Must be 18 years of age or older & a resident of Cochise County 5 consecutive months of the calendar year. See Bylaws.
- 2) Will present samples of their work to the appropriate division & Executive Board.
- 3) Upon acceptance by the board & payment of non-refundable dues, the new member will undergo a **3-month probationary membership**.
- 4) When juried into a Division, the Division Director will provide a letter of acceptance, a copy of Standing Rules of Operation, Bylaws & a copy of that Division Handbook of Rules & Guidelines to the new member.
- 5) During probation, the new member will be expected to fulfill all membership duties & two full days of docent training by our training committee as required by TAA.
- 6) Probationary members may be terminated at any time without cause by a 2/3 vote of the Executive Board.
- 7) All official communication from the Gallery is transmitted electronically (email or text) & it is recommended that members have access to email which they check regularly.
- 8) As a member of TAA, you agree NOT to sell your work in another venue within the City of Tombstone.
- 9) In a family membership, the applicant's spouse needs NOT be juried or officially approved to be a gallery member, unless they are applying for exhibiting status...then jury & acceptance rules apply.

d. **Member Guidelines:**

- 1) Member dues are based on the calendar year & must be paid by December 31st for the following year.
- 2) All members are encouraged to be electronically active & have an email they regularly check.
- 3) Dues are \$20.00/year for one member, \$30.00/year for family & those joining after June 30th, will pay \$10.00 one member & \$15.00 family.
- 4) If an existing member of the TAA has joined under one division & later wants to be juried for another division, she/he must apply to that division director for their approval and then be juried by the Executive Board for displaying in that category.
- 5) For a **member to be in good standing**, all docenting time must be up-to-date, as determined by the Vice President, dues current & not having been issued a "letter of reprimand" by the E-Board in the past 12 months.
- 6) Members may docent for other members on an extended basis, giving them credit, with prior approval by the vice-President using proper "sign-in" protocol. Absent member name first followed by member who is physically present docenting. (John Doe/by Hector Peabody)
- 7) In the case of a member's death, all items created by that person are to be removed immediately from the gallery & returned to the member's estate.
 - i. If the deceased member or estate wishes to donate the items to the Gallery, said items may, upon the E- Board's approval, be displayed for sale with all proceeds coming to the Gallery.
 - ii. Individual division Directors will be responsible for the tagging & display of these items.
- 8) A member may NOT run for, or hold elective office while they are on probation or under a current Board issued Letter of Reprimand. The E-Board reserves the right to review & rescind at any time.
- 9) If a member has questions, complaints or grievances, an email or written correspondence will be sent to the E-Board.
 - i. All correspondence will be civil without personal attacks or profanity.

- ii. Contentious correspondence of any kind, sent to anyone concerning conflict in the gallery is a violation of the Code of Conduct.
- iii. If there is a problem that cannot be amicably worked out, the issue will be brought before the E-Board.

10) "Informal Complaint" vs "Formal Grievance".

1) TIME LIMITS:

- i. There is a thirty-day (30) deadline from the date of occurrence to write either an informal "complaint" or file a formal "grievance" with the E-Board. Anything filed after that will not be considered. Keep Gallery business & issues IN THE GALLERY.

2) DEFINITION:

- i. **Informal Complaint:** Is a written "*informal*" claim to the E-Board by a member of their dissatisfaction which may be due to inappropriate or unprofessional conduct, harassment, division policy or decisions, or interpersonal conflicts. This is an informal process to allow a member to "raise your voice" or fight back against ill-treatment.
- ii. **Formal Grievance:** is a written "*formal*" grievance to the E-Board submitted by a TAA member or a customer witnessing or experiencing a "TAA Code of Conduct" violation by a TAA member.

3) FORMAL GRIEVANCE PROCEDURE:

- i. To be a valid formal grievance, the applicant must clearly state (using the exact wording) "Formal Grievance" in all communications.
- ii. Grievance will be submitted to the E-Board within thirty (30) days of the alleged incident through USPS (postal) or electronic (email) for adjudication.
- iii. E-Board will review the allegation & notify the member that a Formal Grievance has been filed against them.
- iv. In all cases the responding member shall have the right to address the E-Board & supply any facts or information they deem relevant.
- v. Following formal investigation, testimony of both parties & review of facts, the E-Board will confirm or deny the Formal Grievance.
- vi. If the Formal Grievance is **confirmed**, the E-Board will direct the President to send a written certified letter, return receipt requested, notifying the responding member that the allegation is confirmed.
- vii. Consequences of a confirmed Grievance will be commensurate with the severity of violation & to be determined by the E-Board.
- viii. Consequences *may* range from a letter of censure being placed on file for one year from date of confirmation to immediate termination of membership.

e. **Member Rights:**

- 1) All members have the right to vote.
- 2) TAA and their family members may buy raffle tickets for quilts & art.
- 3) All members of TAA will **NOT** be allowed to sell their work in any establishment in Tombstone other than TAA Gallery.

