

23 April 2017

Risley Art Subcommittee Charter and By-Laws

I Name

The name of the organization is the Risley Art Subcommittee (A-Sub).

II Purpose

The purpose of A-Sub is to promote the arts in the Cornell and Ithaca communities. Members of A-Sub work together to bring together both the artistic and administrative sides of the Risley community with respect to the shops. This will be achieved via a weekly meeting on every Sunday night that has class the next day, at 7 pm in the CLR. We pursue our main and secondary goals.

The three main goals of A-Sub are:

1. Promote communication within the shops and between the shops and the RHD.
2. Promote accountability through documentation.
3. Promote safety within the shops.

The two secondary goals of A-sub are:

1. A-Sub can assist Shop Managers in their allocation for Kommittee, if desired.
2. Planning two major community programs per year.
 - a. Shops Open House in the fall
 - b. Ris Expo in the spring

A-sub meetings will meet these goals by the following:

1. Communication will be promoted during the A-Sub meeting by providing a forum for discussion on concerns, such as safety or shop administration.
2. Safety will be promoted by allowing students to voice their concerns to the Executive Board, and those with the relevant administrative knowledge.
3. Documentation will be promoted by recording minutes for the entire community to see.

The two secondary goals will be met in these meetings by:

1. Allocators can ask for feedback on their allocation.
2. Students interested in planning events can attend to assist in the major programs.

III Methods

The three main goals will be met by the following:

1. Communication
 - a. Each Head Manager will submit monthly the current working inventory to A-sub E-Board Members, the Arts RA, and RHD.
 - b. A monthly report, written by the Head Manager, approved by all other relevant managers, will be submitted to the Arts RA, and RHD.
 - c. There is a chain of command, which can be elaborated in a graphic. Actions by each party may contain, but are not limited to the following:

Actions Upwards	Party	Actions Downwards
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	Cornell IPP and EHS	Safety Inspections, Granting HASP Permissions, Maintenance Requests
Safety Reports, Inspection Requests	RHD, AIR, OCCE, ARHD	Manager Appointments, Community Engagement, Training,
Manager Appointments, Safety Concerns, Staff-level Maintenance Requests	Arts RA, Student Staff	Shop Hour Coordination, After-hours Enforcement
Agendas	Arts Chair, A-sub E-board	Shop Hour and Agenda Publication
Reports, Inventories, Safety Concerns, Allocations	Head Managers	Standard Operating Procedures for users
Safety Concerns, Approval of Monthly Reports, Agenda Items	Shop Managers	User Training, Shops Hour Publication
Safety Concerns	Shop Users	

2. There are four types of communication relevant to the Shops:

d. Intra-shop communication

- i. This is between shop managers of the same shop. A standard operating procedure and inventories are to be made by the Head Manager, and then agreed by all managers of the same shop.

e. Inter-shop communication

- i. This is between shop managers of different shops. This is comparatively less important, and only needed for shops-wide program planning.

f. Administration-Shops communication

- i. This is communication between shop managers, and the RHD and AIR, for reporting safety concerns. Safety concerns will first be reported to the Arts Chair and Arts RA. Significant safety concerns will then be forwarded to the AIR and RHD.


g. Community-Shops Communication

- i. This is communication between the shops and the wider community. This will include advertising all shop hours held by the managers through email. The Arts Chair will publicize these hours weekly.

2. Safety

- a. Each shop will have, at a minimum, an 8.5" by 11" sign posted on the front of the shop door. This will detail a description of the shop, and what safety precautions must be made before entering said shop.

- i. If possible, signs will be made using EHS's Hazard Assessment Signage Program (HASP) ([https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Pages/default.aspx](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/default.aspx)).

