

GVR Artisans' Shop Member Rules and Regulations

I. Introduction

The following rules and regulations are established so that all members of the GVR Artisans' Shop are aware of the policies and procedures determined by the Board of Directors. Members are expected to adhere to these guidelines to ensure a professional, friendly, and productive environment for both artisans and customers alike.

II. Customer Relations

1. Greet customers in a friendly manner upon entry.
2. Offer assistance as needed, but allow customers to browse freely.
3. Keep private conversations with other members to a minimum when customers are present.

III. Member Responsibilities

1. Adhere to the GVR Code of Conduct and all Shop Rules and Regulations at all times.
2. Be familiar with all relevant documents which can be found in the "handbook" under the information counter and on the website (gvrartisansshop.com).
 - a. GVR Club Rules
 - b. Artisans' Shop Rules and Regulations
 - c. Artisans' Shop Bylaws
 - d. Quality Control
 - e. Training Guidelines
 - f. Monthly Board Meeting Minutes
3. Use the SimpleConsign instructions notebook for register operations, available at each check-out counter.
4. Maintain the appearance of the shop by sweeping the carpet using the carpet sweeper and dusting shelves and displays.
5. Refrain from working on personal art projects during work hours and leave your artistic production at home.
6. Attend at least 3 of the 4 member meetings per calendar year and participate in the shop for a minimum of 6 months between September 1 and June 30 (participation includes having items in the shop and working required hours).
7. Exceptions for meeting attendance may be made by the Board for health reasons. Members who do not meet attendance requirements will be monitored and expected to improve the following year.
8. Work 3–4 shifts per month during full days or 2 shifts per month during half days when the shop is open. If unable to fulfill shifts, make them up the following month; repeated issues may require a Board review.

GVR Artisans' Shop Member Rules and Regulations

9. When not working, request assistance from workers for anything needed behind the counter due to limited space.
10. Keep personal items in the locked cabinet behind each sales counter.
11. Provide a membership application (located at the information counter and on our website) to customers interested in joining the Artisans' Shop.
12. Wear name tags while working; they are shop property and must remain in the shop after your shift.
13. Maintain a neat, casual appearance while on duty.

A. Scheduling and Shift Changes

1. Sign up for shifts by the 15th of the previous month via SignUpGenius. New members should sign up as "New Member" for 3–6 months or until comfortable with procedures.
2. For changes at least 5 days in advance, use the Swap option in SignUpGenius. Coordinate with the other member before swapping; contact information is in the SimpleConsign Instructions folder.
3. For changes within 5 days of a shift, contact the Monthly Monitor directly. Supervisor and Monitor contact info is at the top of each SignUpGenius sign-up.
4. For changes in future months, delete your scheduled date in SignUpGenius and select a new day.

B. Extended Absences

1. Notify the Board at artisansofgvr@gmail.com in case of emergencies or extended absences. Each situation will be handled case-by-case. Possible conditions:
2. Absences over 2 months: items must be removed from the shop.
3. Leave over 12 months but less than 18 months: reinstatement requires annual dues and retraining before items return to the shop.
4. Leave over 18 months: reinstatement requires a \$90 new member fee and training before items return to the shop.

C. General Conduct

1. No food or drink in the shop except bottled water.
2. Personal phone calls (shop or cell) should be kept to a minimum.
3. Merchandise is placed at the member's own risk; the club is not responsible for loss due to breakage, theft, fire, or other causes.
4. Members may access the shop only during open hours.
5. The Three Strike Rule applies for non-compliance; see GVR Corporate Policy Manual Section VIII. Terminated members may reapply after 90 days with fees and training, subject to probation. Further infractions may result in permanent termination.
6. Complaints should be submitted in writing or via email and may be discussed at a board meeting. The Board may keep complainant names confidential.

Revised 8/2025

GVR Artisans' Shop Member Rules and Regulations

IV. Monthly Payments

1. Sale proceeds are distributed as 90% to the artisan and 10% to the shop. Percentages may change with Board and membership approval.
2. Any shop-referral sales outside the shop should pay 10% of the sale to the shop.
3. The Treasurer will place payment checks in the cash drawer of check-out counter 1 after the first of the succeeding month.

V. Merchandise Policies

1. All items must be made or fabricated by members; no resale of purchased finished items.
2. Members set their own prices, which must be whole dollar amounts. Minimum price per item is \$5. Items under \$5 may be bundled to meet the minimum.
3. Markdowns are not allowed. For price changes, notify the Display Committee for a new tag.
4. Members are discouraged from removing items during craft shows.
5. Refer to the Quality Control document for standards of craftsmanship.

VI. Display Policies

1. Display props, stands, racks, baskets, and wrapping are provided by the shop unless previously approved by the Display Chairman. Approved items become shop property.
2. The Display Committee determines usage of all display items.
3. Additional intake and display information is in the Intake & Display policy document.

VII. Shop Hours

A. Schedule (October–April)

- Monday–Friday: 9:00 a.m. – 4:00 p.m.
 - A.M. shift: 8:45 a.m. – 12:30 p.m.
 - P.M. shift: 12:30 p.m. – 4:15 p.m.
- Saturday: 10:00 a.m. – 2:00 p.m.
 - Saturday shift: 9:45 a.m. – 2:15 p.m.
- Allow extra time for opening/closing procedures. Customers arriving near closing should be allowed to shop.

B. Summer Schedule (May–September)

- Wednesday–Saturday: 10:00 a.m. – 2:00 p.m.
 - Shift: 9:45 a.m. – 2:15 p.m.

Page 3 of 4

Revised 8/2025

GVR Artisans' Shop Member Rules and Regulations

C. Shop Closures

- Closed on the following holidays:
- New Year's Day
- Easter Sunday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

II. Meetings and Dues

1. Board meetings are held monthly at 9:00 a.m. at the West Center, subject to room availability.
2. Prospective and current members may present items for Board approval 30 minutes before the meeting.
3. Board meetings are open to all members except when legal or confidential matters are discussed.
4. Member meetings are held four times per year. Notices of dates, times, and location will be posted in the shop. December is the Annual Member Meeting to announce new Board members.
5. Dues are \$90 for the first year, then \$25 annually, payable at the December meeting. Members joining in October, November, or December and paying the initial \$90 fee are not required to pay the \$25 fee the following year.
6. Annual dues not paid by March 1 result in loss of good standing.

IX. Conclusion

Members are encouraged to familiarize themselves with these rules and regulations to ensure the smooth operation of the GVR Artisans' Shop. For further details, consult the Handbook in the shop or visit gvrartisansshop.com. Questions or concerns may be directed to the Board via email at artisansofgvr@gmail.com.