5. DOCENTING RESPONSIBILITIES

a. **General Information:**

- 1) Members sit the equivalent of one full day or two half-days a month in each & every month.

- 2) If a docent is unable to perform this duty, then they **MUST** discuss this requirement with the Vice-President & their division Director to obtain approval for any deviation, **IN ADVANCE**.
- 3) Vice President is responsible for making sure the members are up to date on docenting requirements.
- 4) One or two docents will cover each working shift.
- 5) If a Docent has an unavoidable delay, notify the Vice President of your anticipated arrival time or your need to close early.
- 6) Docents are responsible for obtaining the Gallery key from the OK Corral in the morning & returning it in the afternoon.
- 7) Morning Docent is responsible for retrieving the till money bags from lockup.
- 8) The afternoon Docent is responsible for preparing the Gallery for closing, counting the contents of till & raffle bags, notifying the Treasurer the days totals & placing the money bags in lock up.
- 9) If a member is not current on hours, he/she will be initially notified by the Vice President & given the opportunity to bring their time current.
 - i. A member is determined to be current/not current by the Vice-President based on docent service records maintained by the Vice-President. Service records are published monthly in the Newsletter.
 - ii. If the docenting requirements are not met within 45 days of notification, the E-Board will be notified & the member will have their items removed from display until their time is current. Exceptions to this policy may be made **only** by the E-Board.
- 10) Items will be re-displayed after docenting requirements are fulfilled.
- 11) Members may not accumulate time for future use & may not donate time to another member.
- 12) A member may help another member by sitting in their place & signing the docent book with the recipient's name.
- 13) If a member is scheduled to docent & has an emergency or illness on that day, she/he will notify the Vice President **FIRST** or the President, to be excused from docenting that day & is to make a reasonable effort in finding a replacement. The obligation must still be filled for the month.
- 14) Members who wish to change scheduled docenting dates on the calendar, must notify the Vice President at least three days in advance of the date of change. The VP will enter the changes on his/her master calendar.
- 15) The member is responsible for finding a replacement if the date is less than 7 days before the original docent date.
- 16) If there is a discrepancy in your docenting time, it should be brought to the attention of the Vice President.
 - i. Family members that are "non-exhibiting" & sit as a docent will receive credit for their docent hours.
 - ii. The **"sales book"** is the final authority for docenting credit hours.
 - iii. Family members that wish to docent **MUST** have received 2 days training, like any other docent.

b. DAMAGED or UNTAGGED item:

- 1) Docent is to notify the applicable Craft, Art or Quilt Director & the creator of that item of any damaged item or item with no tag, requesting instructions.

c. SALES:

- 1) When there is a sale, the Docent will check in the appropriate storage place for another item made by that artisan & replace the sold item to maintain a nice-looking display.

- 2) If there is no replacement item, please arrange the display so there is no gap & make sure the metal hanger & tag are removed.
- 3) If the sold item was valued at more than \$20.00, then please call the artisan notifying them of the sale & request a replacement piece.

6. MAINTENANCE OF HISTORIC BUILDING

- a. No part of the permanent structure of the building is to be moved or changed in The Gallery without the prior approval of the E-Board.
- b. Changes to the Gallery over \$500.00 must have two written estimates.
- c. Changes to the Gallery over \$500.00 must be approved by the membership.
- d. ALL "OFFICIAL" gallery contact with the City of Tombstone shall be initiated by the E-Board.
 - 1) Minor routine items like Chamber business, utilities, building repairs, etc. may be handled by the Gallery Coordinator with notation being made in the Board Minutes.

