

CC THE CREATIVITY COLLECTIVE

DBA

Contemporary Arts Kitchen

www.creativitycollective.com

CODES AND POLICIES
2012

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Section 1a: MISSION STATEMENT

The Creativity Collective is a workforce of multi-disciplinary thinkers. It is our goal to:

- Develop in-house projects that allow artists to gain experience and exposure
- Ensure resources are available for creative individuals
- Spark creative partnerships between artists and the community
- Incubate artistic growth through arts education and networking
- Increase arts awareness and opportunities for artists of all ages
- Promote artistic expression as a path towards mental and physical health

The Creativity Collective is a public benefit nonprofit with members. Our members operate committees devoted to growing creative and cultural arts forums and programming in our community. This includes:

- Multi-Art Productions
- Artist Publications
- Multi-Art Events
- Art Classrooms
- Artist Retreats
- Art Districts
- Art Centers

Our members receive creative networking, exposure, education, resources, travel opportunities, expression, experience, competition, community, and satisfaction! We are from all ages and walks of life.

Section 1b: VALUES STATEMENT

Creativity Collective is a crafters resource, a writer's forum and a visionary's introduction to the outside world. It is our goal to:

- Fill the gaps that exist as a result of arts education budget cuts in the public schools
- Bring creative solutions to regional issues, such as supporting other artistic nonprofit efforts, cultural awareness efforts and increasing tourism efforts
- Improve the reputation of the arts, artists and artistic endeavors in the community
- Provide a home within the Creativity Collective for creative individuals
- Provide artists with the tools to enhance and protect their gifts

THE SPIRIT OF THE COLLECTIVE

- We believe that creativity improves the quality of life for ourselves and our youth
- We work towards the advancement of arts and entertainment in our community
- We believe art should be accessible to anyone
- We support team-work that unites us and strengthens us
- We are lifelong learners and students of vision
- We are dedicated to the life of an idea and create art with a life-force



Section 2: BYLAWS

BYLAWS OF THE CREATIVITY COLLECTIVE, A NOT FOR PROFIT CORPORATION

ARTICLE I - ORGANIZATION

The name of the organization shall be THE CREATIVITY COLLECTIVE. The corporation's office is currently located at: 631 S. 5th, Klamath Falls, OR 97601.

The organization shall have a seal which shall be in the following form: THE CREATIVITY COLLECTIVE in all caps, blue in color, with a sound symbol to the left of the first word. The first word “the” is inset into the “C” of the second word.

The DBA of The Creativity Collective is The Contemporary Arts Kitchen.

The organization may not at its pleasure by a vote of the membership body change its name. The Board of Directors, in the case of reorganization, by a majority vote, may adopt a DBA or change the name of the organization.

LIMITATIONS

At all times the following shall operate as conditions restricting the operations and activities of The Creativity Collective. No part of the net earnings of the corporation shall inure to any member of the corporation not qualifying as exempt under Section 501(c)(3) of the Internal Revenue Code, nor to any director or officer of the corporation, nor to any other private persons, excepting solely such reasonable compensation that the corporation shall pay for services actually rendered to the corporation, or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the corporation:

No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office; and notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II - PURPOSE

The purpose of *The Creativity Collective* is to incubate creative and cultural arts forums and programming in our community. This includes creating and/or supporting imaginative productions, publications, classrooms, events, retreats, art districts and art centers. Our community arts' center concept, known as a *Contemporary Arts Kitchen* strives to provide a safe place for persons of all ages and backgrounds to gather and achieve a sense of belonging and respect within a larger community and to explore arts-related skills in a facilitated environment.

THE SPIRIT OF THE CREATIVITY COLLECTIVE

- We believe creativity improves our quality of life
- We work towards the advancement of arts in our community
- We believe art should be accessible to anyone
- We are lifelong learners and students of vision

- We are dedicated to the life of an idea

The Creativity Collective is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3), as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the corporation shall:

- Spark creative partnerships between artists and the community
- Incubate artistic growth through arts education, travel, and networking
- Increase arts awareness and opportunities in the community
- Promote artistic expression as a path towards mental and physical health
- Develop inspirational meeting spaces for creative individuals and the public
- Create projects that provide skills, experience, and exposure for artists and the public
- Ensure resources are available for creative individuals regardless of age, race and economic status

All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

ARTICLE III – MEMBERSHIP

Anyone can participate in The Creativity Collective. There are, however additional benefits for becoming a member including being listed on website with links to website or email, a free ad in the Artisan’s Almanac magazine, free vendor booths, exhibit or performance opportunity at events and discounts to shows. Membership is free. We do ask members to participate in at least one committee, attend 75% of the meetings, and assist in at least one parade and vendor booth per year. We also ask our members to staff and/or attend at least 1/3 of our events per month (1-3 events). Membership in this organization shall be open to all who want to support the mission statement of The Creativity Collective.

ARTICLE IV - MEETINGS

The general membership meetings are held the fourth Thursday of the month.

The Executive Secretary shall email to members, interested public, and supporters the dates and times of these meetings.

The annual general membership meeting is held the last Thursday of the month of January.

The Executive Secretary shall mail email to every member in good standing at his address in the database in this organization a notice telling the time and place of such annual meeting.

Committee meetings are held every Sunday, except during holidays or other scheduled absences.

Board meetings are held quarterly at a predetermined location, except if such day be a legal holiday, then and in that event, the Board of Directors shall fix the day but it shall not be more than two weeks from the date fixed by these Bylaws.

Board member meetings of this organization shall be held in Klamath Falls, Oregon. The presence of not less than 70% of the members shall constitute a quorum and shall be necessary to conduct the business of this organization. Meetings shall be rescheduled 1 week from the original meeting date. A quorum as herein before set forth shall be required at any adjourned meeting.

Board members not able to attend may provide their votes via proxy on a pre-approved basis.

Special meetings of this organization may be called by the Executive Director when he/she deems it for the best interest of the organization. Notices of such meeting shall be emailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of 70% of the members of the Board of Directors or 70% of the members of the organization, the president shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No business other than that specified in the notice may be transacted at such special meeting.

ARTICLE V - VOTING

Members vote solely on the board of directors and the reelection of existing Committee Chairs. For the election of board of directors, ballots shall be provided to the members. There shall not appear any place on such ballot anything that would indicate the person who cast such ballot. The board of the directors shall elect officers.

At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting. Members with potential for personal gain or any other conflict of interest will recuse themselves from a vote.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

Members

All members in good standing are eligible to vote and hold office. To be in good standing a member must have met their in-kind contribution to the organization.