- b. 
- c. Each Fall, the Arts RA and RHD will plan a "Shops Rehab" event. This will be a period of time in which the shops are cleaned and reorganized to an appropriate level. Reorganization may be met in accordance with CULearn's EHS 2414, Laboratory Inspections, course. If desired, EHS can be invited for an inspection after the cleaning.
- d. The Arts RA and RHD will work together to write up safety waivers, holding Risley Hall harmless in the event of a safety incident. Everyone must sign a waiver before using any shops.
- e. All Shop Managers will go through safety training at the start of their appointment. Training will be contextual to the shop.
- f. Training might include online classes from CULearn (<http://culearn.cornell.edu>).

Recommended curriculum might include:

- i. EHS 1071 Security of Hazardous Materials Used in Research
- ii. EHS 1475 Chemical Segregation and Storage
- iii. EHS 1776 How to Write a Standard Operating Procedure
- iv. EHS 2343 Hazard Communication
- v. EHS 2347 Personal Protective Equipment
- vi. EHS 2381 Respiratory Protection
- vii. EHS 2384 Asbestos Awareness
- viii. EHS 2394 Cleaning Up Small Lab Spills
- ix. EHS 2414 Laboratory Inspections
- x. EHS 2655 Cornell University Safety and Health Basics
- xi. EHS 2716 Chemical Waste Disposal
- xii. EHS 5330 Fire Safety
- xiii. EHS 5340 Crowd Manager Training
- g. Current paper certificates will be presented to the RHD in exchange for keys. They will then be kept in each Shop Binder.

3. Documentation

Documentation will be recorded in at least three media forms.

1. Shop Binders

- a. Working Inventory
 - i. This may be done through a checklist of durable and nondurable goods, but may vary by shop. Inventories may be made collectively by the Arts RA, RHD, and relevant Shop Managers. The lists do not have to be excessively detailed. However, they should have enough information for

Deleted: <#>Shops will not be used after quiet hours.
This is meant to be analogous to lab safety. - ... [1]

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- an outsider to know what is in each shop and to prevent allocations from being made for materials already present.
 - ii. The Quartermaster will keep track of good durability, allowing one to track allocations and see how long an allocation generally lasts (more info in the membership section)
 - iii. Electronic copies will be sent to all members of A-sub.
- b. Monthly Status Report
 - i. Monthly shops report will include a report on any possible safety concerns. This might be in the form of a checklist, as made by the Arts RA, AIR, RHD, and relevant Shop Managers.
 - ii. Electronic copies will be sent to all members of A-sub.
- 2. RHD Binder.
 - a. Reports from EHS based on inspections.
 - b. Paper copies of any communication of long standing or ongoing safety concerns.

3. A-sub Github.

The A-sub GitHub (<https://github.com/mxl6/A-Sub>) will annually be uploaded with a single PDF of at least the following. Printed versions may be kept by the RHD at their discretion. The Arts RA, RHD, and A-Sub E-board may all curate this repository. It will contain:

- a. A consolidation of the academic year's minutes.
- b. A consolidation of the academic year's reports.
- c. A consolidation of the academic year's inventories.
- d. Annual reflections from the RHD and Arts RA. These will contain, but are not limited to:
 - i. Evaluation of Major and minor programs
 - ii. A summary of the academic year's events.
 - iii. Review of safety concerns, and their resolutions
 - iv. Any still standing concerns that must be addressed next semester.

IV Membership

A number of additional rispoints may be awarded for membership positions, at the discretion of the ARHD.

1. Elected Members:

a. Arts Chair

- i. The duties shall include at least the following, and are in a suggested timeline.
 - 1. Grant excused absences.
 - 2. Publish a weekly agenda.
 - 3. Publish the weekly shop hours.
 - 4. Attend all A-Sub meetings, or send a representative in their place.
 - 5. Begin A-Sub Meetings.

