Member Code of Conduct

Purpose of the Code

The major purpose of this code of conduct is to promote an atmosphere of harmony and understanding at Timberlane Fine Arts Association and events affiliated with the organization, assuring members and guests alike that the behaviour of all in attendance will be guided by a common set of rules for the mutual benefit of all.

Code of Conduct

To accomplish the purpose, individuals are asked to live by one basic guideline: "The rights and privileges of all persons will be respected and honoured at all times."

Violations of the Code

The following are violations of this Code of Conduct and are prohibited at the TFAA building and at any organized off-site activities:

1. Conduct that disrupts or obstructs any activity that is a part of the overall Association operation.
2. Any action, event, or group of events that constitutes a violation of Federal, Provincial, or Local law, especially the BC Human Rights Code.
3. The destruction, damage, or theft of Association property or the property of others.
4. Unauthorized access to Association property.
5. Misrepresentations of the Association to guests or the general public (including but not limited to in-person exchanges, social media, digital correspondence, etc.).
6. Any action that, in the judgment of the executive, constitutes an attempt to inflict, or the actual infliction of, injury to other members or guests.
7. Any lewd, obscene, or indecent conduct or expression, and any conduct or expression that, in the judgment of the executive, serves to intimidate or coerce others.
8. Failure to maintain a level of personal hygiene that is non-offensive in a social environment.

Enforcement

The above code shall be enforced by the Timberlane Fine Arts Association executive board, whose authority shall prevail in all cases. Disciplinary action will be determined by the executive, up to and including termination of membership in accordance with the TFAA Bylaws (Article 2.9).

- Instances that **do not** constitute an immediate and apparent threat to safety of others or property: verbal warning and requirement for immediate cessation of violating activity.
    - Repetition of violating activity: up to two additional verbal warnings; restriction of member access (i.e. returning building key); termination of membership.
- Instances that **do** constitute an immediate and apparent threat to the safety of others or property: expulsion from facility; contacting law enforcement; termination of membership.

Appeal

Disciplinary action can be appealed as per Articles 2.9 and 3.3 of the Bylaws.

Member Etiquette

Treat Each Other Kindly and With Respect

Association members should treat each other with kindness and respect.

We aim to create an environment where members can find enjoyment, peace, and relaxation, and that requires each and every member to treat each other kindly.

If there is a concern or incident, it must be reported to the executive. Passive aggressive notes put up inside the studio, gossiping about other members, or airing grievances on social media will not be tolerated.

Respect the Studio Space

Members are asked to use tools and equipment properly and with care, and clean up their workspaces at the end of each use. If a member is unsure how to use a piece of equipment, they will ask for assistance. Do not monopolize equipment – it is there for everyone to use!

Be Active

When we all do our share, we will be a thriving organization that draws us together in our respective arts and promotes artisanship in the community. It's not enough to just pay your membership fee and take part in our sales – we ask you to also contribute to the organization in some way. An active member:

- **Volunteers at least one hour of time per month**. There are lots of little jobs that help keep the overall Association running smoothly, from cleaning the kitchen and bathroom, to contributing to our social media presence, to mentoring new members. Another way to be active is to check with your department about jobs you can take on – maybe you can help load and unload the kilns, organize and price the weaving threads, maintain the spinning wheels and carding equipment, or organize the quilting cupboards. Volunteer hours will be tracked.
- **Attends membership meetings and work days**. An active member attends, either in person or virtually, at least one of the three general meetings per year. Attendance will be taken at each meeting.[1] An active member also regularly attends their department work days. Sign-in sheets will be posted in each department and attendance will be tracked on a quarterly basis.

Being an active member is a requirement for having a key to the building. You must be an active member for one year before receiving a key, and if you do not meet the requirements of an active member for one year, you will be asked to turn in your key.

[1] We know that life happens. Regrets for meetings will be accepted and noted in the minutes.

Member Guidelines

1. Membership is open to people 18 years of age and older.
2. Membership fees are non-refundable except in extraordinary circumstances and upon the decision of the executive board.
3. The membership year runs from September 1 through August 31. Annual dues are $110 per year, prorated to $75 for March through August for members joining midway through the year.
4. Potential members can attend two regular department work days for free. If they wish to continue to attend, they must purchase a membership.
    a. Regular work days are:
    Pottery: Tuesdays 10:30 am-5 pm; Thursdays 10:30 am-5 pm
    Weaving/Spinning: Tuesdays 7 pm-9 pm; Fridays 10 am-2 pm; first Saturday of the month (spin-in) 1 pm-4 pm
    Quilting: Wednesdays 10:30 am-2:30 pm
    b. Members are required to read and agree to the Member Code of Conduct, Member Etiquette, Member Guidelines, and specific Department Guidelines (if applicable) prior to registering for a membership.
5. Membership fees cover the use of the equipment only. Supplies and services are an extra expense, and are to be paid for prior to use.
    a. If a department hosts a workshop, members will be charged expenses. Workshops open to non-members will have a non-member fee of expenses plus $15 per day.
6. Equipment must be used on premises and is not to leave the building. Requests for exceptions should come to the executive for consideration.
7. Coffee, tea, and other refreshments in the kitchen are donated by members for others to enjoy. Use responsibly, and donate in your turn.
8. If you use any kitchenware, wash it and leave it to dry in the rack before leaving for the day.
9. If you notice something requiring maintenance, contact the executive board or department heads as appropriate.
10. If you are eligible for a building key, you must pay a $30 key deposit. $25 is refundable upon return of the key. If you lose your key, inform the Membership Director immediately; replacements cost $5.
    a. The key is for your use only. Loaning it to a member or non-member is prohibited.
    b. The last person to leave the building must be a key holder.
    c. If a key holder is found to have neglected/forgotten to lock the door, the first incident results in a verbal warning, and the second incident results in being asked to turn in their key.
11. Before leaving, ensure the lights are off, heat is down, windows are closed, and all exterior doors are locked.