OTAKI POTTERY CLUB INC.

OTAKI POTTERY CLUB - Rules and Regulations

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1. Becoming a Member and Maintaining a Membership:

Membership:

1.1 **Types of Membership:** There are three (3) types of membership categories.

Full Membership, **Associate Membership and Life Membership**. The benefits and responsibilities of each type of Membership shall be determined from time to time by the Management Committee.

NB: New Members will be required to consent to become a member of OPC under the 2022 act:

(a) **Proposed candidates:**
Membership candidates shall be proposed by an OPC tutor, an OPC Management Committee Member or a pottery instructor familiar with the candidate's pottery experience. The candidate's election will be determined by a vote of the Management Committee.

(b) **Eligibility:**
Applicants must provide evidence of their pottery-making competence, such as courses attended, exhibitions, or relevant memberships. The person supporting the application (e.g. Pottery Instructor or Committee Member) must be able to attest to the applicant's ability, experience, and suitability. While attending courses run by the club can help acquire pottery-making skills, it is not mandatory for membership. Applicants without prior pottery experience are required to attend at least four terms of OPC's courses.

(c) **Independence and Competence:**
Applicants will need to demonstrate the ability to work independently, understand the glazing process, be familiar with the equipment, understand the Health and safety requirements of the club and are generally familiar with the general workings of the pottery studio.

(d) **Privileges and Payment:**
Newly elected members cannot participate in any of the privileges of the club until their subscription is paid and they have attended a club orientation.

(e) **Maintaining/Ceasing Membership:**
To maintain membership, all members must fulfill their obligations as per the OPC Rules.

A person shall cease to be a member if that person:

- allows their subscription to be more than 1 month in arrears; or
- resigns their membership; or
- is guilty of any misconduct which in the opinion of the Management Committee may make it desirable that they forfeit their membership; or
- Does not fulfill their obligations as outlined in the OPC Rules.

(f) **Club Participation:**

- All members are expected to contribute to the club's operations, including assisting by taking a role in the operation of the club (teams), its rooms, and the events run by the club.

- Members are required to assist with the club's main fundraising event “The Festival of pots and Garden Art” by contributing a minimum of 6 hours or 2 shifts at the event.
- It is recommended that members attend at least one committee meeting per annum.

(g) **Cleaning Requirement and Exemption:**
Members must complete one 2-hour cleaning bee each year or pay a fee determined by the Management Committee. Exemptions can be applied for in writing and will be granted at the discretion of the Management Committee.

(h) **Operational Team:**
All Members are to become part of an Operational Team that assists with the running of the club. - see General housekeeping. P. 8

(i) **Responsible Conduct:**
Members must act responsibly in the club rooms and in accordance with these rules. Failure to comply will result in revoked access to privileges.

(j) **Kiln Room Access:**
The kiln room has restricted access for safety reasons. Non-members must be accompanied in the kiln room by a tutor, kiln team, or an authorised club member.

1.2 **Life Membership**

(a) In recognition of outstanding service to OPC, an individual may be granted Life Membership of the Club. Life Members will enjoy all the benefits of full membership without the obligation of paying an annual membership subscription.

(b) To be eligible for Life Membership, a person must be nominated by at least two current full members, with a supporting rationale. Life Membership will be approved by a majority vote at the Club’s Annual General Meeting (AGM).

(c) Nominations must be submitted to the Management Committee at least 28 days prior to the AGM and should include written supporting information. The Management Committee will have the discretion to either forward the nomination to the General Meeting for consideration by the members or to decline the nomination, providing an explanation to the individuals who submitted the nomination.

2. Club year and Subscription:

2.1 Financial year:

The financial year for the club runs from April 1st to March 31st next following.

2.2 Subscription Payment:

- The annual subscription shall be determined by the members present at the Annual General Meeting.
- New Member Subscriptions are due upon acceptance of their membership by the committee and are apportioned accordingly after October.
- Annual Subscriptions are due before the 30th April each year. Alternatively, if paying in two installments, the final payment must be made by 31st October.
- Extensions can be granted at the discretion of the Management Committee.

2.3 Refunds:

Subscriptions are non-refundable.