6. Be responsible for running all meetings smoothly.
7. Have a functional knowledge of A-Sub charter and parliamentary procedures.
8. Adjourn A-sub Meetings.

b. Arts Secretary

- i. The duties shall include at least the following, and are in a suggested timeline.
 1. Attend all A-sub meetings or send a representative in their place.
 2. Take the minutes of all meetings. The minutes shall be taken with enough detail to allow an individual not at the meeting to understand what took place.
 3. Count hands during a hand vote.
 4. Publish the minutes to the community within twenty four hours of the end of the meeting.
 5. Provide minutes to the Kommittee Archivist.
 6. Consolidate all week's minutes into a single PDF at the end of each semester.

c. Quartermaster (Q)

- i. The duties shall include at least the following, and are in a suggested timeline.
 1. Attend all A-sub meetings or send a representative in their place.
 2. Communicate with Kommittee's Grand Vizier, to keep track of how longs allocated goods last.
 3. Consolidate all week's minutes into a single PDF at the end of each semester.
 4. Possibly receive two rolls of quarters.
 - a. The Arts RA shall attempt to allocate \$10 semesterly from Kommittee. This money will be a gift to Q in the form of a roll of quarters. \$5 may be granted to Q at the beginning of the appointment. If Q has fulfilled their duties, another \$5 will be granted at the end of the semester. An additional \$0.07 may be attempted to be allocated for and granted at any time.

2. Appointed Members:

a. Arts RA

- i. The Arts RA shall be appointed by the RHD. They will oversee the safety and organization of the Shops and Shop Managers. The duties shall include at least the following, and are in a suggested timeline.
 1. Meet regularly with the RHD about the Shops.
 2. Back, border, and poster the A-Sub Bulletin Board.

3. Appoint Shop Managers and Head Managers in conjunction with the RHD.
4. Determine Rispoint award for each A-Sub member with the ARHD.
5. Coordinate shop manager hours so that there is not significant overlap.
6. Support Head Managers in the first inventory submission.
7. Lead the planning of major programs.
8. Approve after-hours shop work.
9. Act as the acting Arts Chair when the Arts Chair is absent, and no replacement is available.
10. Complete semesterly reflections for the A-Sub Github in conjunction with the RHD.

3. Ex Officio Members:

Have full voting rights and count towards quorum, but are not required to attend every meetings.

a. Ex Officio members include:

- i. Residence Hall Director (RHD)
 1. The RHD has the power to override any A-sub decisions.
- ii. Resident Advisors (RA's)
 1. Only the Arts RA is required to attend meetings.
- iii. Artist in Residence (AIR)
 1. The AIR is not required to attend meetings.
- iv. Shop Managers
 1. Each Risley Shop must have at least one manager who is a current Risley Member. Managers are appointed by the RHD and Arts RA at the beginning of the semester. The duties include at least the following, and are in a suggested timeline.
 - a. Submit application and definite hours.
 - b. Take any necessary online training.
 - c. Sign key contracts.
 - d. Receive keys and keep them safe.
 - e. Hold Shop Hours at least two hours a week.
 - f. Notify the community each time weekly Shop Hours are held.
 - g. Maintain clean and organized shop(s).
 - h. Attend A-sub once a month. Shop Hours do not have to be held that week. If it difficult or impossible to meet this requirement, managers may notify the Arts RA and RHD.
 - i. Return keys.

- v. Head Managers
 - 1. Each Shop will also have a head manager who is a current Risley member. Head Managers will be appointed by the RHD and Arts RA at the beginning of the semester. Head Managers are not required to hold hours. Head Managers may refer to themselves as “Head Shop Managers.”
 - 2. The duties include at least the following, and are in a suggested timeline.
 - a. All duties of Shop Managers, except requirements e and f.
 - b. Create a standard operating procedure for their shop, as seen in EHS 1776, How to Write a Standard Operating Procedure.
 - c. Submit a monthly working inventory of the Shops to the Arts RA, RHD, and Quarter Master.
 - d. Submit a monthly status report about the shops to A-Sub.
 - e. Report all safety concerns immediately to the Arts RA and RHD.
- vi. Members-By-Endurance
 - 1. Any Risley member may become a member by endurance. To become a member, two consecutive meetings must be attended. Endurance is granted at the end of the second meeting. Members by Endurance are required to attend all A-sub meetings.

