

OTAKI POTTERY CLUB

RULES

1. **Becoming a Member and Maintaining a Membership:**

- Every membership candidate shall be proposed by one financial member or Tutor and the election of that candidate, as proposed, shall be by vote of the management committee.
- No member, newly elected, shall participate in any of the privileges of the club until their subscription is paid in accordance with clause 3 and having attended a club orientation.
- Continuing membership will be subject to the member having met their obligation under the OPC rules and in accordance with clause 3.
- All members are expected to take a role in the operation of the club, its rooms, and the events run by the club.
- It is recommended that members attend at least one committee meeting per annum.
- Members are required to assist with club fundraising and are expected to give a minimum of 6 hours or 2 shifts to the Festival of Pots event.
- Members are required to complete one 2-hour cleaning bee each year or pay an amount determined by the Committee. Exemptions must be applied for in writing and granted at the discretion of the Management Committee.
- Members are expected to become part of an Operation Team to assist in the running of the club. - see General housekeeping.
- Members are required to act responsibly in the club rooms and in accordance with these rules or their access privilege will be revoked with special attention to clauses 4, 5 and 9 of these rules.
- Class members must complete at least 4 terms of classes before applying for full club membership.

2. **Termination/Leave of absence:**

- Leave of absence may be granted to a member for a maximum of 6 months.
- A written request for leave of absence must be submitted to the Management Committee.
- Any member may resign their membership at any time by notice to the Secretary of the club, but no such resignation shall relieve the member from payment of any moneys due by them to the club.
- All property of the club must be returned.
- All personal property must be removed from the clubrooms.

3. **Club year and Subscription:**

- The financial year of the club shall begin on the 1st day of April and end on the 31st day of March next following.
- The annual subscription shall be determined by the members present at the Annual General Meeting.
- All subscriptions shall be paid on acceptance of the member by the committee and therefore before the last day of April or October (in the case of half year), in each year and or proportioned accordingly after October. Any member failing to pay their subscription within the stipulated time prescribed herein may be struck off the list of members by resolution of the management committee.
- Subscriptions are not refundable.

4. **Health and Safety:**

- Safe practice must always be observed when working at the rooms. Materials, tools and working practices in the clubrooms are potentially hazardous.
- Anyone entering and leaving the building must sign in and out in the attendance register.
- In the event of the building being evacuated a member must leave with the attendance register and ensure everyone has evacuated the building by checking the list against those who have gathered in the club's carpark.
- Tutors are to manage the evacuation of their class in the event of an emergency and to take the class attendance register with them and to follow the procedure as outlined above.
- Any personal injury or adverse health incident must be written up in the incident book located by the first aid box in the Kitchen. Please record and replace (or arranged to be replaced) any first aid items used.
- Smoking is not permitted in the building.

5. **Behaviour:**

- Members will treat each other with courtesy and respect.
- Any concerns are to be submitted to the Management Committee.

6. **Library:**

- Books can be signed out for no longer than 2 weeks.
- Members may borrow books and magazines from the library.
- The loan must be recorded in the sign in/out book.
- Reference material and certain identified books are not to be removed from the rooms.

7. Identification of pots:

- Only work showing a durable identifying mark will be fired.
- Each potter is responsible for identifying their own pot.
- Any unidentified work will, after 4 weeks, become the property of the club, and will be sold and proceeds added to the club funds.

8. Club cleanliness:

- Club cleanliness is the responsibility of every member. Dust minimisation is a priority.
- All equipment including work surfaces (tables, benches, tools, wheels) must be washed and dry towelled after use.
- Should the towel need replacing please either place in the linen basket or take home and wash.
- Floors must be damp mopped after you have completed your work.
- Clean air: Dry clay dust is very bad for your lungs and everyone else's. Never sweep the floors with a dry broom. Wet mopping is preferred over the use of the vacuum cleaner. Mops can be found in all rooms. Only the club Vacuum cleaner is to be used as this has the best filtration. This is located in the storeroom off the kitchen. If the floors look clean, it is because a club member has sacrificed creative potting time to clean them. If you must sand a dry pot, do it outside – and you are strongly advised to wear a disposable dust mask while you're doing it.