ARTICLE VI - ORDER OF BUSINESS

- Roll Call and Announcement of Quorum
- Distribution of Agenda
- Reading of the Minutes of the preceding meeting
- Approval of the Minutes
- Reports of Committees
- Reports of Officers
- Old and Unfinished Business
- New Business
- Good and Welfare Announcements, Issues or Items of Interest

- Ask if there are Additional Items for the Agenda
- Adjournments
- Meeting Minutes sent to the Board Members within one Week of Meeting

ARTICLE VII - DIRECTORS/MEMBERS

The corporation shall have voting members, and such membership, if any, and classes thereof, shall be as defined in these bylaws. The governance of the corporation shall be under the direction of a Board of Directors, whose operations in governing the corporation shall be defined in these Bylaws. No member or Director shall have any right, title, or interest in or to any property of the corporation.

ARTICLE VIII - DUES

There are no dues.

ARTICLE IX - BOARD OF DIRECTORS

The business of this organization shall be managed by a Board of Directors consisting of at least 3 members, together with the officers of this organization. At least one of the directors elected shall be a resident of the State of Oregon and all must be a citizen of the United States.

The directors to be chosen for the ensuing year shall be chosen at the annual meeting of this organization and they shall serve for a term of 3 years. The Board of Directors shall have the control and management of the policies and budget of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Seventy percent of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held at least quarterly. Each director shall have one vote and such voting may not be done by proxy. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year. The Executive Director of the organization by virtue of his office shall be Chairman of the Board of Directors. The Board of Directors shall select from one of their members an Executive Secretary.

A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

ARTICLE X - OFFICERS

The initial officers of the organization shall be as follows: *Executive Director, Executive Secretary, Support and Sustainability Director, Projects and Programming Director, Event and Entertainment Director.*

The Executive Director

Perform duties attendant to the office, subject to control of Board of Directors, and perform any other duties that shall on occasion be assigned by The Board of Directors.

The Executive Secretary

Perform duties attendant to the office, subject to control of Board of Directors, and perform any other duties that shall on occasion be assigned by The Board of Directors.

Event and Entertainment Director

Responsible for overseeing committees that are currently planning and executing singular small or large events Perform duties attendant to the office, subject to control of Board of Directors, and perform any other duties that shall on occasion be assigned by The Board of Directors.

Projects and Programming Director

Responsible for overseeing committees that are currently planning and executing on-going programming. Perform duties attendant to the office, subject to control of Board of Directors, and perform any other duties that shall on occasion be assigned by The Board of Directors.

Support and Sustainability Director

Responsible for overseeing building and organization supporting committees. Perform duties attendant to the office, subject to control of Board of Directors, and perform any other duties that shall on occasion be assigned by The Board of Directors.

ARTICLE XI - SALARIES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization. Pay increases will be determined by the board.

ARTICLE XII - COMMITTEES

All committees' positions shall be for a period of one year or less if terminated by the action of the Board of Directors. All Committee Heads shall meet with the Executive Director on a weekly basis and provide a monthly projected budgetary needs document for approval, actively recruit members and conduct fundraising efforts as needed for projects and programming, and perform outreach and representation. The board may create or assign committees as shall be deemed needed when necessity arises. The current permanent committees are:

FOUNDATION COMMITTEES

PR & Marketing Media Committee conducts advertising and pr related activities such as managing print, web, radio, TV, and social networking advertising. The committee head, by way of their title, oversee the Vendor Coordinator, Parade Coordinator, The Street Team and the Graphic/Web Design department.

Membership and Staffing Committee conducts membership related activities such as member orientation, membership meetings, membership drives, volunteer staffing and outreach in the community. The committee head, by way of their title, oversee the Outreach Coordinator, Benefits Coordinator, Orientation Coordinator, Human resources, and Staffing Coordinator.

Fundraising Committee conducts activities related to fundraising. This committee also researches potential grants and donations and assists in fundraisers.

ARTISTIC GENRE & SPECIALTY GROUP COMMITTEES

Zeallab Committee conducts music and dance related activities. This includes booking, executing and marketing all-ages shows, recitals, fashion shows and dance classes. This also includes overseeing the booking of local and out of town bands, marketing the venue to local and regional concert promoters and providing affordable practice space for local bands

Fashionlab Committee conducts clothing, apparel, accessories, footwear, textiles and clothing retail related activities such as planning, executing and marketing fashion events, education and mentoring.

Innovative Women Committee conducts women's networking activities. The group's focus is to generate creative partnerships, resource sharing, creative problem solving, word of mouth advertising, education, and networking for women.

Audiorb Committee conducts audio related activities such as planning, executing and marketing audio mentoring, production and programming. This committee specifically oversees DJs and a drug and alcohol free dance club for teens.

Storyorb Committee conducts activities related to the literary arts. This includes planning, executing book clubs, writer's resources, poetry open mic, guest writers, writers circles and more.

Passionlab Committee conducts gallery related activities such as planning, marketing and curating gallery shows. This committee also finds opportunities for The Creativity Collective's in-house artists to show their art in the community as a group.

Kiddie Kitchen Committee generates creative programming, mentoring, and entertainment for children.

Creativity Theater Committee conducts theater related activities such as planning, executing and marketing play productions, classes, playwriting workshops, acting circles, Haunted House Theater, and competitions.

Project: Shoot Southern Oregon Committee conducts film and video related activities such as planning, executing and marketing film projects and conducting the Member Series of original shorts by area film-makers, videographers, animators and multi media artists.

MULTI-ART PROJECT FORUM COMMITTEES

Artistic Kindred Committee conducts activities related to the Creativity Collective's members-only yearly retreat.

Creative Casting Agency Committee conducts casting agency related activities. This includes representing professional artists and nurturing up and coming talent, providing classes on stage presence, creating promotional packets for artists with headshots, bios and CDs of their work.

The Klamath Welcome Service conducts activities related to providing welcome baskets to new residents of the area

Artisan's Almanac Committee conducts activities related to the Creativity Collective's artist resource magazine, *Artisan's Almanac*.

Creativity TV Committee conducts activities related to the Creativity Collective's arts and education based programming on Youtube. This includes planning, executing and marketing arts and education-based stand-alone shows and series'.

Contemporary Arts Kitchen Committee conducts activities such as managing The Creativity Collective' multi-disciplinary arts centers (Contemporary Arts Kitchen). The committee head, by way of their title, oversee the *Arts Kitchen Café, Security and Maintenance, and Vinylounge committees*.