V Rule Governing A-Sub Actions

Rules for A-Sub meetings shall be decided by the Risley membership. The Arts Chair shall preside over any A-Sub meeting.

- 1. Quorum
 - a. No A-sub business may be done outside of an A-sub meeting without a quorum present. Quorum is defined as the number of appointed and elected members (4). Honorary members present contribute to quorum, but are not part of the count.
- 2. No confidence.
 - a. In the event a Shop Manager, Head Manager, or Elected Member is negligent, incompetent, chronically absent, or otherwise a serious impediment to the proper functioning of Risley Shops, an A-sub member may move to hold a Vote of No Confidence.
 - b. A motion for a Vote of No Confidence regarding any member will cause a 3/4 vote to be taken among the Subcommittee. If this vote passes, the member in question is removed from their position. A person who feels they were unfairly removed may appeal their case to Kommittee
 - c. A-Sub members may privately request for the Arts RA to call for a Vote of No Confidence.

- d. The Arts RA and RHD in conjunction have full power to impeach Shop Managers, Head Managers, or Elected Members at any time. They may also veto a successful Vote of No Confidence.

3. Regular Meetings

- a. Regular A-Sub meetings shall be held every Sunday at 7:00 PM in the Central Living Room. These are only be held if there is class the following Monday. This may be changed by a majority vote of the full Kommittee membership.

4. Emergency Meetings

- a. The RHD, Arts RA, the Arts Chair, or the A-sub membership by a majority vote , may call an Emergency Meeting of A-Sub. Quorum may not be reduced for an emergency meeting. All Risley members must be informed of this meeting with prior notice.

5. Votes

- a. Proxy votes will not be accepted at A-Sub, although votes may be registered with the Arts Chair in advance.

VI Elections

1. Elections for A-Sub positions shall be held once each semester. All elected members from the previous semester continue until the next election.
2. All nominees will be required to state their intent to run at the penultimate A-Sub meeting of each semester. The candidates are elected by A-Sub at the last meeting of each semester. The new Elected Members shall not take office until the first A-sub of the next semester.
3. If, at the end of the semester, any elected A-Sub member knows they will not be able to continue their duties (e.g. graduation, study abroad, or general abandonment of Risley), their position shall be included in a Special Election. The newly elected person shall carry out the rest of their predecessor's term, and the position shall be open again for the next regular election.
4. In the event that a position is vacant unexpectedly, the Arts RA shall nominate a replacement who must be approved by a majority vote of A-Sub and will serve until a Special Election can be held.
5. Further regulations governing A-Sub elections will be found in the By-Laws.

VII Suspension

1. No part of the Charter may be suspended unless specifically permitted by the A-Sub Charter itself.
2. Ignore All Rules
 - a. During an A-Sub meeting, if a part of Charter is preventing the efficient and orderly running of the meeting, any member of A-Sub may move to ignore that part of Charter.
 - b. A motion to ignore Charter must specify which part or parts of Charter will be suspended and for how long.

- c. Sections of charter cannot be suspended for longer than the duration of the meeting.
- d. A motion to suspend charter must be passed by a consensus of A-Sub members in the room.
- e. Any Risley member present can vote on whether to ignore Charter but only endured or elected members of A-Sub may vote to extend discussion.
- f. The “Ignore All Rules” section overrides Section VII 1.

VII Amendments to A-Sub Charter

- 1. Amendments to the A-Sub Charter shall be passed in accordance with the provisions established in section VIII: Subcommittees of Charter.
- 2. Amendments to A-Sub Charter may be made at any time in Kommittee.