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3. Workroom rules:

3.1 Cleaning and Storage:

(a) **All** tools, sponges, brushes, moulds, containers, etc. must be cleaned and returned to their designated places.

(b) **Benches** are to be cleared and items put back in their designated places, (e.g. unused newspaper, glazes, boards, bats, etc).

3.2 Removal of Club Property:

All property of the club including boards and bats **must not** be removed from the clubrooms at any time.

3.3 Drying Work:

(a) **Work in designated drying areas must be accompanied by a "Please Leave" label and must be removed within 14 days.**

(b) **Completed** work needs to be collected within 14 days of the final firing

NB: If work is not removed by the times noted the work will become the property of the club for it to dispose of as it sees fit.

3.4 Sanding:

NO sanding is permitted inside. Sanding (preferably wet sanding on bisque ware) must be done outside at all times. Please wear a mask for your health.

3.5 **Glazes:**

(a) **Never add water to Glazes.**

(b) **All** glazes must be mixed completely before use.

3.6 **Members Work:**
Please avoid touching others' work. 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.

3.7 **Clean -Up:**

(a) Members are required to clean up after themselves. This includes all items used such as benches, wheels, tools, sponges, cloths, basins, extruders and template discs, slab roller table top and canvas sheets, molds, (please wipe these gently - do not scrub them), stamps, textures, glazing tables and floor.

(b) Benches need to be wiped with a wet cloth and then dry toweled.

(c) Glaze buckets must be to their correct place with the label facing out and lids securely placed. If the rim of the bucket or the lid has glaze on it please clean along with any glaze on the outside of the bucket.

(d) If you have used the kitchen, please clean your dishes and put them away.

(e) If the towels and canvases are dirty, it is appreciated that you wash and leave to dry on the drying racks.

3.8 **Dogs:**
No dogs are allowed in the club rooms.

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4. Health and Safety:

4.1 **Safety Protocol:**
Safe practices must always be observed when working in the rooms. Materials, tools and working practices in the clubrooms are potentially hazardous.

4.2 **Sign-In/Sign-Out:**

(a) **Anyone,** upon entering and leaving the building, must sign in and out in the attendance register - This is located on the desk in the kitchen. This is a Health and Safety requirement.

(b) **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 on the hill to the left of the Grandstand.

(c) **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.

4.3 **Injury Reporting:**
Any personal injury or adverse health incident must be written up in the incident book located by the first aid box in the Kitchen. Members should replace any used items.

4.4 **Smoking and Vaping:**
Smoking and vaping are strictly prohibited in the building.

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5. Behaviour and Conduct:

Respect and Courtesy:

(a) Members are expected to treat each other with courtesy and respect.

(b) Any concerns are to be submitted to the Management Committee or the Mediation Team.

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6. Club cleanliness and Dust Management:

6.1 **Cleaning responsibilities:**

(a) **Every** member is responsible for the cleanliness of the club, with a particular focus on dust minimisation.

(b) **After** use all work surfaces, tools and equipment must be cleaned.

(c) **Floors** should be damp mopped after you have completed your work.

(d) **We** ask that all Members and Students bring their own towel. Should a club towel be used please take it home, wash it and return.

6.2 **Clay Dust:**

(a) **Clay** Dust is harmful. Members should not use brooms but instead damp mop the floors.

(b) **Only** the Club Vacuum cleaner should be used, as it has the required filtration.

(c) **Sanding** of pots must be done outside and you are strongly advised to wear a mask.

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7. Classes, Workshops and Enrolments:

7.1 OPC runs classes and workshops to promote the craft within the community to provide quality tuition for people to develop skills and techniques. This in turn provides an opportunity for students to become members thus ensuring the viability and longevity of the club.

7.2 **Class placements:**

- This must be read in conjunction with the OPC Policy – courses 15/06/17 - see P. 9

(a) Priority for Current Students:
Current students will have priority for re-enrolment in the term following their current course, provided they complete the enrolment form and payment by the advertised date.

(b) Limit on Tuition Duration:
A student who has completed 2 years of tuition (in any OPC course) must vacate their place to allow for new students.