Arts District Committee conducts activities related to the Creativity Collective's campaign to showcase fledgling arts districts. This includes planning, executing and marketing these campaign strategies such as educating the public on the value of an arts district

Creativity Classrooms Committee conducts artist continued-education related activities. This includes recruiting, scheduling, providing orientation, overseeing promotion and acting as administration for the arts instructors.

MULTI-ART EVENT COMMITTEES

Artventure Committee's plans an interactive art adventure for the whole family

Legacy of Bravery & Legacy of Bravery Memorial Tours Committee conducts activities related to the multi-media veterans' website and van tour of local military significance featuring the stories of local veterans, music and memorials. This committee also plans, executes and markets the recording, video-taping, interviewing, writing, photographing, and graphic design related to the website www.legacyofbravery.com.

Art with a Heartbeat Committee conducts a four-day contemporary arts, music and media conference.

Art 2 Heal 1 Committee conducts activities related to the Art 2 Heal 1 concept of artistic expression as a path towards mental and physical health. This includes planning, executing and marketing the Art 2 Heal 1 speaker series and booking speakers who used art as a medium to move them through painful life experiences, arranging workshops and the Art 2 heal 1 book series; a book club established to explore art as muse

ARTICLE XIII - DEBT OBLIGATIONS AND PERSONAL LIABILITY

No member, officer or Director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers or Directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE XIV - DISSOLUTION

Upon the time of dissolution of the corporation, assets shall be distributed by the Board of Directors. The boards of directors will first pay or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation. The distribution will be in compliance with the tax, exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV - INCORPORATOR

The incorporator of this corporation is Christy Soto. The undersigned incorporator certifies both that she executes these Articles for the purposes herein stated, and that by such execution, she affirms the understanding that should any of the information in these Articles be intentionally or knowingly misstated, she/he/they is/are subject to the criminal penalties.

ARTICLE XVI - AMENDMENTS These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than 70% of the board of directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of The Creativity Collective on August 5, 2011 by a quorum of the following board members:

Mike Stier
Diana Kellstrom (by proxy)
Nick Hill
Dan Benson
Jessica Reeves
Terra Whitlock
Christy Soto

Section 3: MEMBER - DUTIES AND RESPONSIBILITIES

Membership is not necessary to receive benefit or be involved with The Creativity Collective. The added benefit of membership often encourages many to become members. New members will be received and oriented in the following steps.

- New members will complete membership paperwork.
- New Members are required to attend an orientation where they will receive detailed information about the organization's infrastructure, mission other vital information.
- Members choose their committee. They can serve on as many committees as they feel they can successfully handle. There should be a solid match between the interests, skills and preferences.
- New Members will be introduced at the next scheduled general meeting. Committee members will be asked to:
 - Attend and participate in 75% of the committee meetings (1/2 hour per week)
 - Attend at least 75% of the general meetings (1 hour - once per month)
 - Distribute 25 Artisans' Almanac magazines within your network
 - Attend at least one networking opportunity in support of your committee
 - Staff and/or attend at least 1/3 of the events and programming (1- 4 mo.)
 - Provide content and leads for multi-art projects (ie: website, casting agency, welcome service, Artisans Almanac magazine, Creativity TV)
- Committee members will receive a nametag lanyard, acknowledgment on the website and on social networking websites, and more. Members also receive:
 - FREE 1.75" x 3" ad in the Artisans Almanac advertising 1 art form
 - FREE exhibit opportunity or musical gig. At least one per year.
 - FREE promotion in press releases, features, and other media
 - FREE vendor booth at yearly arts expos
 - FREE inclusion in the welcome basket gifts to new residents in your area
 - FREE inclusion on CAKTV Youtube station with art-related programming (a full list of benefits are on our website www.creativitycollective.com/join)

Committee Member status to Committee Chair:

- WE PROMOTE FROM WITHIN! Members can become Committee Chairs in several ways. If a committee has no Committee Chair, one may be delegated by the Executive Director if the candidate exhibits the desire, experience and dedication to the project. The same applies if Chair has recently stepped down and a new one is needed to complete a current project. Annual meetings are the preferred way to vote in a new Committee Chair, allowing for members to vote for the best choice
- Committee Chairs must be able to meet weekly. They may be removed from their position by missing more than three (3) unexcused consecutive meetings in a quarter.

Committee Chair status to Board of Directors or to Subcommittees

- As need, interest and desire arise, new board members will fill in the holes left by the exiting of old ones.
- As need, interest and desire arise, new subcommittee heads will fill in the holes left by the exiting of old ones.

Section 4: MEMBER APPLICATION

Date _____

Are you under 18? _____

Name

Address/Town/State/Zip

Phone Number

Email Address

How did you hear about the Creativity Collective?

What is your artistic experience and education? (include links, website, Myspace, Blog or Facebook info.)

What are your artistic interests? What would you like to get from this group?

Signature _____

Thank you for helping to sustain artists and the arts!

Christy Soto, Founding Executive Director
The Creativity Collective

Section 5: COMMITTEE CHAIR DUTIES & RESPONSIBILITIES AGREEMENT

Name _____ Dates: _____

As a Committee Chair of The Creativity Collective, I understand that the _____ Committee is an entity within The Creativity Collective. The committee's purpose is to aid the organization's mission statement and members, provide resources for the public and financially support the organization.

I understand that my duties and responsibilities include the following. I will:

- Take responsibility for the health and wellbeing of the committee
- Get all promotional material approved before being disbursed. Provide a final copy to the PR and Marketing head
- Get all event, fundraising and meeting scheduling approved and included on The Creativity Collective main schedule
- Recruit talent, committee members and sponsors
- Maintain all committee documents, forms and membership info, ensuring that it is current and available
- Actively engage in fundraising for this committee when necessary
- Attend monthly member meetings, unless my paid work position prohibits it
- Attend regularly scheduled weekly meetings to brief management on developments and project progress
- Listen carefully and be respectful of committee needs
- Respect and support committee members and act as human resources for their complaints. Refer issues to the proper level on the chain of command
- Be prepared for meetings
- Be prepared to give reports to The Board of Directors about the committee
- Learn all policies and programs and keep informed of developments in The Creativity Collective as a whole
- Consider myself a trustee of my committee and do my best to support and protect the interests and intellectual property of The Creativity Collective

Committee Member Signature

Date

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 6: OFFICERS – DUTIES AND RESPONSIBILITIES

The officers shall be: *Executive Director, Executive Secretary or Regional Director (in the case of a satellite), Support and Sustainability Director, Projects and Programming Director, Event and Entertainment Director.*

The Executive Director

The Executive Director is the Chief Executive Officer of The Creativity Collective. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. He/she shall present at each annual meeting of the organization an annual report of the work of the organization. He/she shall see that all books, reports and certificates required by law are properly kept or filed. In program development and administration, the Executive Director will:

- Specify committee responsibilities
- Assure that the organization has a long range strategy which achieves its mission, and toward which it makes consistent and timely progress
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out policies authorized by the board
- Promote active and broad participation by volunteers
- Ensure compliance with federal, state and local regulations
- Maintain a working knowledge of significant developments and trends in the field
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it
- Oversee marketing and develop projects/ideas, production of operational materials within the scope of the mission statement
- Develop partnerships with the community as needed
- Act as a government and public relations officer
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Provide concepts and the roadmap to execute them to ensure CC growth
- Appoint all committees, temporary or permanent and be responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers
- Ensure that job descriptions are developed, that performance evaluations are held, and that sound human resource practices are in place
- See that an effective management team, with appropriate provision for succession, is in place
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization
- Maintain a climate that attracts, maintains and motivates a diverse mix of quality people
- Research and foster satellite Creativity Collectives

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget; see that

- the organization operates within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work
- He/she shall be one of the officers who may sign the checks or drafts of the organization
- The Executive Director and Executive Secretary of the board of directors conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents

DIRECT REPORTS

Executive Secretary or Regional Director
Support and Sustainability Director
Projects and Programming Director
Event and Entertainment Director

The Executive Secretary

The Executive Secretary will keep the minutes and records of the organization and submit typed minutes within one week of the meeting. It shall be his/her duty to file any certificate required by any statute, federal or state. He/she is the official custodian of the records and seal of this organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Executive Secretary. The Executive Secretary will keep minutes at monthly general membership and board of director meetings. The Executive Secretary will work directly with the Executive Director. The Executive Secretary may be responsible for representing the official at meeting or events or even presenting prepared information on behalf of the official.

The Executive Secretary will be privy to very confidential information and will abide by standard confidentiality practices. The Executive Secretary is responsible for processing all correspondence from the management, board, volunteers as well as opening and prioritizing all incoming information. She or he will also maintain records of all documentation, file materials, minutes, manage data entry and even set up databases and other relevant data information. Maintain monthly backups of all electronic material. Duplicating, and be responsible for filing, recording and logging of data shared between departments.

The Executive Secretary will:

- Take payments
- Do billing
- Research potential affiliates and opportunities
- Confirm appointments
- Request 3 or more bids for large jobs

Event and Entertainment Director

Responsible for overseeing committees that are currently planning and executing singular small or large events whether it be a play or a yearly magazine. He/she will:

- Recruit committee heads
- Assist the committee head in the recruiting of their committee members

- Foster committee's ability to organize, implement and follow through on events (ie: planning promo, establishing budget, arranging venue, finding funding)
- Assist in event when needed
- Stand in for committee heads in the case of illness, death, quitting or firing
- Be a representative of the committees at networking events and public forums
- Report on the health, progress, finances and projects of the committees to the Executive Director on a weekly basis
- Maintain no less than 1 office hour per week
- Meet weekly with the committees:
 1. Artventure (i.e. The event itself)
 2. Project Shoot Southern Oregon (i.e. Premiers, movie nights)
 3. Creative Casting Agency (i.e. Fashion Show and Beauty Bazaar)
 4. Audiorb (i.e. Dance Club)
 5. Zeallab (i.e. Live Shows & Recitals)
 6. Fashionlab (i.e. Fashion Show and Beauty Bazaar)
 7. Innovative Women (i.e. Educator Appreciation mixer)
 8. Passionlab Gallery (i.e. Gallery events)
 9. Creativity Theater (i.e. Play or Haunted House)
 10. Storyorb (i.e. open mics)
 11. Artisans Almanac (i.e. Launch)
 12. Welcome Baskets (i.e. Launch)
 13. Artistic Kindred (i.e. All event planning)
 14. Creativity TV (i.e. Launch)
 15. Membership (i.e. Best of the Collective or membership drive)
 16. Legacy of Bravery Memorial Tours (i.e. The tour)
 17. Fundraising (i.e. Events)
- It would not be necessary to meet with committees that are not planning one-off events, and in the case of an all-encompassing event such as Artventure, Artistic Kindred, or the Almanac it would be better to meet with several committees at once.
- Main goal: smooth the operations, execution and success of CC events.

Projects and Programming Director

Responsible for overseeing committees that are currently planning and executing on-going programming. He/she will:

- Recruit committee heads
- Assist the committee head in the recruiting of their committee members
- Foster committee's ability to organize, implement and follow through on programming
- programming when needed
- Stand in for committee heads in the case of illness, death, quitting or firing
- Be a representative of the committees at networking events and public forums
- Report on the health, progress, finances and projects of the committee to the Executive Director on a weekly basis
- Maintain no less than 1 office hour per week
- Meet weekly with the committees:
 1. Project Shoot Southern Oregon (i.e. Filming, editing, post-production)

2. Creative Casting Agency (i.e. Photo-shoots, casting calls)
3. Audiorb (i.e. Creating engineering studio)
4. Creative Classrooms (i.e. Growing class-base)
5. Zeallab (i.e. Bands practicing)
6. Creativity Theater (i.e. Playwriting competition or classes)
7. Legacy of Bravery (i.e. Story archiving)
8. Storyorb (i.e. Readers or writer's group)
9. Fashionlab (i.e. Development of clothing line/store)
10. Innovative Women (i.e. Monthly meetings)
11. Passionlab Gallery (i.e. Art classes, gallery development)
12. Artisans Almanac (i.e. Content, submissions, ad sales)
13. Welcome Service (i.e. Selling, building and distributing baskets)
14. Kiddie Kitchen (i.e. Programming, arts child care for youth)
15. Creativity TV (i.e. Programming, creating editing studio)
16. Membership (i.e. Best of the Collective or membership drive)
17. Arts District (i.e. Executing campaign)

- It would not be necessary to meet with committees that are strictly one-off events.
- Main goal: smooth the operations, execution and success of CC programming

Support and Sustainability Director,

Responsible for overseeing building and organization supporting committees.