9. Security:

- The last member to leave the rooms must ensure:
 - That all non-members have left
 - That all wheels are off
 - Lights are off
 - That windows are closed and exit and roller doors are locked and the rooms are left in a clean and tidy condition.
 - Having established that there is no one left in the building on exiting please turn off the non-essential master switch located to the left of the main door in the kitchen.

10. Clay:

- All clay purchased must be paid for before it leaves the clubrooms. The buyer must fill out the appropriate payment form and post in the club post-box.

11. Club room rules:

- All tools, sponges, brushes, moulds, containers, etc. are to be washed and put back in their designated places.

- All benches are to be cleared and items put back in their designated places, (e.g. unused newspaper, glazes, boards, bats, etc).
- Club property must not to be removed from the club rooms.
- Boards / bats must not be removed from the clubrooms.
- Work drying in the member's drying area must be accompanied by a "Please Leave" and removed within 14 days.
- Bisqueware must either be glazed for the gloss firing or removed from the kiln room within 14 days.
- Completed work must be collected from the kiln room within 14 days of the final firing - after that time the work will become the property of the club.
- NO sanding in the clubrooms. Sanding (preferably wet sanding on bisque ware) must be done outside at all times.
- **Never** add water to Glazes.
- All glazes must be mixed completely before use.
- **Do not touch** anyone else's unfinished work if possible. If it's unavoidable, please be very careful, and confess to any accidents. It's a simple courtesy to leave an apology note explaining a mishap.
- Clean up after yourself – this means every item you have touched during your session including benches, wheels, tools, sponges, cloths, basins, extruders and template disc's, slab roller tabletop and canvas sheets, molds (please wipe these gently- do not scrub them), stamps, textures, glazing tables and floor. Place correct lids on glaze buckets, and return glaze buckets to where you got them from, and of course if you have used the kitchen, please clean your dishes and put them away. If the towels and canvases are dirty, please wash and leave to dry on the drying racks.
- No dogs are allowed in the club rooms.

12. **Payments:**

- All payments must be documented with a correctly completed payment slip.
- Kiln accounts are to be cleared by the end of the calendar month following the firing or will incur a 10% penalty
- Clay must be paid for before it leaves the clubrooms. Failure to do so will incur a 10% penalty added to your kiln account.
- Non-members accounts (if any) are to be cleared at the end of each term. Tutors will oversee this along with the paperwork required.
- Payments can be made by internet banking, cash, the club eftpos or direct banking to our bank account.

13. Cupboards/lockers

- If lockers are not used for more than 3 months they will be cleared and reassigned.

14. Visitors

- Many pottery ingredients are a health hazard. All visitors need to be aware of the potential hazards. Children especially should be made aware that they can "look-but-don't-touch". Adults and children must never be left unsupervised. There are toxic chemicals everywhere in the clubrooms.

General housekeeping and procedural duties necessary for the safe operation of the Club

All members and students are expected to take turns performing the assigned tasks as well as cleaning up after themselves. Assigned duties are posted on the boards in the clubrooms please write your name against one of these duties.

Members are requested to make themselves available for one of the following administration roles to relieve the pressure placed on the manager of this role.

Club Management Committee:

President
Vice President
Secretary
Treasurer

Other roles requiring support:

Rooms Management: Classrooms, glazing room, Members work room, Kiln room, Bathrooms, Kitchen.

Cleaning Bees/working bees.

Festival co-ordinator(s).

Events Management: (Star Glaze/Raku/Clay Dates/Children's workshops)

Operations Teams co-ordinator.

Membership: Orientations

Communications (Newsletter/Website)

Marketing (general advertising/social media)

Graphics

IT

Class Management

Courses / Workshops

Gallery Management

Building Maintenance

Funding

Equipment maintenance

Clay

Library

Storage areas

Glaze making.

