

BY-LAWS
of the
Venture Out Glass Art Studio
Approved March 12, 2026

ARTICLE 1 - NAME and PURPOSE

- Section 1 NAME
Glass Art Studio
- Section 2 PURPOSE
The Venture Out Glass Art Studio is a non-profit organization that provides a studio for furthering the craft of stained glass, glass art, and to provide social activities for the members.

ARTICLE 2 - ORGANIZATION

- Section 1 AUTHORITY
Glass Art Studio is formed under, fully accountable to and derives its authority from the Venture Out Social Club (VOSC), a 501(c)7 Corporation in Mesa, Arizona.
- Section 2 FUNDS COLLECTED
-All monies collected will be deposited in the club bank account. Disbursements from this fund will be by cash, check or debit card, signed by an elected officer: Treasurer, President, Vice President, or Secretary.
-A petty cash fund will be used for small miscellaneous expenditures.
-No purchase of unbudgeted supplies totaling more than \$200.00 may be made without club Executive Board approval.
-No disposal of furniture or equipment may be done without the approval of the Social Board.
- Section 3 CLASS INSTRUCTORS
-The Glass Art Studio may have a qualified instructor approved by the Club Executive Board to teach approved classes.
-Classes and Workshops may be organized in conjunction with the Education Coordinator and the respective instructor and scheduled based on interest and shop availability.
-The Club Executive Board must be made aware of any planned teaching programs.
-All class sign-up information will be posted in the shop and classes must be prepaid where applicable.
- Section 4 GLASS ART HOURS OF OPERATION
Shop hours will be as monitors are available.

ARTICLE 3 - MEMBERSHIP

- Section 1 MEMBERSHIP TYPES
-**Regular Member:** Resident Lot Owners and Renters in Residence at Venture Out who are at least 18 years old are eligible to join upon payment of yearly dues,
-**Lifetime Member:** Depending on special or unusual circumstances, the Executive Committee shall, by unanimous vote, provide a Lifetime membership to deserving members. The Executive Committee shall identify the qualifications of the membership and the privileges extended.

- Section 2 MEMBERSHIP ELIGIBILITY
- All new members must complete Glass Art 101, (a basic introduction to glass, the handling of glass, glass art studio procedures, and safety rules), as well as any other classes as required in that specialty (such as Fusion).
 - Members that have been away for more than one year are required to attend a Member Refresher session.
 - Annual Member dues will be reviewed and changed, if needed, for the coming season at the Annual General Meeting.

ARTICLE 4 - DUTIES AND PRIVILEGES OF MEMBERSHIP

- Section 1 RESPONSIBILITIES OF MEMBERSHIP
- Each member is expected to pay their own class fees and the cost of glass and supplies.
 - Each member is required to assist with cleaning the shop space and equipment.
 - Each member is expected to assist with any money-making projects for the benefit of the Glass Art Studio including Social Board sanctioned fundraisers for Glass Art Studio.
 - All members are expected to abide by club guidelines and safety rules and regulations as posted.

- Section 2 PRIVILEGES
- Members in Good Standing are eligible to vote for new officers, approve By-Laws and participate in other votes at called Member Meetings

ARTICLE 5 - MEETINGS

- Section 1 REGULAR MEETINGS
- Four club meetings will be held each season on the 2nd week of the month, the last of which is designated as the Annual General Meeting.
 - A quorum at any meeting will consist of a majority of the club members present.
 - All members are requested to attend.
 - All Monitors, Instructors, and Executives are required to attend.

- Section 2 EXECUTIVE MEETINGS
- The Executive Board shall meet prior to each general membership meeting.
 - Special meetings of the Executive Board may be called with advance notice delivered by electronic means.
 - Special meetings of the general membership may be called by the following: the Executive Board, or by five (5) members in good standing, or it may be called at a regular meeting if the need arises for topic specific discussion.
 - Notification for a Special General Membership Meeting must be delivered by electronic means, and posted in the studio 10 days prior to said meeting unless the membership has agreed to a short notification period.
 - Notification requirements do not apply to matters of conflict resolution or harassment complaints.

- Section 3 ANNUAL GENERAL MEETING
- The Annual General Meeting will be held in March, at which time there will be the election of officers and appointment of Club Coordinators.

