

Policies for Classes Taught at DMLS

One of DMLS' most important public outreach programs is to offer a facility for workshops or classes in the lapidary and related arts.

Who Can Teach and Attend Classes

Classes, at the discretion of the instructor, are open to the general public, and neither instructors nor students are required to be members of the Society.

Proposing and Approving a Class

Proposals for classes, including topic outline and credentials, may be submitted at any time to any member of the Society board.

The board will consider proposals during the next regular business meeting and has full authority over which proposals are chosen and how to best schedule the class.

Facility Expectations

Instructors are expected to respect the facility and its contents and to wisely use Society consumables. Instructors are expected to ensure that students do likewise. Instructors and students are expected to leave the facility as clean it was prior to the class with tables and chairs returned to their places.

Supervision

To watch after the interests of the Society, classes will be supervised by either a board member or a designee chosen from the Society membership prior to the class. The DMLS board representative may attend the class as a student, but is bound by all other requirements placed on students by the Society and by the instructor, including paying the same fee(s) charged to fellow students.

Anyone may be asked to leave the building at any time for any reason by the DMLS board representative at their sole discretion.

Collecting Fees and Signed Waivers

Instructors are to charge students fees for costs of class materials and to reimburse the Society for the use of the facility (utilities, wheels, consumables, etc.). The instructor may also include a fee for their time and instruction.

Instructors are responsible for collecting fees. Instructors may collect fees at any time before or during the scheduled class.

Instructors will ensure that Waivers of Liability provided by the Society are signed by the Instructor and for every class and are collected prior to their class commencing. *(Note that DMLS member and non-member forms are different. Current DMLS members were to complete the waiver with their membership renewal.)*

The portion of collected fees that are designated for the Society are to be given to the Treasurer along with signed Waivers of Liability by the next scheduled Society business meeting following the class.

Expensive Consumables

If buying expensive consumables for class presents a financial burden on the instructor, the board may or may not, on a case-by-case basis, choose to purchase those consumables prior to the class on the agreement that the cost will be covered by a portion of collected class fees.

Note that since the Society does not wish to retain an inventory of expensive consumables, if the board approves the purchase, the instructor is then responsible for paying the full amount of what was ordered regardless of what was used.