Festival areas: Sales desk, Café, Exhibition, Guest artists, Setup and breakdown.

Areas that need monitoring and possible action:

Cleaning glaze buckets.

Sorting the tool cupboards

Sumps emptied

Rubbish bins emptied

Towels washed

Cleaning wheels

Kitchen - general

Spray Booth

Roller canvases washed

Vacuum Cleaner maintenance

Summary of Club Policies and Procedures:

Club Firing:

Only pots fired by the club at bisque will be accepted for glaze firing.

Refunds:

No refunds are given for resigning a workshop or course other than at the discretion of the Committee

Complaints:

If a complaint is made against a member/student/tutor the complaint must be in writing, specifically detailing issues of concern.

A copy of the complaint will be forwarded to the person being complained about giving them the opportunity to respond to the complaint in writing.

A face-to-face meeting with a facilitator is offered to both parties in a hope that the issues raised can be resolved. Both parties may bring a support person to the meeting. Any resolutions will be documented.

If further action is required, this will be at the discretion of the committee.

Classes:

OPC runs classes and workshops to promote the craft firstly with the objective of feeding new members into the club to keep the club viable in the long term. This policy has worked well to date. Secondly to provide quality tuition for people to develop skills and techniques.

Class placements. – This must be read in conjunction with the OPC “Policy – courses 15/06/17

If people chose to leave a class, on other than compassionate grounds, their place cannot be held. They can go onto the waiting list but do not have priority over those already on the list. The class manager makes the final decision.

People currently enrolled in a class have priority for the term following if they complete the enrolment form and pay before the end of the current Term. – see enrolments.

When a student has completed 4 years of tuition their place must be made available for new students coming in. If there is a place a class and no waiting list, then a student who has had the 4 years of that or any OPC class can be invited to fill the place.

Cost Structure.

Classes need to have ten enrolments to cover costs. The total enrolments for the term allow classes with eight or nine enrolments to start with the hope that there will be further enrolments as the year progresses.

Policy – Courses 15/06/2017

1. Introduction

As part of the Club's constitutional obligation to foster the craft of pottery it conducts courses for members and non-members. The Club is a membership organisation and educating non-members to the stage where they can use the club facilities adequately to work independently serves to maintain and increase the membership. (See Policy on Membership Requirements). It also has a responsibility to provide support - technical and aesthetic - and tuition for members.

The Appendices are to be used in conjunction with this Policy but are not a part of the Policy itself.

There shall be an Education Sub-committee to draft the Appendices identified in the Policy for Committee approval. The course content relating to Health & Safety shall be drafted in consultation with the Health & Safety Sub-committee.

For the purposes of this policy Advanced classes are the courses at the highest level offered by the Club. All others are referred to as Beginners Courses.

2. Management

The Committee shall appoint the Co-ordinator(s) to administer the Teaching Programme. Remuneration for Tutors shall be set by the Committee annually. The Co-ordinator(s) shall process enrolments, organise the classes and liaise with the tutors. The full teaching position description shall form part of a written contract.

The Co-ordinator shall report to the Committee on items listed in the contract at each monthly Meeting.

The Co-ordinator may not enter into any legal agreement unless directed by the Committee.

3. Publicity and advertising

Before cancelling a class due to insufficient enrolments, the Club may purchase paid advertising to promote the class in regional publications, etc. as well as using free publicity, e.g. NZP newsletter.

4. Course content

The programme of courses shall cover all levels of competency: beginner, intermediate and advanced. Overall, it shall give an understanding of the principles of making pottery and develop students' skills and personal style.

All classes shall provide essential occupational health and safety instruction. Students will be required to employ safe practice both for themselves and others present and not present.

Students attending 8 weeklong courses may participate in setting their own goals but pursue them only while making good progress with the core skills being taught.

The courses comprising the Programme of 8 weeklong courses shall be designed to complement one another, leading the student towards working independently.