- Section 4 CONDUCT
- Roberts Rules of Order (latest edition) shall be used to conduct business at all meetings.

- Section 5 COMMENT OF MEMBERS
- During all open meetings, Members of the club shall have an opportunity to address any agenda item or, at the pleasure of the President, any other topic. The length of comments longer than two (2) minutes will be at the discretion of the President.

ARTICLE 6 - FINANCIAL MANAGEMENT

- Section 1 FISCAL / SEASON
The fiscal year shall coincide with that established by the VOGB.
- Section 2 FINANCIAL REPORTING
-Each club is to conduct a season-end financial review (audit) and provide a brief financial report to its club members.
-The Activity Office Finance Department will audit up to five clubs each year, on a rotating basis. A club can choose to have a yearly audit performed by a resident volunteer, or another club treasurer.
- Section 3 CONTRACTS and OBLIGATIONS
No Officer or Member may enter into a contract on behalf of or obligating Glass Art Studio or the VOSB in any way.

ARTICLE 7 – EXECUTIVE OFFICERS AND EX-OFFICIO MEMBERS

- Section 1 Election of Officers
-The Membership shall elect the officers of the Glass Art Studio, **annually**, at the Annual General Member Meeting.
-New officers will assume their respective duties immediately following the Glass Art Studio Annual General Meeting.
- Section 2 Shared Executive Offices
Two members can share any Executive Office.
- Section 3 Executive Officers
- Par 1 President
 SubPar 1 Shall preside over all meetings,
 SubPar 2 Is an ex-officio member of all committees,
 SubPar 3 Has general and active management of the business of the club and shall see that order and resolutions are carried into effect,
 SubPar 4 Shall have an agenda available in the studio for each meeting,
 SubPar 5 Appoints Committees and Coordinators.
- Par 2 Vice-President
 SubPar1 Shall assume the duties of the President when that officer is absent,
 SubPar2 Acts as the club Safety Officer: reviews all safety notices and procedures annually; posts safety notices in the studio and adds to Club Guidelines, ensures first aid supplies are maintained,
 SubPar3 Prepares submissions for each publication of the VO Out-Lines by their deadlines to provide dates and times of all meetings, classes, club functions and any public information as appropriate.
- Par 3 Treasurer
 SubPar1 Perform all duties in accordance with VOSB requirements,
 SubPar2 Give an up-to-date written financial report at all Executive and Regular meetings,
 SubPar3 Be responsible for all club monies and ensuring the club meets its budget obligations to the VOSB,
 SubPar4 Be in charge of and accountable for the club bank account,
 SubPar5 Comply with VOSB audit requirements,
 SubPar6 Work with the club Supply Coordinator to maintain inventories of supplies, resale items, equipment and assets.
- Par 4 Secretary
 SubPar1 Take attendance and keep minutes of all meetings. Within one week of adjournment, post and provide via electronic means, minutes of all meetings,
 SubPar2 Maintain a complete binder of all minutes,
 SubPar3 Execute any correspondence necessary for the club,

- SubPar4 Provide the President a list of all unfinished business as soon as possible following a meeting,
- SubPar5 Be responsible for assisting Club Coordinators with preparing instructions, sign-in sheets, or other related activities,
- SubPar6 Maintain responsibilities of each Ex-Officio Member, provided in the appendix to these by-laws.
- SubPar7 Maintain a list of current active members and provide it to the VO Activity Director, and VO Patrol as requested.

Par 5 Ex-Officio Members

Ex-officio members of the Executive Board serve at the pleasure of the President and are the Supply Coordinator, Coordinator of Kiln Operators, Kiln Operators, Education Coordinator, and the Monitor/Locker Coordinator.

ARTICLE 8 - COMMITTEES

Section 1 NOMINATING COMMITTEE

- Will be appointed at the February General meeting and will consist of no less than 2 members, all of whom are current active members in good standing, and one of whom will be a previous executive member.
- This committee will solicit volunteers to assemble a slate of officer candidates and present that slate three days prior to the March Annual General Meeting in accordance with Roberts Rules of Order.
- They will also solicit volunteers for any open Club Coordinator positions.