He/she will:

- Recruit committee heads
- Assist the committee head in the recruiting of their committee members
- Foster committee's ability to organize, implement and follow through on events (ie: establishing processes, establishing budget, overseeing venue, arranging staffing, cleaning schedule, purchasing, seeing licenses are in place, etc)
- Assist in staffing when needed
- Stand in for committee heads in the case of illness, death, quitting or firing
- Be a representative of the committees at networking events and public forums
- Report on the health, progress, finances and projects of the committee to the Executive Director on a weekly basis
- By way of his/her title, be a house manager
- Meet weekly with the committees:
 1. PR and Marketing team
 2. Fundraising team
 3. Membership and Staffing Team
 4. Contemporary Arts Kitchen Head
 5. Floor Management
 6. Building Maintenance
 7. Art Kitchen Café Committee
 8. Vinylounge Committee
- It is necessary to meet with all committees each week.
- Main goal: smooth the operations, execution and success of foundation committee

Section 7: OFFICERS AGREEMENT

Name _____ Dates: _____

As an officer of The Creativity Collective, I understand that I am responsible for guarding and sustaining the organization's mission statement. I have a responsibility to the board, the members, and the public who are the stakeholders.

I understand that my duties and responsibilities include the following. I will:

- Take responsibility for the health and wellbeing of The Creativity Collective
- Operate within the job description laid out by the Board of Directors.
- Maintain all committee documents, forms and membership info, ensuring that it is current and available
- Actively engage in fundraising for this committee when necessary
- Attend meetings, unless my paid work position prohibits it
- Attend regularly scheduled weekly meetings to brief management on developments and project progress
- Listen carefully and be respectful of committee needs
- Respect and support committee members and act as human resources for their complaints. Refer issues to the proper level on the chain of command
- Be prepared for meetings
- Be prepared to give reports to The Board of Directors about the committee
- Learn all policies and programs and keep informed of developments in The Creativity Collective as a whole
- Consider myself a trustee of the organization and do my best to support and protect the interests and intellectual property of The Creativity Collective

Committee Member Signature

Date

Section 8: BOARD OF DIRECTORS – DUTIES & RESPONSIBILITIES

A board of directors is the governing body of a nonprofit organization. It has many serious responsibilities, which can be loosely categorized as follows:

1. Setting the policy for the organization. This is done by:
 - Creating or updating the mission and vision statements
 - Approving the organization's programs and services
 - Approving the strategic plan
2. Monitoring the organization's operations:
 - Hiring and periodically evaluating the organization's executive director
 - Working with and providing support to the executive director
 - Approving the annual budget, annual report, etc
 - Approving major contracts and grants
 - Soliciting and reviewing program evaluations
 - Troubleshooting as necessary
3. Serving as a public figure for the organization
 - Fundraising even directly donating to the nonprofit organization
 - Soliciting donations from others
 - Advocating for the organization
 - Participate in at least one committee
4. Fulfilling other board responsibilities
 - Documenting policies and decisions to create an organizational memory
 - Preparing for and attending board meetings
 - Researching and discussing issues before decisions are made
 - Replacing and orienting board members when a vacancy arises
5. A board of directors also has certain legal obligations, known as duties. They must:
 - Take reasonable care when making decisions for the organization (called "duty of care")
 - Act in the best interest of the organization (called "duty of loyalty")
 - Act in accordance with the organization's mission (called "duty of obedience")
 - Stand aside when there is a conflict of interest (called "recusal")

A board member should avoid being over or under involved, they should

- Avoid concerning itself with the day today management of the organization.
- Take the recommendations of the organization's director, staff and members into consideration, but still remain an independent decision making body

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 9: BOARD MEMBER STATEMENT/AGREEMENT

Name _____ Dates of term _____

As a board member of The Creativity Collective, I understand that my duties and responsibilities include the following:

- I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is and to take an active part in planning the budget and implementing the fundraising to meet it
- I am legally responsible to this organization. I am responsible to know and approve all policies and programs and to oversee their implementation
- I am morally responsible for the health and wellbeing of this organization
- I will actively engage in fundraising for this organization in whatever ways are best suited to me including but not limited to; individual solicitation, special events or mail appeals
- I will attend board meetings and be available for phone consultation
- This organization is responsible to me in a number of ways: I will receive quarterly financial reports and other important documents
- I can call on the organization's staff to discuss programs and policies, goals and objectives as appropriate. Board members and staff will respond in a straightforward and thorough fashion to any questions necessary to carry out my fiscal, legal, and moral responsibilities to this organization

As a member of the board team, I will:

- Listen carefully to my teammates and respect the opinion of my fellow board members. Respect and support the majority decisions of the board
- Recognize all authority is vested in the full board only when it meets in legal session.
- Keep informed of developments and issues which may come before the board. Participate actively in board meetings and actions
- Bring to the attention of the board any issues I believe will have an adverse effect on The Creativity Collective or those we serve.
- Refer complaints to the proper level on the chain of command
- Recognize my job is to ensure the Creativity Collective is well managed, rather than attempt to directly manage the organization myself
- Represent all the people this nonprofit serves, and not a particular group

I have pledged myself to carry out this organization's bylaws. I am a trustee of The Creativity Collective and will do my best to ensure it is well maintained, financially secure, growing and operating in the interests of our mission and those we serve.

- _____
Board Member Signature Date
- _____
Organization Executive Date

Section 10: BOARD & OFFICER EVALUATION POLICY

- The roles of the Board and the Executive Director are defined and respected, with the

Executive Director delegated as the manager of the organization's operations and the board focused on policy, contracts and planning.

- The Executive Director is recruited, selected, and employed by the Board of Directors. The board provides clearly written expectations and qualifications for the position, as well as reasonable compensation.
- The Board of Directors acts as governing trustees of the organization on behalf of the community at large and contributors while carrying out the organization's mission and goals. To fully meet this goal, the Directors must actively participate in the planning process as outlined in planning sections of this checklist.
- The board's nominating process ensures that the board remains appropriately diverse with respect to gender, ethnicity, culture, economic status, disabilities, and skills or expertise.
- The board members receive regular training and information about their responsibilities.
- New board members are oriented to the organization, including the organization's mission, bylaws, policies, and programs, as well as their roles and responsibilities as board members.
- Board organization is documented with a description of the board and board committee responsibilities.
- This policy book is considered the board operations manual.
- If the organization has any related party transactions between board members or their family, they are disclosed to the board of directors.
- The organization has at least the minimum number of members on the Board of Directors as required by their bylaws or state statute.
- The board of directors reviews the bylaws.
- The board has a process for handling urgent matters between meetings.
- Board members serve without payment unless the agency has a policy identifying reimbursable out-of-pocket expenses.
- The organization maintains a conflict of interest policy and board members and executive staff review or sign to acknowledge and comply with the policy.
- The board has an annual calendar of meetings and an attendance policy such that a quorum of the organization's board meets at least quarterly.
- Meetings have written agendas and materials relating to significant decisions are given to the board in advance of the meeting.
- The board has a written policy prohibiting employees and members of employees' immediate families from serving as board chair or treasurer.

