

# Quail Creek Fine Arts Painting Club

## Policies and Procedures

Updated 09/2020

### I. BOARD POSITIONS

#### **President**

- a) Preside at all meetings of the members and the Board.
- b) Act as liaison between the FAPC, CATC and QCPOA.
- c) Delegate responsibilities as required for the betterment of the club.
- d) With the Board, approve all expenditures over \$250.
- e) Sign contracts for the Club as needed.
- f) Responsible to see the policies for the Art Studio and the CATC are followed.
- g) Interface with Gourders, Stampers & Scrappers clubs as appropriate in sharing of the studio.

#### **Vice President**

- a) Preside at all meetings in the absence of the President.
- b) Support President in responsibilities as delegated.
- c) In the event the President resigns or cannot perform the duties of the office, the VP assumes the role of President until a new President can be appointed or elected.

#### **Secretary**

- a) Record the minutes from annual membership and Board meetings and distribute the minutes as is appropriate.
- b) Support President in responsibilities as delegated.

#### **Treasurer**

- a) Maintain current financial records of the Club.
- b) Maintain bank accounts with appropriate financial institutions for the deposit or withdrawal of funds as needed for the operation of the Club.
- c) Provide financial information as needed at annual membership meetings, Board meetings and for audits for the QCPOA and for needs internal to the Club.
- d) Seek approval from the Board for expenditures over \$250.

- e) Participate in the establishment of the annual Club budget and manage that budget with the Club Board.
- f) Arrange, with the Board at large, annual financial records audit.
- g) Pick up class sign-in forms and reconcile class commissions monthly.

## II. BOARD OFFICER GENERAL RESPONSIBILITIES

- a) Ensure that Club members understand general member responsibilities, and club policies and procedures.
- b) May directly, or through their representative, deny a member participation in Club activities if it is felt that their presence would adversely affect other Club members.
- c) Request disruptive, non-cooperative, disrespectful members to leave functions or activities and document this action for further disciplinary activity and involve Quail Creek Patrol for those not cooperating.

## III. STANDING COMMITTEES AND/OR COORDINATORS

**Note:** Standing Committee Chair positions may or may not be held by Board members

### **Education Coordinator**

- a) Ensure art classes are available to FAPC members beginning each Fall-Spring season.
- b) Seek qualified art instructors to teach classes, and schedule for their services.
- c) Develop the Fall-Spring season class calendar. Coordinate with art instructors to determine best teaching days and times. Modify schedule as needed during the season.
- d) Work with art instructors to help them develop their class description and submit them on the FAPC website. Review and publish class descriptions to the website.
- e) Inform teachers of policy changes that impact teaching a class.
- f) Provide information about future class offerings to the appropriate publicity volunteers.
- g) Be a participant in managing the FAPC website under guidance from the Web-Master.

### **Membership Coordinator**

- a) Maintain current membership records and email lists. Provide copies to Board as needed.

- b) Receive membership applications and dues payments for transfer to the Treasurer. Create receipts for cash payments when needed.
- c) Notify member and Board of any person not maintaining good financial standing.
- d) Maintain files of membership forms and flyers at Clubhouse and in Art Studio.

#### **Monitor Scheduler Coordinator**

- a) Establish dates and times for monitors needed for classes, workshops, and open studios and publish on the website.
- b) Enlist either directly or through other members new recruits to join in the monthly monitor rotation.
- c) Provide monitors training to complete their duties.
- d) Report to the Board defects in housekeeping, equipment, or room disruption that degrade room activities.
- e) Purchase general office and art supplies as needed for the Art Studio.

#### **Plein Air Coordinator**

- a) Identify locations and schedule Plein Air events for the FAPC.
- b) Gain permission when needed to work at such locations.
- c) Notifies members of planned events.

#### **Publicity Volunteers**

- a) Create and distribute articles and information regarding FAPC classes and activities.
- b) Screen, edit and coordinate the inclusion of Club information in various outlets including "What's Happening...", "QC Crossing", and external media outlets, as appropriate.
- c) Update the calendar on the QCFAPC website as needed.

#### **Special Events Committee**

- a) Coordinate FAPC planning for activities such as the POA Open Houses and Fall Festival.
- b) Provide members with guidelines and time lines for participation in special activities.
- c) Identify appropriate special demonstrations, workshops or guest artist of interest to Club members and coordinate their visits.

#### **Art Curator**

- a) Coordinate the display of member artwork in the Studio display cases for viewing or sale.
- b) Coordinate display of member artwork in shows.