ARTICLE 9 – CLUB COORDINATORS

Section 1 APPOINTMENT

- Coordinator positions will be solicited by the nominating committee or appointed by the President.

Section 2 RESPONSIBILITIES

- Duties and responsibilities are to be reviewed when a new coordinator is appointed by the President.
- Changing duties of any coordinator position does not require a by-law review but must be approved by the President or a majority of the Executive Board.
- Coordinators’ duties and responsibilities are attached to these by-laws as an appendix and are to be kept with the by-laws, shared with the respective coordinators, and with the club members.

ARTICLE 10 - VOTING

Section 1 VOTING ELIGIBILITY

- All **Regular Members** and **Lifetime Members** in Good Standing are eligible to cast one vote.
- Part Season Members are not eligible to cast a vote.
- A motion may be decided by a simple majority vote of the regular members attending a meeting.
- A secret ballot will be held if called for by a majority of members in attendance at a meeting.
- There will be no provision for proxy votes.

Section 2 PRIVILEGES

Members in Good Standing are eligible to vote for new officers, approve By-Laws and participate in other votes at called Member Meetings.

ARTICLE 11 – CONFLICT RESOLUTION

The Glass Art Club shall follow policies and rules of the VOSB for conflict resolution and in cases of a harassment complaint. Said rules are incorporated herein by reference and are found in the most recent version of the VOSB Rules and Guidelines Relating to Clubs.

ARTICLE 12 – AMENDMENTS OF BY-LAWS

Monitor/Locker Coordinator Responsibilities:

Monitor Coordinator Responsibilities:

- Ask members to become monitors for shifts.
- Hold training classes for new monitors.
- Hold refresher courses to keep monitors informed on changes/updates.
- Meet with monitors when needed.
- Assist monitors when needed.
- Keep monitor information up to date.
- Ensure at least two monitors on shift whenever possible.

Locker Coordinator Responsibilities:

- Assign locker to Glass Arts members by request.
- Collect locker fee and key deposit as required.
- Contact members to verify locker need if not signed up by 1-15.
- Prepare and update logs/binder to track locker information including: assigned & available regular lockers, assigned & available frit lockers, locker waiting lists.
- Verify no member has more than one full locker, and/or one frit shelf/locker.

Supply Coordinator Responsibilities:

The supply coordinator reports directly to the President and receives direction from the

Executive Board. Duties include:

1. Maintain the supply log book.
2. Keep supplies on hand within reason.
3. Keep the supply request board updated (check off when request has been
4. purchased).
5. All purchases must be discussed and approved by the officers if it exceeds \$300.
6. Be prepared to provide a report as needed.

Coordinator of Kiln Operators Responsibilities:

The **Coordinator of Kiln Operators** must be experienced in the operation of the kiln and is responsible for their care.

The duties are as follows:

- Prepare the kilns for season Opening and Closing.
- Train kiln operators
- Make recommendations for the purchase of molds and supplies.
- Program kilns as needed
- Maintain and up-date manuals.
- Ensure all operators are trained in safe kiln operations.

Kiln Operators Responsibilities:

Persons having access to the kiln room and operating the kilns must be meticulous in doing so. Because they will be in charge of fusing and slumping items for members of the Glass Arts Studio, they **must have taken Fusion Classes and Workshops and attend orientation sessions on the operation of each of the kilns.**

Duties include the following:

- Cover shelves in the kilns with kiln paper as needed
- Kiln wash molds as needed.
- Load kilns;
 - make maps of items,
 - turn on appropriate programs
 - turn on the exhaust fan.
- Unload the kilns.
- Wash items that come out of the kilns.
- Properly dispose of water used to wash items.
- Replace molds on correct shelves after use.

- Clean the kilns and the room as needed.
- Ensure the exterior door remains locked, when not in use.

Education Coordinator Responsibilities:

The Coordinator will:

- Find qualified instructors to teach classes and workshops.
- Create class sign-up sheets.
- Post class schedule as they become available.
- Ascertain the needs and interests of Glass Arts Club members by posting interest sign-up sheets.
- Confirm information sheets are posted for Classes and Workshops.

2026.02.04 Kiln and Education Coordinator Responsibilities