*Section 11: BOARD & GENERAL MEETING SCHEDULE
(2011/2012)*

2011
Sept
Member Meeting 29th

Oct
Member Meeting 27th

Nov
Board Meeting 8th
Member Meeting 24th

Dec
Member Meeting 29th

2012
Jan
Member Meeting 26th

Feb
Board Meeting 7th
Member Meeting 23th

Mar
Member Meeting 29th

Apr
Member Meeting 26th

May
Board Meeting 8th
Member Meeting 31th

June
Member Meeting 28th

Jul
Member Meeting 26th

Aug
Board Meeting 14th
Member Meeting 30th

Sept
Member Meeting 27th

Oct
Member Meeting 25th

Nov
Board Meeting 13th
Member Meeting 29th

Dec
Member Meeting 27th

Section 12: LARGE EVENTS SCHEDULE (2011/2012)

(subject to change or add dates)

Sept 10– *Artventure: Bubble Trek*. 10am-4pm. Arts District

Oct 8– *Artventure: Monster Mobile (@ Halloween)*. 10am-4pm. Arts District.

Oct 21 - Oct 22— *Field of Screams* 7pm to Midnight. Kiger Stadium

Oct 26— *Rocky Horror Picture Show* 7-10pm

Oct 28—Oct 31—*Field of Screams* 7pm to Midnight. Kiger Stadium

Nov 12– *Artventure: Western Escapades*. 10am-4pm. Arts District.

Dec. ___--The Creativity Collective on parade for Snowflake festival down Main Street

Dec 10–*Artventure: Christmas Adventures (Snowflake Festival!)*. 10am-4pm. Arts District.

2012

Jan ___ - *Artisans Almanac*: Magazine release party. TBD

Jan 14–*Artventure: Asian Excursions (Chinese New Year)*. 10am-4pm. Arts District.

Feb 11–*Artventure: Valentines's Tea Party (Part of Valentines's)*. 10am-4pm. Arts District.

March 10–*Artventure: St Baldrick's (Part of St. Patricks day)*. 10am-4pm. Arts District.

April 14–*Artventure: Easter Hop* 10am-4pm. Arts District.

May 12– *Artventure: Latin Travels (Part of Cinco de Mayo)*. 10am-4pm. Arts District.

June 9 – *Artventure: Space Journey*. 10am-4pm. Arts District.

July 4 – The Creativity Collective on parade and as vendors at Street-Fair in Vet's Park. Many positions either walking or at booth. All day

July 9– *Artventure: Jurassic Excavation(Part of the 4th)*. 10am-4pm. Arts District.

Aug ___ – *Artistic Kindred: Burning Man* One week. Black Rock Desert.

Section 13: MEDIA RELATIONS POLICY & PROCEDURES

As a public entity, The Creativity Collective and its programs, activities and plans are of special interest to the public. It is important to present these interests both accurately and in the best possible light. When information is released, every effort must be made to avoid misunderstanding, misinterpretation or confusion. Once a misconception takes root, it is always difficult to make full correction. In the interest of orderly, consistent management of the information released to the media, the following policy and procedures are in effect:

The Creativity Collective spokesperson is the Executive Director. Additionally, Committee Chairs may serve as the spokespersons for their projects.

Media Inquiries

- The Executive Director will be informed promptly when any member of The Creativity Collective receives inquiries from the news media. Members and Committee Leaders will keep the Executive Director informed of all relevant media situations and inquiries
- Media contact may be redirected to the designated spokesperson by the Executive Director
- The spokesperson will provide information to and respond to inquiries from the news media regarding official Creativity Collective projects
- Only the Executive Director has the authority to speak for the organization regarding sensitive matters such as personnel issues, crisis management, emergency situations, fiscal operations and other matters which could harm the reputation of The Creativity Collective

Press Releases, Print and Electronic Promotional Materials

- Committee Chairs, in consultation with the Pr and Marketing head can prepare media releases
- Committee Chairs must get approval on all press releases, print promotion or electronic promotion materials before they are released into the public
- The only exception to the preapproval rule is for social networking websites media accounts. Still, social networking websites should be used strictly for the purpose of promoting Creativity Collective endeavors and not personal business or personal philosophies
- Committee Chairs are required to retain 1 copy and submit one finished copy to the Executive Director
- Spokespersons and/or Committee Chairs are required to submit a copy of all created or above mentioned approved materials to the Pr and Marketing head to be filed and retained for historical purposes. This may be in print or electronic form

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 14: BEST VALUES STATEMENT

The governing body is accountable for the way in which The Creativity Collective's resources are allocated to meet the objectives set out in the organization's governing documents. The Officers will apply the principles of best value: *Is The Creativity Collective following its mission statement?* The Officers will apply the principles of best value when making decisions about:

- The allocation of resources to best serve the organizations aims and values
- Resources that improve the standards and the quality of the organization.

The Officers will:

- Make comparisons with likeminded organizations to gauge competition
- Challenge proposals, examining them for effectiveness, efficiency and cost
- Require suppliers to compete on grounds of cost, and quality, suitability of services, products and backup
- Not waste time and resources on investigating minor areas where few improvements can be achieved

This will apply this in particular to:

- Staffing
- Use of premises
- Use of resources
- Programming
- Quality of teaching
- Quality of learning
- Purchasing
- Members' welfare
- Health and safety

These areas will be monitored for best value by:

- In-house monitoring
- Monthly target setting meetings
- Annual performance assessments
- Annual budget planning

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 15: CODE OF ETHICS POLICY

The Creativity Collective maintains certain policies to guide its staff and members with respect to standards of conduct expected in areas where improper activities could damage the nonprofit's reputation and the individuals involved. Insensitivity to or disregard of the principles of this policy will be grounds for action.

Prohibition of Improper Payments

- Staff will not accept or offer "kickbacks" or "bribes" intended to induce or reward favorable buying decisions or governmental actions. The Creativity Collective will not make any contribution to any political party or to any candidate for political office in support of such candidacy. Any employee who is requested to make, authorize, or agree to any such offer will promptly report such information to their supervisor. If staff has reason to believe that any employee is engaged in conduct forbidden by this policy, he will promptly report such information. No employee or Committee Chair shall divulge intellectual property such as: Committee planning and decisions
- Subcontractor quotes, costs and profits
- Terms or conditions of partnership, fiscal sponsorships or mergers
- Project or programming development methods and activities
- Mailing lists, advertising or distribution methods

Violations of the policy are grounds for discharge of position or disciplinary action.

