

## **Three Rivers Artist Guild Membership Conduct and Work Rules Policy**

### **MEMBERSHIP DEFINITION**

The Board of Directors has determined a Member to be someone who has paid their annual dues to the Three Rivers Artist Guild (TRAG).

### **MEMBERSHIP DUES**

The Board of Directors has determined the Annual Membership dues to be \$30 for a single membership and \$40 for a family membership. In order to change the Annual Membership Fee, the Board of Directors must publish the proposed fee and reason for change to the membership 45 days prior to the Annual Meeting. The Board of Directors will address all reasonable membership comments in a public forum, including but not limited to a General meeting and/or Board meeting.

### **OBJECTIVE**

TRAG adopts the following Membership Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. TRAG expects Guild members and others who are engaged to provide services, such as temporary personnel, committee participation, consultants and independent contractors, to follow these rules of conduct while on Guild associated premises, attending and/or volunteering for Guild functions and events, or otherwise performing Guild-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all members and the organization, TRAG complies with all applicable federal, state and local laws and regulations concerning members rights and obligations.

### **PROCEDURES**

TRAG is responsible for providing a safe and secure environment and strives to ensure that all individuals associated with the organization are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the organization, the following are examples of behavior that would be considered infractions of TRAG's rules of conduct. Such behavior may result in disciplinary action, up to and including dismissal from a committee and/or termination of Guild membership. This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of Guild property or the property of a fellow member.
2. Willful destruction of the Guild's property or the property of a fellow member.
3. Working under the influence of alcohol or illegal drugs while representing TRAG.
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the organization, while representing TRAG.
5. Bullying, fighting, or threatening violence in a work environment while representing TRAG.
6. Sexual or other harassment.
7. Using abusive, threatening or obscene language verbal or written.
8. Using intimidation tactics and making threats.
9. Sabotaging another's work.
10. Making malicious, false and harmful statements to or about others.

11. Publicly disclosing another's private information.
12. Unauthorized possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
13. Unauthorized disclosure of business "secrets" or confidential information.
14. Falsifying company records or reports, including one's time records or the time records of another member.
15. Inappropriate grooming and attire while representing TRAG

#### **DISMISSAL OF COMMITTEE MEMBERSHIP**

In the event that a committee member is repeatedly disruptive or abusive to the group in whole or to any fellow member, the Committee Chair reserves the right to dismiss the offending member from the committee. If deemed necessary, the Committee chair may bring the matter to the Board for grounds for termination of Guild membership.

#### **TERMINATION OF GUILD MEMBERSHIP**

If an infraction is brought to the Board's attention, and is deemed to be in violation of TRAG's stated code of conduct, membership may be terminated by the Board of Directors in the following way:

1. The member in question will be notified within 15 days either by first class written notice or certified mail stating the reasons for termination.
2. The member will be given an opportunity to be heard by the Board, orally or in writing, not less than five days before the effective date of termination.
3. Member in question will be suspended from all TRAG activities until such time a final decision is made by the Board.
4. The decision of the Board shall be final and shall not be reviewable by any court.

#### **DENIAL OF MEMBERSHIP**

The Board of Directors, with a majority vote, has the authority to deny Associate Membership to any individual or organization that does not support the purpose of the Three Rivers Artist Guild.

#### **NONDISCRIMINATION CLAUSE**

The Three Rivers Artist Guild, in any of its activities or operations, does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, familial status, parental status, sexual orientation, political beliefs, military status, or because all or part of an individual's income is derived from any public assistance program. These activities include, but are not limited to, acceptance of members or associate members, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members, volunteers, subcontractors, vendors, and clients.