VIII By-Laws

- 1. By-Laws will be placed into four categories:
 - a. Parliamentary Rules relate to the functioning of A-Sub or to the disposition of motions at A-Sub meetings.
 - b. Policies may be created, amended, or deleted only through Kommittee.
 - c. Any General Policy may become a Restricted Policy through Kommittee.
 - d. Policies governing Risley’s relationship with specific members are to be placed in the Appendix.
- 2. In the case of a conflict between elements to this document, policies are to be considered in the following order of precedence: Charter overrules all other elements; Restricted Policies overrule Parliamentary rules and General Policies; Parliamentary rules overrule General Policies.
- 3. A permanent record of the By-Laws in force shall be kept appended to the Charter and divided according to the proper classification, as outlined above. Each by-law adopted shall be appended along with the date of its adoption.
- 4. Elections shall be held according to the procedure for Special Elections as outlined in Kommittee Charter, as aided by the procedures provided in Robert’s Rules.

IX Robert’s Rules.

A-Sub Meetings shall be conducted according to the 1915 edition of Robert’s Rules of Order, unless otherwise listed in Charter. In the event that Robert’s Rules and the A-Sub Charter contradict each other, Charter shall take precedence. On a single occasion, Robert’s Rules may be overridden by a simple majority.

- 1. Agenda Items.
 - a. Items on the agenda shall be signed or initialed by the person posting them, or who will present them to A-Sub.
 - 2. Calling the Question. Motions to call the question may be made in either of two ways:
 - a. Any member of A-Sub who has the floor may call the question.
- At any time, the Arts Chair may motion to call the question.

- b. In either case, another A-Sub member in the room must second the motion, after which the vote to call the question happens immediately. All motions to call the question must be passed by a 2/3 vote. Any Risley member in the room may vote.
- 3. Tabling.
 - a. All motions to table a motion must be passed by a 2/3 vote.
 - b. Motions to table on allocations over \$200 require only 2/5 vote
 - c. Abstentions. Abstentions shall be noted.
 - d. Controversial Motions.
 - i. Controversial motions are those which strongly concern the whole of the Risley community, or those on which there exist strongly held and significantly opposing viewpoints. Motions of a possibly controversial nature shall be made known before A-Sub meetings on the main bulletin board and otherwise advertised to the building. If a motion is not posted for 48 hours beforehand, the motion may be determined controversial by a simple majority vote of present members of A-Sub. Any member of A-Sub may motion to deem a motion controversial.
 - d. Tabling a controversial motion.
 - i. A motion to table a controversial motion requires a simple majority to pass. During the time between tabling and the next A-Sub meeting, the tabled motion must be advertised to the Risley community. Tabling should occur when parties need time to properly consider the motion, concerned parties are not present, or the motion is in too rough a form to be effectively revised by debate.
- 4. Absences.
 - a. Members who miss any part of a meeting will be considered absent, at the discretion of the Arts Chair.
- 5. Majority default.
 - a. All decisions not otherwise specified in this document shall be made by majority vote.
- 6. Dividing the House.
 - a. After the vote on a main motion is taken, a member of A-Sub may immediately request a division of the house. If the motion is seconded and passes by a majority, a vote is taken in which all members who voted yes or no are required to vote in the same manner. Those who abstained in the original vote now must vote for or against the motion. No abstentions are permitted during a division of the house. A division of the house may change the original outcome of the vote from passage to failure, or vice versa.
- 7. Allocation of Small Funds.
 - a. Motions to allocate funds less than \$75 must be passed by majority vote.
- 8. Allocation of Large Funds.

