

Procedures

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Orienting New Members

To facilitate the thorough introduction of new members to all aspects of Parma Lapidary the Shop Tender in charge at the time of first visit shall:

1. Welcome the new member or visitor
2. Note their name and contact information in the shop sign-in book
3. Provide a tour of all club facilities including all areas of expertise at PLC –Lapidary Arts- gem identification, cutting cabbing, faceting; Jewelry Arts – Metal Smithing, Wire wrapping, beading, cold connections, cold forming, dichroic glass, kumihimo, precious metal clay, etc.
4. Share the PLC mission and vision, Code of Conduct
5. Determine the new member’s area/s of interest
6. Outline Fees and Commitments
7. Review New member packet
8. Membership chairperson will make follow- up contact to encourage further engagement of new members, including quarterly welcome nights for new members.

Adopted 1-31-16

Member to Club Sales

Members may offer collections of personal items for sale to the club at general meetings.

1. Prior notice to the vice-president should be made to ensure a speaker will not be impacted.
2. Member offering items for sale is responsible for pricing and display of items on the day of the meeting /sale and to remove unsold items after the meeting.
3. No percent of return to the club is needed, donations of items or a monetary contribution would be appreciated
4. Sales by non-members are subject to procedures for consignment sales

Adopted 1-31-16

Consignment Sales

1. PLC President will agree to PLC participation in a consignment sale, member/s willing to support sale must be identified before commitment and identify a Consignment Sales Chairperson for that event.
2. Responsibilities of the Consignment Sales Chairperson – as identified by the President for each sale
 - a. Determine feasibility of sale – quality of items, availability of members for support etc.
 - b. Complete a contract for consignment sales between PLC and the Owners – (see forms section for contract form)
 - c. Inventory the consignment items in an itemized spreadsheet with Mfg. Names, Serial numbers, prices, etc.
 - d. Provide support for the owners during sales hours at their location (preferred) or organize transport of items to PLC- (not preferred).
 - e. Manage the final tally and secure the PLC 20 % of sales.
 - f. Send the donation thank you letter in a timely fashion
3. **Sales at homes, - preferred option**
 - a. PLC will support for two weekends of sales
 - b. PLC members will assist with pricing and display of materials
 - c. PLC members will be present during a maximum of two weekends to answer questions
 - d. The first weekend shall be open to PLC members only; the second weekend shall be opened to include other area clubs or the public at the discretion of the owner/s. If early sales are permitted (before published hours), buyers will pay three times the marked price
 - e. Owners are responsible for collecting and recording sales and negotiating with buyers
 - f. PLC will receive 20% of all gross sales for their support
 - g. Donations- For any unsold items that become a donation, PLC will provide documentation for tax purposes and transport donated items to PLC. All items become PLC property with no stated use or disposal control dictated. Should no donation take place, PLC's participate will end and the 20% will be payable to PLC.
 - h. It must be noted that all donated items must be inventoried into the club's inventory BEFORE any sales at the club can take place.

4. Consignment sales at PLC – not recommended

- a. **Consignment sales held at the shop shall require that an itemized list of all items being part of the sale be provided ideally by the owner; Sales at the club can only occur if the owners agree to donate any remaining items to PLC.**
- b. Notice to members and other clubs – can be announced simultaneously outlining dates and times of access. Members know preview and bidding dates, other clubs hear of Saturday sale date and times
- c. Step #1 Member bids open from preview hour/s prior to meeting and close one half hour after the meeting. Item goes to member with highest bid at or above minimum at the end of the bidding period, all unsold items will then be available as outlined in step #2
- d. Step #2 Open sales to other clubs on the Saturday after PLC membership meeting, item will be sold to any buyer bidding at or above the marked minimum. (No auction at this point only straight “garage sale” with minimum prices being the selling price). PLC will receive 20% of all gross sales. During last hour of the sales items will be sold on an “or best offer” basis.
- e. **All sales are final and “As Is”**

5. Disposal of remainders

- a. Accepted as a donation to PLC, all items become PLC property with no owner stated use or disposal control
- b. PLC will add usable items into inventory, unusable or unwanted items will be disposed of. No “dumpster diving” will be permitted by club members!

6. Donations - PLC will provide documentation for tax purposes and transport donated items to the PLC facility

Adopted 8/30 /2015

Contracting Non-Member Instructors

Contracting with nationally and/or locally recognized instructors to conduct classes at PLC is supported by the PLC Board.

- 1. PLC class coordinator will contract with nationally or locally recognized instructors.
- 2. PLC will provide a space and posting of the event on our website and Facebook page.
- 3. PLC will solicit but not guarantee class participants.
- 4. The instructor will provide all materials and tools, liability insurance, advertising etc.
- 5. Instructor will return 20% of class fees to PLC for use of PLC space
- 6. PLC will be held harmless for any activity undertaken by the outside instructor.

Adopted - 1/12/16

Accessing the Silversmithing area

Club members will be permitted access to the Silversmithing area without tender supervision under the following conditions:

1. Proof of training in using tools and materials in metal smithing (grandfather any current silver participants). Silver room is a workshop not a class.
2. Proof – certificate of class training in metalsmithing or products made by new silver room user.
3. Tender or class instructors should certify new silver room users as knowledgeable of Silversmithing process.
4. Silver room privileges will be lost if shop area, equipment, and tools are not maintained as determined by the silver tender.

Adopted 2/28/16

Change of Leadership

1. Candidates identified by the nominating committee will meet with the Trustees to review the job description, the qualifications of the candidate to fulfill the requirements of the position and to provide or plan for any needed support.
2. Outgoing leader will return PLC issued Keys and debit card – including P.O. box keys
3. Change computer password/access
4. For President – Change Statutory agency of 501c3 with Secretary of State
5. President, Treasurer or Vice-President – change bank signatories and debit card access
6. New leader meets with out-going leader to review past practice, ongoing issues and the location of information and resources. The out-going leader should stay available to the new leader to answer questions and provide assistance as needed.
7. Ensure access to required 501c3 organizational records.

Adopted 2/28/16

Key Security

1. Rekey all PLC areas
2. Create numbered sets of keys suited to tasks each position requiring keys
3. Establish a security officer to manage keys and shop security
4. Distribute sets of keys and record set # and recipient (see following list) in register
5. Collect appropriate set of keys following any change in responsibility and record date of return in register.

Adopted 2/28/16

Suggested Key sets											
Set #	Officer	Bldg.	Shop	Office	P.O. Box	Shop cabinets (3)	Office desk	Shop envelope box	Petty Cash box	Silver room	Vault
1	President	X	X	X	X	X	X				
2	Vice President	X	X	X		X	X				
3	Treasurer	X	X	X	X		X	X	X		
4	Treasurer assistant	X	X	X			X	X	X		
5	Secretary	X	X	X							
6	Membership			X							
7	Shop Coordinator	X	X			X		X	X		
8	Shop Tenders	X	X			X		X	X	X	
9	Trustees-chair	X	X	X		X		X	X	X	
10	Trustees	X	X	X		X					
11	Temporary Instructors	X	X			X		X	X		
12	Vault	X									X
13	Safety Chair	X	X								