7. MISCELLANEOUS INFORMATION

- a. **Donations:** Money donated to the TAA will be listed by name & a thank you will be mailed promptly.
- b. **Publicity:**
 - 1) Proposed publicity about TAA events or TAA will be Pre-approved by the Publicity Chairman & Publicity Chairman will be appointed or replaced by 2/3 vote of E-Board.
 - 2) Reporters visiting the gallery will be referred to the President or Publicity Chairman.
 - 3) Outside publicity flyers brought in are to be posted ONLY on kitchen bulletin board.
- c. **Inventory:**
 - 1) A running inventory of all items brought in by each member will be kept up to date & in notebook provided for each division.
- d. **Credit Card Machine:**
 - 1) Will be governed by the E-Board.
- e. **Division Directors:**
 - 1) If a Division Director is to be unavailable for more than one day, they will appoint a stand-in to deal with Division problems & place a note on the Docent desk stating the relevant dates of absence & whom to call.
 - 2) If a Division Director is unable to perform his/her duties, as determined by the E-Board, for a period of more than two (2) months, said Director will be asked to resign their directorship.
- f. **Removal of Work:**
 - 1) NO EXHIBITS are to be removed or changed in the Gallery without the approval of the Division Director.
- g. **Lay-Away:**
 - 1) Minimum purchase of \$50.00 & 5% surcharge of "total purchase".
 - 2) Minimum of 20% deposit of total & is **non-refundable**.
 - 3) A pre-printed red SOLD sign with current date is placed on the item & placed in designated layaway area.
 - 4) Write up layaway receipt & follow instructions as written in layaway instructions kept in desk drawer.
 - 5) The layaway purchase will be paid in full within ninety (90) days without refund.

6) THERE ARE NO REFUNDS.

h. Show Receptions for Featured Artisans:

- 1) Show receptions may be held when appropriate & approved by the E-Board.
- 2) Featured Artisans will, at their own expense, provide refreshments & are responsible for Gallery cleanup & storing of any TAA equipment used for reception.

i. Creating While Docenting:

- 1) You may work on small gallery related projects while docenting.
- 2) This activity must not interfere with normal docent duties.
- 3) This activity is educational. Show off your work to customers & answer questions.
- 4) Work only on craft table & use cover to protect table.
- 5) Keep **desk** clear for conducting sales.
- 6) Use a drop cloth for floor if needed.
- 7) **FOR ALL DIVISIONS:** no food, will be allowed on the front desk and/or table.

8. GENERAL DIVISION RULES:

a. Division Director is responsible for that Division.

b. In/Out Day:

- 1) Is when "new" work is brought in for exhibit & "old" work taken home,
- 2) Generally, is the last **WEEK-Day** of the month. Be sure to double-check this with your director. Change to this day may occur due to availability of the gallery parking lot.
- 3) Receiving & pick up begins at 9:00 am & ENDS at 10:00 am.

c. DISPLAYS:

- 1) Members are not to move, add to or adjust displays to showcase "their" personal work.
- 2) All displays in the Gallery must remain in the Gallery until the end of the month.

c. FEATURED ARTISAN:

You are required to be a "member in good standing" for at least three (3) months.

- 1) The sign-up sheet will hang in the kitchen & be available on the Member's Only page on TAA Website.
- 2) You may sign up to be "Featured" once a year, choosing a different month each year.
- 3) You may share the feature with another artisan.
- 4) There are designated wall spaces for "Featured Artisans". A member may be an artist, photographer, crafter or quilter.
 - i. The designated wall space will be used by the features to show their work to the best possible advantage presenting a nice display.
 - ii. All work is required to fit within the outside dimension of the pegboards & the use of easels or other props to display work will be approved by the E. Board.
- 5) Work being displayed will follow all gallery general hanging standards.
- 6) Featured Artisans may have a reception & it is their responsibility for setup, cleanup & expenses.
- 7) Set up day & time will be coordinated by division directors.
- 8) It is suggested Featured Artists will work extra time throughout the month they are featured.

9. DIVISION RULES & GUIDELINES:

- a. Each Division has a handbook created for their unique rules & guidelines. Please refer to each handbook for specific policies of that department.

Updated & approved by the Executive Board this 5TH day of July, 2023.

Executive Board Approval

Tarin Cardamone
Tarin Cardamone-President

Lisa Stansbury
Lisa Stansbury-Vice President

Bonnie Northcutt
Bonnie Northcutt-Treasurer

Linda Black
Linda Black-Secretary

Brad Wood
Brad Wood-Art Director

Lori Giliberto
Lori Giliberto-Craft Director

Gail Wood
Gail Wood-Quilt Director

Mary Jo Burns
Mary Jo Burns-Gallery Coordinator