- a. Motions to allocate funds of at least \$75 must be passed by a two-thirds vote.
9. Deallocations. Motions to revoke an allocation (deallocate) require the same margin to pass as the original motion.
10. A majority of A-Sub members present may overrule a decision of the Arts Chair.
11. Immediately after an A-Sub meeting, the Arts Chair shall post the agenda for the next meeting. The Arts Chair shall decide the order of the agenda. New items may be added at the time of the meeting.
12. Switzerland Clause.
 - a. During voting, when the House is Divided, the RHD, the RAs, the AIR, the Quartermaster, and the Arts Chair may abstain from voting.
13. No A-Sub member may be forced to leave the room and thereby be absent for a discussion or vote.
14. A-Sub proceedings are public.
15. Nothing may be stricken from the minutes to protect confidentiality.
16. Vote of No Confidence.
 - a. The Arts Chair, or acting Arts Chair, may open or close the floor to further discussion at their option. Any person present may motion to call the question.
 - b. In the interest of impartiality, should A Vote of No Confidence be initiated against the Arts Chair, the Secretary shall be acting-Arts-Chair for the duration of the discussion.
 - c. Balloting Procedure
 - i. All votes shall be cast by secret ballot with either a vote of "Confidence", "No Confidence", or "Abstain" and tallied by the Curator-of-Letters.
 - ii. Only A-Sub Members may vote.
 - iii. Should 3/4 of all ballots cast read "No Confidence" the Member in question is immediately removed from office.
 - iv. The vacancy created by impeachment shall immediately be filled by a temporary appointee by the Arts Chair or acting-Arts-Chair subject to a vote of approval by all present at A-Sub.
 - v. Nominations will be taken for a replacement up until 48 hours before the next A-Sub Meeting. Selection occurs at that A-Sub Meeting.

X Allocations

1. The CLR shall be implicitly allocated from Kommittee for all regular A-Sub meetings.
2. A-Sub Seal of Approval.
 - a. If someone has an allocation relating to the shops, it may be brought to A-sub. This "Seal of Approval" may demonstrate to those in Kommittee that the allocation has received additional review and feedback. If after discussion a majority vote approves the allocation, the allocation has received the "A-sub Seal of Approval." The allocator may personally record the voting margin to further demonstrate prior review.

3. Shop Materials and Tools.

- a. If any Community Member, T-Sub Member, or A-Sub Member, wishes to use Shop Materials or Tools outside The Shops (such as to build sets in The Theater), the person must obtain written permission from the relevant Head Manager, and then make an allocation at A-Sub. All allocated tools and unused materials must be returned to the relevant shop before the end of the allocation. Usage fees may apply, at the discretion of A-Sub.

4. Financial

- a. If A-sub is ever in possession of a budget, the following procedures may be used.
 - i. The person or group who asks for an allocation of A-Sub funds (the allocator) and the Quartermaster are responsible for keeping track of how much money they have spent.
 - ii. The allocator shall spend no more than the original allocation without an additional allocation from A-Sub.
 - iii. If more money is spent than was allocated, the allocator is personally responsible for these additional amounts. They may ask A-Sub to increase the allocation, but A-Sub is not obligated to do so.
 - iv. If A-Sub turns down a request to increase an allocation, the original allocator shall make payment of the additional amount to the Risley treasury. Until such payment is received in full, the original allocator shall neither be allowed to make additional space or money allocations, nor use any previous allocations.

5. Material Changes to the Shops.

- a. Allocations for A-sub are intended to maintain the supplies and equipment of the shops, or improve their capabilities within the scope of their current functions. Allocations made may not fundamentally alter the nature or scope of projects which can be undertaken in any shop.
- b. At any point in time during debate on any main motion, if a member believes that the scope is being violated, they may motion to have the main motion sent before the whole Kommittee. That main motion must then be voted on by Kommittee during the next regularly scheduled Kommittee meeting. This subsidiary motion to commit to the assembly may pass with a margin of 2/5ths of those voting.

XI Risley Shops

All shops are explicitly defined. Each better defines the current scope of the shops.

Changes to the scope of a shop must be done through redefining the shop by a 2/3rds vote of Kommittee.

1. Production

a. Digital Media

- i. In the Digital Media shop, one can sign out a camera for filming, and then edit these pieces using software on the computer. CAD programs and a 3D

Printer are also available. The materials required for the digital media shop might include: various cameras, an SD card, a computer capable of running Adobe Premiere Pro, a 3D Printer, printer material, CAD programs, and other video editing software.

b. Sound Garden

- i. In the Sound Garden Shop, one can make their own music. The instruments required might include: a drum set, speakers, microphones, upright pianos, a keyboard, and bongos. Equipment might include: instrument stands, speakers, small hand tools, metal parts, and cables.

c. Recording Studio

- i. In the recording studio, one can record their own music. The equipment might include: sound boards, microphones, and a computer.