The following guidelines are essential for the fostering of mutual trust and respect among members of the Creativity Collective. All involved are entitled to privacy and confidentiality, and staff must respect these rights by adhering to our standards of professionalism. Racial, sexist or demeaning remarks will not be tolerated from Committee Chairs and staff. Each of us has our own lifestyle and values, which should not be imposed upon our members or our affiliates. Members or participants should not be criticized, manipulated or labeled.

Demonstrate this by talking positively and objectively in front members and staff. Accept their feelings as valid and meaningful. The Creativity Collective provides quality resources and services, based on a person's contributions, not their appearance or inclinations. Issues for Human Resources should not occur in open space. We trust in each Committee Chair and staff member to maintain the highest level of professionalism, respect, and trust with sensitive matters.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 16: PRIVACY POLICY

The Creativity Collective only uses the information we collect about our members to better serve our purpose, acknowledge our members as part of the organization and to improve our programming to better serve the organization, the artists and public's needs. Members are contacted through, but not limited to emailed, social networking websites, telephone and text messaging to keep them abreast of news and events regarding the organization.

- What information we collect:
Name, email address, mailing address, interests and credentials.
- Where the information is kept:
In the database of the Executive Director, The Executive Secretary and the Membership Committee Chair. There is one single hard copy. Committees may exchange committee specific contact info.
- Our Promise:
The Creativity Collective does not sell, trade, or rent your personal information to others. The Creativity Collective will only release member information when we believe, in good faith, that such release is reasonably necessary to (i) comply with law, (ii) enforce or apply the terms of any of our user agreements or (iii) protect the rights, property or safety of our members.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 17: CONFLICT OF INTEREST POLICY

Article I: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Voted on and approved unanimously by a quorum of board members on August 5th, 2011.

Mike Stier, Jessica Reeves, Terra Whitlock, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 18: SEXUAL HARASSMENT POLICY

Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's environment. It is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Discussing sexual activities or telling off-color jokes
- Unnecessary touching or using indecent gestures
- Commenting on physical attributes
- Displaying sexually suggestive pictures
- Using demeaning or inappropriate terms, such as "Babe"
- Sabotaging the victim's work
- Engaging in hostile physical conduct
- Granting job favors to those who participate in consensual sexual activity
- Using crude and offensive language
- Create a sexually hostile environment

If The Creativity Collective finds that sexual harassment did occur (or even some inappropriate action) the following disciplinary measures may be used, including:

- An oral or written warning
- Separating the party
- Demotion from positions of power
- Suspension from The Creativity Collective
- Barred from the premises
- Legal action taken against offender

The precise nature of the discipline is often kept confidential to ensure that the privacy of individuals is protected. If the complaining party felt that the harasser is retaliating against you for complaining or continuing to harass you, you should immediately report the conduct so that the employer can take further action. If the employer does not have enough evidence to reach a conclusion about harassment, it still might take other actions.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 19: BRIEF OVERVIEW OF PERSONNEL POLICY

- Officer positions are salaried positions. Job descriptions should be achievable within the normal 40 hour work week and overtime is discouraged.
- Salaried and hourly employees will receive no more than 1 scheduled hour for lunch. Sick time personal days will follow standard practices as set by Oregon statutes.
- After one year of employment, one week of paid vacation will be earned. Two years, plus equals two weeks paid vacation. Employees will be excused for jury duty without pay.
- Severe weather may cause building closures. Closure days for holidays will be provided at the first scheduled day of employment.
- The Creativity Collective will not discriminate against anyone due to sex, race or disability. There will be great care taken in the interviewing of job candidates.
- The Board of Directors will make the final selection and set the salary. At least 3 references will be requested and checked. Employment will be offered with a 3 month trial period. Job descriptions will be provided at the onset of employment. At this time, it will be determined if the employee is exempt (salaried) or nonexempt (hourly). Paperwork will be started and orientation will be implemented.
- After the first year, the employee will receive a performance evaluation. Employee performance will be assessed quarterly by the Board of Directors.
- Payroll checks will be distributed every 2 weeks by the Executive Secretary.
- No benefits will be available at this time. An injury or accident on the job will be dealt with by an accident report being filed at the time of injury. Workers' Compensation will be available if all prerequisites are met for the awarding of the compensation. The security and use of data is of special interest to The Creativity Collective.
- The destruction of records is prohibited. Personal information will be kept in confidentiality. Staff will have access only in so much as their title requires it.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 20: RISK MANAGEMENT POLICY

Risk management includes policies and practices designed to reduce or eliminate losses experienced by The Creativity Collective that might arise from injury, damage to property, legal liability and/or loss of intellectual property. Risk management includes an ongoing process by which administrators:

- Identify risks
- Evaluate risk potential
- Select the best risk management techniques to mitigate or manage the risks without unduly curtailing or modifying activities necessary to the Creativity Collective's mission
- Monitor and evaluate the results

Risk Management Policy Implementation

The board, officers and members are responsible for ensuring policies are conducted in a manner that considers the risk of loss or injury.

Human Resources Committee

By way of his title, the Human Resources Committee Chair will be Risk Management Coordinator designated by the Executive Director. The coordinator will maintain risk management policies. He shall be responsible for providing advice, information, and coordination leading to the full performance of risk management functions by all those having program responsibilities.

Guidelines

Guideline documents will be created and issued. The Risk Management Coordinator will assist in sharing documents, requirements, and guidelines and implementing risk management policies and activities.

Training

All applicable personnel shall take part in training in risk management techniques and practices.

Risk Management Committee

The Risk Management Committee will forward new recommendations to the Executive Director.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 21: FUNDRAISING POLICY

The following guidelines are not meant to make fundraising difficult, but rather to ensure fundraising is conducted within the parameters set forth by both The Creativity Collective and the Internal Revenue Service and that its primary purpose is to benefit the organization legally.

Upon Board approval, all fundraising events for The Creativity Collective will be administered in accordance with this document. All changes or amendments to this document will be subject to a Board review and approval process.

All fundraising, advertising, sponsorship or membership monies will be deposited in The Creativity Collective's general funds within three days. Sponsors will be acknowledged and publicly recognized as Creativity Collective sponsors.

Organizations will be solicited for contributions of money, goods or services for either a project or for The Creativity Collective as a whole.

A designated contribution from an individual or a company to a private individual is an infringement of the Private Benefit and Inurement Section of the requirement rules of a nonprofit organization and is not acceptable.

Contributors of money or goods will be provided a written acknowledgement of receipt. Each Creativity Collective committee may organize and conduct fundraising activities for project specific needs. All checks will be made out to The Creativity Collective. All returned checks will be charged \$25. The Treasurer will maintain and provide fundraising totals for the Committee Chairs, at their request.

