

Programming Standards and Organizational Policies for Virginia Book Arts (VBA)

Membership: Committees, Voting, and Meetings

Members at all levels must be “in good standing” with the organization. This means they are following the organizational Code of Conduct, paying regular dues appropriate to their membership level, adhering to shop use guidelines, and contributing positively to the spirit of our community. The Steering Committee will make determinations whether a member should be removed for any violation of their good standing with the organization.

Members are invited to attend an annual meeting to elect a Steering Committee from the membership. The annual meeting will consist of a review of the year’s business, the election of a new Steering Committee, and a preview of events or projects in the coming year. Items voted on at the annual meeting will be decided by a vote of the members present. There will be a Google Drive for all members with documents, policies, and a membership list.

The Steering Committee will meet regularly, about once a month, to advise, review, and receive updates on the programming and administration of the organization. This will be the voting body with fiduciary responsibility for the organization. There will be a Google Drive for Steering Committee members with documents, policies, meeting minutes, and items for review and comment. Steering Committee votes will be decided by simple majority except in these instances where two-thirds majority is required: creation or cessation of a program, removal of a member/committee member, and changes to the bylaws.

The Executive Committee is chosen by the Steering Committee and consists of the officers of the organization (Chair, Vice Chair, Secretary, Co-Treasurers) and is empowered to act on behalf of the organization, conducting business, brokering partnerships, delegating authority to individuals and subcommittees to implement the organization’s plans. These officers will meet as needed and report to the Steering Committee.

Proxy voting: For Steering and/or Executive Committee meetings, absent committee members may designate a voting member to vote on their behalf at a meeting by notifying

two other members of that committee in writing in advance. The proxy vote will be brought into business by those notified members and the proxy voter may vote on behalf of the absent member.

Financial Policy

The fiscal year will be January 1 - December 31.

The Steering Committee, as the primary fiduciary body responsible for the organization, must produce an annual budget for the Executive Committee to implement, advise, and report on. The budget must be balanced between income and expenses and keep reserves in the amount of three months of minimum operating expenses (\$6400 in 2025) and may not authorize actions that incur debt. The Co-Treasurers shall advise the Steering Committee on the financial health of the organization.

Conflict of Interest

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace. The standard of behavior at Virginia Book Arts is that all officers, members of the Steering Committee, and employees scrupulously avoid any conflict of interest between the interests of Virginia Book Arts on one hand, and personal, professional, and business interests on the other. This standard includes (1) avoiding actual conflicts of interest and (2) avoiding perceptions of them.

In the course of meetings or activities, officers, members of the Steering Committee, and employees will disclose any interests in a transaction or decision where they (including their business or other nonprofit affiliation), their family and/or their significant other, employer, or close associates will receive a benefit or gain. After disclosure, for example in Steering Committee meetings, the party understands that they will be asked to leave the room for the discussion and will not be permitted to vote on the question; disclosures will be reviewed by the Executive Committee and similar measures enacted if operations are impacted by the conflict.

Programs and Sponsorship

Programs (including projects, activities, events, and partnerships) must meet the following standards to be sponsored by VBA:

- While recognizing the affinities across a range of book arts areas—printing, binding, and papermaking—VBA programs must focus on the organization-wide membership. VBA does not sponsor programs, groups, subgroups, or channels that subdivide book arts areas or that create or could create divided affinities.
- VBA-developed programs are programs that have been developed by VBA after approval of the bylaws and must further the organization’s mission. Any proposed VBA program must be presented to and approved by a quorum vote of the Steering Committee. The Executive Committee is empowered to authorize, enact, monitor, and review day-to-day operations of VBA programs, which will be reported to the Steering Committee.
- VBA may also sponsor programs or partnerships that have not been developed by VBA but that provide promotional or financial benefit to the organization and/or educational value for the communities we serve. To be sponsored by VBA, partnerships and programs that meet these criteria, as well as efforts to create a group to advise on such programs and partnerships, must be undertaken with the written approval of the Executive Committee. The Executive Committee shall report on partnerships to the Steering Committee.
- The use of the Virginia Book Arts name in branding and communication of any sponsored programs, events, or activities must be approved by the Executive Committee.
- The Executive Committee alone makes written agreements regarding the loan of equipment held by VBA through its partnership with Virginia Humanities and agreements with instructors associated with classes or events that use the equipment. Participants in any loan or instructor agreements associated with VBA must be paying members (at whatever membership level they choose) and must adhere to VBA policies.
- If a program developed or sponsored by VBA fails to meet the organization’s criteria and standards, the Steering Committee may continue or sunset the program by a two-thirds majority vote.

SHOP USE GUIDELINES

Rights and privileges of membership / printing status are granted in compliance with these guidelines. Failure to follow these guidelines consistently is grounds for revoking membership privileges or dismissal from Virginia Book Arts.

Guiding principles:

Responsibility is directly proportional to use. Those that use the shop more regularly should take more responsibility for caring for the shop. These responsibilities help us support one another by finding the space ready to use at the start of our reservations, and keeping as much of our type and other resources visibly available for others to use as possible.

Giving Back and Supporting the Shop:

To keep membership costs as low as possible, our fiscal model relies on sharing of work, skills, and time. Occasionally members may be asked to donate a work to support the shop at the annual Raucous Auction.