2. Design

a. Art

- i. In the art shop, one may make various art, fine art, or craft projects , as well as use the space for other events if need be (perhaps as a “Flex-Space.”) Ventilation currently allows for oil, acrylic, and tempura work, but not for spray paint. The materials required might include palettes, yarn, embroidery, fabric, oil and acrylic paint, markers, staples, stickers, rubber bands, sealant, rubbing alcohol, primer, powder tempura, chalk, colored pencils, wooden dowels, feathers, paper, and foam rolls. Tools required might include: respirators, brushes, glue gun, and cleaning supplies.

b. Stained Glass

- i. In the stained glass shop, one can produce pieces of stained glass. The materials required for stained glass might include: stained glass, solder, foil, flux, as well as the relevant tools, such as a soldering iron, a grinder, and cutters.

c. Letterpress

- i. In the letterpress shop, one can make their own printed posters and writings. The materials required for the shop might include: printing blocks, paper, and different colors of ink. The required tools might include: various letterpresses.

d. Darkroom

- i. In the Darkroom, one can develop film and print photographs. The materials required for the Darkroom shop might include: chemicals (including developer, fixer, stop bath, photo-flo, toner), instruments for mixing chemicals, storage containers, 35mm film, 120mm film, large format film, photographic paper, as well as the relevant tools, such as enlargers, thermometers, developing tanks, film dryers, grain focusers,

timers, safelights, a mini-fridge and cameras. Supplemental materials may include film scanners, and hoods. Relevant facilities may include a ventilation/exhaust system, overhead lights, a sink.

3. Materials

a. Jewelry

- i. In the Jewelry shop, one can make their own jewelry, such as rings, earrings, and necklaces. The materials required might include: beads, string, wire, shells, clasps, jump rings, and twine. The tools required might include: necklace trays, wire cutters, measuring tapes, (crimping, flat-, chain-, and round-nose) pliers, bead boards, and scissors.

b. Sewing

- i. In the Sewing Shop, one can make any item consisting of fabric, which may include: pillows, blankets, stuffed figurines, costumes, bags, and banners. The materials required might include: any kind of fabric, thread, buttons, zippers, and fringe decorations. Tools required may include: sewing needles and/or machines, push pins and safety pins, scissors, markers, measuring tapes, and patterns.

c. Wood

- i. In the wood shop, one can make any item using wood as the main material. The materials required might be: wood, metal parts (such as screws), and wood glue. The hand tools required might be: screwdrivers, hammers, hacksaws, measuring tapes, clamps, safety goggles, and pencils. The power tools might include: a band saw, table saw, and scroll saw. Hand tools are to be clearly labelled, with clear ownership to the Wood Shop.

d. Pottery

- i. The ceramics studio provides clay and glazes for both thrown or hand-built projects. No experience with clay is necessary and managers are happy to teach anyone new to ceramics how to work with the medium. All kiln firings are done in the studio space and work can be fired up to a cone 10, in an electric kiln. For those familiar to ceramics, there are opportunities to make custom glazes and modify the clay bodies. Due to current material, space, and safety constraints, one cannot do reduction, raku, and saggar firings.

Shops will not be used after quiet hours. This is meant to be analogous to lab safety.

After-Hours Usage:

Shop Managers who wish to use their shop during quiet hours may request permission from the Arts RA at least forty-eight hours before desired usage. Approval is not guaranteed. As a note, the RHD apartment is also the closest residential space to the shops.[1][2][3]

Permission may be granted if:

Quiet Hours will be duly respected. Shop access may be suddenly revoked if there is a noise complaint, in spite of granted permission.

Requesting Shop Managers have historically had an overall positive rapport with their own shop and fulfilled their duties.

a.