5. Health & Safety

The OPC is required to comply with the Health and Safety at Work Act 2015. Pottery making is hazardous and the Club is obliged to minimize the associated risks. Tutors and students must understand and implement safe practice. The tutors are responsible for instilling the good habits of students.

6. Frequency of Courses

Classes may be conducted during the day and in the evening, weekdays and weekends having regard to scheduled Club gatherings and the availability of the rooms for members' independent work. Members wishing to enter the class when a class is in progress must seek and obtain the agreement of the tutor before the class begins.

7. Funding & Fees

The fees paid for attending Courses for any cumulative annual period shall cover costs listed below and may produce a profit. Thus, over one term an individual course might not necessarily cover its costs. No course will run for more than 2 consecutive terms at a loss and when this occurs it shall be cancelled or modified radically by the OPC Committee. For the purposes of determining profitability Class fees shall be taken to:

- contribute significantly towards the costs of advertising, rent, electricity, waste disposal, maintenance including cleaning and equipment repairs and replacement and in the case of beginner's classes, clay and firing costs;
- completely meet Coordinator(s) costs and tutor remuneration and;
- GST.

The course fee for all Beginner/Non Member students will include their clay and kiln fees.

The course fee for member Continuing and Advanced students does NOT include clay and firing costs.

These fees also include the oxides, club glazes and other coatings used to finish work.

8. Enrolment

Would be students, new and continuing, beginners and advanced may enrol when notified to that effect by the Co-ordinator. The Co-ordinator shall take account of the Waiting List in selecting students for all courses.

To ensure a place in any class a student's fees must be paid at the time of enrolment. A student is not enrolled until payment has been received by the Treasurer. To fill vacancies the Co-ordinator may accept enrolments after the set time.

9. Waiting Lists

There shall be a Waiting List only for all courses in the current calendar year. The Waiting List for any one course shall not be more than one half of the maximum number of students allowed in the course.

In any calendar year would-be students may place themselves on the Waiting List for any course that year. Subject to availability, re-enrolment restrictions and any other conditions set out in other clauses of this Section (8) students may then be invited to enrol.

10. New Students

New student's fees must be paid at least 10 working days before the course commences.

11. Continuing Students

Continuing students must enrol no later than the last scheduled day of their current course. After this date the place will be made available to those on the Waiting List.

12. Advancing Students

A student who meets the basic skill objective of a beginner's course will be recommend for the advanced class by the tutor and be placed on the waiting list.

13. Re-enrolment, etc.

In the event of there being a Waiting List for a particular term course:

- (a) A current student who does not meet the basic skill objective of a Beginners course after two years may not re-enrol;
- (b) A current student who does not attend for at least 6 of the 8 weeks may not re-enrol. Subject to being notified in writing of extenuating circumstances the tutor and Co-ordinator together may recommend re-enrolment.
- (c) A student may not re-enrol in:
 - a beginner's class after 2 class years, i.e., not necessarily 8 consecutive terms; or
 - beginners and advanced courses after 4 class years, i.e. not necessarily 16 consecutive terms.

These provisions shall be applied sequentially.

- (d) Any student enrolled in a course may re-enrol for the next term of the same course during the same calendar year.

14. Cancellation of courses

Courses shall be cancelled or postponed if a tutor is not available.

A course may be cancelled or postponed meeting the requirement in 7.0 Funding & Fees or other considerations. Paid fees shall be refunded.

15. Tutor employment

Tutors shall have a written contract to be signed on behalf of OPC by the President, Secretary or Treasurer.

Tutors will not handle any payments from students by any means.

16. Course design and content

Course design and implementation shall take account of the following principles:

- (a) The student understands why something is important to know or do.
- (b) The student has the freedom to learn in their own way.
- (c) Learning is experiential.
- (d) The time is right to learn.
- (e) The process is positive and encouraging.

The Programme of Courses shall cover the full range of techniques used in the production of pottery fired in electric and gas kilns.

All course shall address Workplace Safety.

17. Feedback

The Committee welcome feedback. Please submit any comments to the Secretary.