The Creativity Collective may contribute a portion of the proceeds to a targeted charitable need.

A quarterly report will be provided by the Treasurer at the Board Meeting, indicating fundraising balance, including in-kind donations. The meeting minutes will reflect the balances. All contributors are listed on the website under "our supporters."

Project incomes will be carried over after costs to general funds. Only grants will have specific destinations if stated in the grant agreements.

At the start of each project, a fundraising plan will be developed with the head of fundraising. Dates of proposed fundraisers must first be approved before implementation.

The event coordinator is responsible for all documentation, financial management and event reporting as required.

The event coordinator will meet with the Fundraising Director to be briefed on fundraising procedures and IRS donation standards, and will provide the Fundraiser Director regular

updates on the status of the event. All documentation and funds to be deposited will be provided to the Fundraiser Director at the conclusion of the event.

According to the IRS, a not for profit organization cannot require a member to participate in a fundraiser nor require that each member raise a designated amount of funds. Members have the opportunity to participate without pressure and will not be subject to repercussions for choosing not to participate.

Following the conclusion of the fundraiser, the event coordinator must provide the following documentation to the Treasurer:

- Financial Summary which includes total funds generated, total expenses incurred, and net profit
- Deposit Summary which lists cash as well as each individual check (check # or name and amount)
- Order forms which list individual sales (if applicable) – total sales from order forms must match total funds submitted for deposit
- Receipts/Invoices; if reimbursement of incurred expenses is required please include the reason for the reimbursement, amount of reimbursement, as well as the name and address of the individual to whom the reimbursement is to be sent.

The Treasurer will present the financial summary at the Board meeting and will provide all financial documentation and funds collected. The summary will be recorded in the minutes.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 22: CHOOSING A CHARITY POLICY

The Creativity Collective has a commitment to assisting other artistic nonprofit and/or community efforts. They will use the following guidelines in choosing the recipients of charitable fundraising.

- A press release will be issued, announcing a call for charitable causes. The press release would provide the details of submission and deadline
- The committee most closely related to the event will be chosen to go over applicants. (ie: A gallery show with the proceeds going to a charity would be headed by the gallery committee.) A point system will be implemented to assess applicant and eliminate candidates
- Applicants will be asked to come and present at committee meeting. They may bring information, Power Point and any other supporting information and will be given the same amount of time
- Committee will make final decisions
- Announcement of recipient will be made publicly. All applicants will be sent a thank you card for participating
- During the fundraising event, participation of the beneficiary would be greatly appreciated, but not mandatory
- After final calculations are made, and bills are satisfied, The Creativity Collective will announce an awarded amount and will present it publicly
- The Creativity Collective will retain records of all amounts presented

In-kind Contributions:

The Creativity Collective will make every effort to offer up their venue and services to charitable organizations as frequently as possible to serve our mission statement and contribute to the public good.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 23: FINANCIAL CONTROLS POLICY

Financial Controls: Any individual authorized to purchase goods and/or services for the organization shall follow the procedures set forth in these policies. The Board of Directors shall be responsible for reviewing the proposed annual operating and capital budget. No expense shall be incurred in excess of the total budgetary appropriations without just cause. The Treasurer and Executive Director have exclusive check writing and depositing ability.

Cash Disbursements: The Treasurer and/or Executive Director will make disbursements only upon review and approval of the transaction. This will include review for the existence of proper supporting documentation, such as a purchase order and evidence of the receipts of the goods and services. Travel, registrations, meals, etc shall be paid as specified in budget. Exceptions and restrictions may be determined by the Board at any time.

Accounts: The Creativity Collective shall maintain its monies in banking institutions that are federally insured. All funds received shall be deposited within 3 business days.

Quarterly Review: The Board of Directors on a quarterly basis will review all disbursements in the amount of \$100 or more. A detailed report showing revenues and expenditures will be prepared quarterly and made available at the scheduled Board of Directors meetings.

Borrowing of Funds: From time to time it may be necessary for The Creativity Collective to borrow funds from outside sources to fund operations and expansion. Borrowing is to be consistent with sound fiscal and management practices. Borrowings are not intended to make up for inadequate planning or spending above budgeted levels.

Borrowing funds should be done within appropriate limits approved by the Board prior to the time of borrowing. Amounts should be borrowed at the lowest available interest rates. Where borrowing from individuals can be done at lower than current commercial rates, this may be done. Long-term borrowing will be done only if rates are favorable.

Credit Cards: The Creativity Collective shall not issue corporate credit cards to staff. Staff shall follow the expense reimbursement policy whereby employees submit legitimate business expenses charged to their personal credit cards and The Creativity Collective shall reimburse them within 15 days of receipt.

For emergency situations, The Creativity Collective may maintain one corporate credit card under the supervision of the Executive Director with notification to the Finance Committee.

Annual Review: This Policy is to be reviewed on an annual basis.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson

Section 24: BUDGETING POLICY AND PROCEDURES

The budgeting process includes long range planning as well as planning for the current operational needs of The Creativity Collective. To accomplish the organization's Mission Statement, goals have been developed that receive funding and support through the budgeting process. The annual budget is adopted for the fiscal year beginning in January 1 and ending in December 31.

Long range planning for capital outlay for facilities is accomplished through the one year master plan. This plan is developed by the Executive Director and is at first reviewed by the Executive Secretary and Treasurer, and then the board.

The budget will consist of projected revenues and fixed annual expenses of The Creativity Collective. Budget worksheets will be distributed to the corresponding committee. The operational budget of The Creativity Collective is developed with input from the Committee Chairs. Committee priorities, annual goals, and critical needs are identified through discussions and meetings.

Budget worksheets, with priorities identified, are submitted to the Executive Director. The Executive Director ranks priorities in relation to goals and needs and distributes approved priorities and allocations. Planning units submit budget revisions when necessary. The budget must provide for current operational expenses and to the extent funds are available, a minimum of two month's operating contingency. The Board reviews and approves the budget. The board will evaluate the financial health of the organization on a quarterly basis, and may modify the annual budget at any time.

Budget Control

All planning units are provided their approved budgets, which are reviewed. The Executive Secretary/Treasurer enters all budget information into the computer system, and monthly financial reports which include budgeted line items, expenditures made, and encumbrances are provided.

The Purchasing Process requires an approved budget for the item requested. The Executive Director reviews and provides signature approval of the purchase. The Creativity Collective will submit a budget amendment for board approval.

Voted on and approved by a quorum of board members on December 21st, 2009.

Mike Stier, Christy Soto, Diana Kellstrom (by proxy), Nick Hill, Dan Benson