(c) Filling Vacant Places:
If there is an available place in a class and no waiting list, a student who has completed 2 years of tuition in that course or any other OPC course may be invited to fill the available place.

(d) Places cannot be held. Students are asked to only enrol if they know they can attend the classes.

7.3 **Cost Structure.**
Classes (wheel / handbuilding) need to have ten/twelve enrolments to cover costs. The total enrolments for the term allow classes with eight or nine / ten or eleven enrolments to start with the hope that there will be further enrolments as the year progresses.

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8. Library:

8.1 Books can be signed out for no longer than 2 weeks.

8.2 Members may borrow books and magazines from the library - there is some material that cannot be removed from the rooms - please take note when borrowing.

8.3 The loan must be recorded in the sign in/out book.

8.4 Reference material and certain identified books are not to be removed from the rooms.

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9. Identification of pots:

9.1 Only work showing a durable identifying mark will be fired.

9.2 Each potter is responsible for identifying their own pot.

NB: Please collect your pot as soon as possible after each firing - the kiln room does not have the capacity to be a storeroom. Any unidentified work will, after 4 weeks, become the property of the club for it to dispose of as it sees fit.

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10. Security:

The last member to leave the rooms must ensure:

10.1 All windows are closed and exit and roller doors (Gallery and Kiln room) are locked.

10.2 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.

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11. Club Firings:

Only pots fired by the club at Bisque will be accepted for Glaze firing.

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12. Clay:

12.1 All clay purchased must be paid for before it leaves the clubrooms. Please fill out the appropriate payment form and post in the club post-box unless payment is made online.

12.2 Only clay stocked by the club can be fired through the club kilns unless by special arrangement with the Kiln managers.

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13. Glazes:

13.1 Only glazes supplied by the club or approved by the club's Glaze team manager and or Kiln team manager can be fired through the club.

13.2 Arrangements for use of own glazes will be at the discretion of the above nominated managers.

13.3 It is recommended a test tile of the owner's glaze be submitted to establish Glaze reliability.

13.4 Club glazes can only be used for work that is going through a club firing.

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14. Payments / Refunds:

14.1 All payments made in the rooms* must be documented with a correctly completed payment slip. *(eftpos or cash - note we do not encourage cash payment into the postbox and cannot be responsible for unaccounted cash payments)

14.2 Kiln accounts are to be cleared by the end of the calendar month.

14.3 Clay must be paid for before it leaves the clubrooms to avoid a 10% Administration fee.

14.4 Non-members may not run an account at OPC and must pay for any services and commodities at the time of purchase.

14.5 Internet banking is our preferred payment method.

14.6 No refunds are given for resigning from a Workshop or a Course other than at the discretion of the Management Committee.

Any queries to: Treasurerotakipottery@gmail.com

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15. Complaints - see policy P. 12

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

15.2 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.

15.3 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.

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

To contact our resolution team: letstalkopc@gmail.com

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16. Cubbies

16.1 Cubbies can be assigned to members if and when available.

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

Cubby enquiry: Otakipotterymembership@gmail.com

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17. Visitor - Health & Safety Guidelines

17.1 All visitors will need to sign in and out in accordance with our Health and Safety policy.

17.2 Many pottery ingredients are a health hazard. All visitors need to be aware of the potential hazards and delicacy of work and need to be made aware not to touch materials or equipment unless instructed. Non-member Adults and children must never be left un**supervised** as there are toxic chemicals and delicate materials present in the clubrooms.

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18. Termination/Leave of Absence:

18.1 Leave of absence may be granted to a member for a maximum of 6 months.

18.2 A written request for leave of absence must be submitted to the Management Committee.

18.3 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 monies due by them to the club.

18.4 All property of the club must be returned and all personal property removed.

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

All members are assigned to a team at orientation. This is a good way to get to know people, to become familiar with the operational side of the club and to contribute to the running of the club.

Members are asked to think about making themselves available for one of the following administration roles for the good of the efficient continuation of the club.

Club Management Committee:

- President
- Vice President
- Secretary
- Treasurer
- Education
- Marketing
- Events
- Social
- Fundraising
- Health Safety and Environment.
- Operations Teams coordinator.