#### **Webmaster**

- a) Maintain the website for the Fine Arts Painting Club.
- b) Coordinate the posting of articles and photos received from the Board regarding pertinent events and activities of the Club.
- c) Publish information regarding future classes, tutorials, and Club activities to FAPC website. Maintain member artist gallery

#### IV. QCFAPC Member Responsibilities

##### **Safety**

- a) Approved substances for use in the Studio include water, alcohol, masking fluids, turpenoid, gamsol, household glues, painting oils, and facilitators.
- b) Hazardous substances allowed outside only include varnishes, real turpentine, fixatives, or aerosol sprays with precaution and regard for the maintenance of the facility and ventilation.
- c) No solvents shall be stored in the Studio. Members are responsible to bring their own supplies and take them home.
- d) Procedures which create a lot of dust will be done outside.
- e) Configurations of easels, chairs, tables, etc., deemed unsafe may be questioned by the monitor who may force a setup change.
- f) Setup of “still life” table and use of mat cutter is to be done by trained members only.

##### **General Procedures**

- a) Easel drip shelves shall be lined with aluminum foil and cleaned after use.
- b) Tables and floors under easels will be covered by plastic drop clothes to protect surfaces from paint and solvents.
- c) Easels and other equipment will be folded returned to their proper storage position.
- d) Members will maintain a clean workspace. Failure to do so may result in a 30-day suspension by the Club Board.
- e) Members will maintain clean sink areas and rest of the Studio.
- f) Members will sign in for classes on the appropriate logs.
- g) No Club materials shall leave the Studio without permission.

##### **Member Conduct and Discipline**

- a) Members not adhering to procedures as well not cooperating with Board, Instructors, Monitors, or other assigned representatives are subject to disciplinary actions.

- b) Members may be requested to leave the premises for disruptive, non-cooperative behavior. Failure to do so will require that the Quail Creek Patrol be called.
- c) Disciplined members may be refused participation in Club functions for thirty (30) days. With unanimous vote of the Club's Board a second infraction will result in expulsion from the Club. The offender has the right to request a hearing in front of the Club's Board and may request a spokesperson (the spokesperson must be a member of the Club in good standing). The offender has the right to appeal to the Quail Creek POA Board. The POA Board has the right not to hear the appeal.

## V. QCFAPC Monitor Responsibilities

### **Safety**

- a) Any equipment deemed unsafe should not be used and reported to the Monitor committee chairperson or the President.
- b) Any substances not suitable for use inside the room should be called into question. A member not understanding the approved substance requirement should be made aware of the requirement.
- c) Members not cooperating with general safety procedures should be reported to the Board. Those who become excessively disruptive should be reported immediately to Quail Creek Patrol.

### **General Procedures**

- a) Monitors are requested to be at the Studio for their assigned specific time slots based on pre-published schedules. Monitors unable to be available for their assigned time are expected to contact other monitors for an exchange of times.
- b) Monitors will verify that the room is being used in a safe, clean manner and at end of shift is left clean and neat.
- c) Monitors should assure that members log in and out in the proper log.
- d) Periodic training for Monitors will occur as needed and as new equipment is acquired.
- e) Monitors will correctly handle sales from the display case. Monitors will correctly handle sales from the Display case. A receipt for the purchase will be issued: the original goes to the purchaser and the copy goes into Treasurer's folder. The money (check or cash) goes into the Folder of the Gallery Display Coordinator who will give it to the artist. It is the artist's responsibility to remit 10% to the Club Treasurer.
- f) Monitors will provide membership application forms to interested parties, and file completed forms in the appropriate folder.

**Room Ambassador**

- a) Monitors will act as an ambassador for of Quail Creek when visitors enter the Studio or when a home sales member brings clients through the building.
- b) Monitors will answer questions regarding the Club or other amenities within the community.

Amended 9/23/20 by FAPC Board  
CJ Washburn, Secretary

## VI. Quail Creek Fine Arts Painting Club Waiver and Release

The undersigned desires to use the equipment and facilities provided by the Quail Creek Creative Arts and Technical Center. By executing this Waiver and Release, the undersigned hereby acknowledges and agrees that the undersigned is solely responsible for his/her actions while using the Quail Creek Creative Arts and Technical Center and that neither Robson Communities or the POA nor any of its respective affiliates, officers, employees, agents or representatives, nor any representatives, officers, leaders, teachers, organizers, members or participants of the QCFAPC is responsible for the undersigned's actions or safety while engaging in activities at the Quail Creek Creative Arts and Technical Center.

The undersigned hereby releases and agrees to release all of the foregoing parties from any claims, liabilities, actions, damages, costs and expenses that arise as a result of, or relate in any way to, the undersigned's use of Quail Creek Creative Arts and Technical Center and its facilities and equipment. In addition, the undersigned agrees to abide by all Bylaws, Policies and Procedures, and accepted practices of the Quail Creek Fine Arts Painting Club.

I understand that field trips of the Quail Creek Fine Arts Painting Club may involve traveling to remote areas and carrying equipment to painting locations, and injury may occur. Travel may be in private cars. In consideration of the right to participate in such field trips and the services provided by QCFAPC, I agree to assume all risks associated with such outings, accept all responsibility for my own welfare and hold the QCFAPC and individual members harmless from all liability actions, claims, and suits that could arise during my participation.

This agreement shall serve as a release of responsibility on the part of QCFAPC. its respective officers, leaders, organizers, members and other participants.

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Name (please print)

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Signature