Who has access to the machinery and presses, and who can print and use binding equipment:

- Artisan and Journeywork Members (those who have gained formal approval in writing to operate the equipment unsupervised). Those needing supervision will work out arrangements through a Shop Manager or Professional Member or by emailing shop@vabookarts.org.
- Apprentices and those being mentored (privileges and supervision requirements by Shop Manager in accordance with terms of the specific apprenticeship).
- Non-members (as a “drop-in”, during classes, or assisting a member’s project). If you are a non-member, you can work on personal projects using our drop-in fee option for shop access. You must arrange for supervision unless you are approved to use the equipment.

GENERAL PROHIBITIONS:

No pets, unattended children, smoking, open flame, or unlawful behaviors are permitted at any place in the shop.

LEAD SAFETY:

We are attempting to limit the exposure to any lead materials. Lead in general should not pass onto the classroom tables. Please wash your hands in the utility sink.

FOOD, FRIDGE, AND TRASH:

To comply with lead safety, eating amongst the typecases and printing presses is not recommended.

Please eat in the classroom and dispose of food trash immediately in the outside dumpster at the end of a session. The fridge is for temporary food and drink storage, and not to be used for long term personal storage of any member's food or drink. Due to limited space, unlabeled items in the fridge may be disposed of at any time. Label all items with a date, and whether they are for personal or communal use.

EVERYONE using the shop is responsible for:

- Cleaning ink knives, glue cups, , brushes, and brayers, and putting them away
- Removing any rulers or guides affixed to paper cutters or feedboards
- Clearing ALL work surfaces before leaving the shop
- Proper treatment of all equipment and materials
- Replacement of property that has been damaged by misuse
- Cleaning the restroom and sink areas
- Knowing the safe use of equipment
- Understanding the use of paper supplies: what is communal, what is not
- Making sure you completely clear all scrap paper and small shavings from the surfaces and floor around the paper cutters, tables, and board shears.
- Move misplaced items to their correct place when encountered, and flag issues you encounter with a note. For example, if you are working in a typecase with mashed or mixed type, leave a note on the Shop Log, and/or email shop@vabookarts.org with the details.



- Indicating on a designated sheet (or via email) when toilet paper, rags, mineral spirits, paper towels, hand soap, and any other consumables are low or out so they can be replaced.
- Knowing the self-governance guidelines
- Completing equipment use promptly by the end of your scheduled time (including building in enough cleaning time), so the next user gets to start on time. If no one's around at the end of your reservation and you want to work more, checking the calendar first to make sure no one has reserved time since you came in.

PRESS use responsibilities:

- Cleaning the press completely of ink, and not leaving type blocked on the press bed even if you think no one may come in before your next scheduled use.
- Knowing how to use ink properly
- Putting away all type, spacers, leading and other materials after use.
- Cleaning up all paper, make-ready, cleaning brayers, ink knives and ink mixing glass, and putting them away
- Knowing what equipment goes with the press (pica stick, quoins, quoin keys, tweezers, and screw driver) and being sure they stay with the press
- Knowing guidelines for the spacer bank and always putting all leading and spacing material away completely, no exception.

STANDING TYPE:

- Always distribute your standing type from one project *before* starting another, to limit the amount of type unavailable for others. Projects are to be completed in a timely fashion. If you need to work on multiple projects at once (such as the Members Project and a personal project), you can request special dispensation to do so via email from the Shop Manager or a member of the Executive Committee.
- Always use Project Slips to track name, all typefaces and their case #s, and the date the project started.

- Please do not touch others' type in their galley tray. If you need something from a galley tray currently in use, you must contact the member/printer (copying the Shop Manager, and receive written permission.
- **STANDING TYPE POLICY:** paying members are allowed one galley tray of standing type for one month during or after a personal or collaborative project. The galley should have the member's last name and date showing and a project type tracking card laying atop it. If the tray remains standing after a month from its date, the member will be contacted by a shop manager to either:
 - 1) Set an appointment for the following week to distribute type
 - 2) Begin paying an additional \$10 per month while the type remains standing, or
 - 3) Drop off a deposit check of \$50 made out to VBA to reserve the type longer before distributing.

If the type is not distributed within six months, the member will be notified by a shop manager that they risk compromising their good standing in the organization, their type will be distributed for them, and the cash deposit will be claimed.

Code of Conduct

Virginia Book Arts is dedicated to providing educational experiences that are respectful and welcoming to people of all backgrounds. We ask members, volunteers, friends and visitors to help us achieve this goal by refraining from all forms of harassment and offensive conduct; listening as much as you speak; remembering that others may have expertise of which you are unaware; accepting critique graciously and offering it constructively; giving credit where it is due; and staying alert to the comfort, safety, and welfare of those around you.

In addition to attending to considerations for the fostering of community, it is essential for everyone to understand and thoughtfully consider the range of behaviors that may constitute harassment or offensive conduct. VBA has a harassment policy that delineates behaviors that will warrant a response from a member of its Steering Committee to reconsider or cease any repetitive offensive behaviors.

Harassment

Virginia Book Arts is committed to providing all members an environment that is free from unlawful discrimination or sexual harassment and other types of discriminatory harassment. Types of unlawful harassment include sexual harassment, physical harassment, psychological harassment, racial harassment, religious harassment, stalking, doxxing, mobbing, and hazing. All members, instructors, volunteers, and guests are expected to behave professionally and show respect for all those affiliated with Virginia Book Arts.

While it is not easy to define precisely what harassment is, it certainly includes intentional or unconscious slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written, or physical conduct.

Please report any perceived harassment to a member of the Executive Committee.