Other roles requiring support:

- Rooms Management: Classrooms, Glazing room, Members work room, Kiln room, Bathrooms, Kitchen,
- Cleaning Bees/Working bees.
- Administration.
- Festival coordinator(s)
- Festival areas: Sales desk, Café, Exhibition, Guest artists, Setup and breakdown.
- Events Management: (Public Raku, Star Glaze, Clay Dates, Children's workshops)
- Membership: Admin /Orientations
- Communications (Newsletter/Website)
- Marketing (general advertising/social media)
- Graphics
- Social - Club days
- IT
- Library
- Education:- Class Management, Courses, Workshops, Childrens workshops.
- Gallery Management and Exhibitions
- Building Maintenance
- Fundraising
- Equipment maintenance
- Clay
- Recycled clay
- Storage areas
- Glaze - making, cleaning, managing,
- Sumps

Areas that need monitoring and possible action:

- Cleaning glaze buckets
- Cleaning wheels
- Sorting the tool cupboards
- Kitchen - general
- Dishwasher empty
- Sumps emptied
- Spray Booth
- Rubbish bins emptied
- Roller canvases washed
- Towels washed
- Vacuum Cleaner maintenance
- Occasional club towels washed.

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

The Coordinator shall report to the Management 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 Management Committee.

3. Publicity and advertising

Before cancelling a class due to insufficient enrolments, the Club may purchase paid advertising 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. Class 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 Management Committee. For the purposes of determining profitability Class fees shall be taken to (1) contribute significantly towards the costs of advertising, rent, electricity (excluding kiln firing), waste disposal, materials (excluding those paid for directly by the student), maintenance including cleaning and equipment repairs and replacement, (2) completely meet Coordinator and tutor remuneration and (3) GST.

The course fees for all non-member students will include their clay and firing costs.

The course fees for members does NOT include clay and firing costs.

8. Enrolment

Class offerings are published and made available for enrolment on the OPC website. Enrolment involves payment of the required fee AND completion of the enrolment process on the OPC website, which results in a confirmation email being sent to the student.
Enrolments are processed automatically by the enrolment system on the OPC website, on a "first come, first served" basis.

9. Enrolment Schedule

Enrolment occurs over several weeks and is divided into three phases:

i. Students who were enrolled in classes during the previous term and wish to remain in the same class enrol first.
ii. Students who were enrolled in classes during the previous term but wish to switch to a different class enrol second.
iii. Students who were not enrolled in classes during the previous term enrol third.

The enrolment schedule, which outlines the time limits for each phase, is published on the OPC website.

10. Enrolment Limitations

Students may enrol for up to 16 terms of classes. Tutors are responsible for approaching students who are nearing this limit to advise them about their options.
The committee may grant exceptions for particular students.

11. Cancellation of Classes

Classes may be cancelled or postponed if a tutor is not available or if the class does not reach the enrolment number required for financial viability. In such cases, a full refund of fees will be provided. Cancellation decisions are made by the Education Manager in consultation with the committee.

12. Withdrawals

Students withdrawing from a class receive a full refund up to a week before the class starts and an 80% refund if withdrawing less than 7 days before the class start date (20% is retained for administrative costs). No refund is given for withdrawals after the class starts.
The committee may grant exceptions in particular situations.

13. Tutor employment

Tutors are contracted to OPC and shall have a written contract to be signed on behalf of OPC by any member of the Management Committee.

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

14. 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 courses shall address Workplace Safety.

15. Feedback

The Management Committee welcomes feedback. Please submit any comments to the Secretary. Otakipotteryclub@gmail.com

OTAKI POTTERY CLUB - Complaint Resolution Policy - 2024

Ōtaki Pottery Club aims to provide a friendly, creative environment whereby club members can thrive and pursue their interest in pottery. In order to run as smoothly as possible, potential members are introduced to OPC's Code of Conduct and on joining the club agree to abide by the club processes and behaviours in their interactions with fellow members as outlined in the Code of Conduct. However, from time to time grievances between club members may arise and members may wish to lay a complaint. Although it is hoped that for the most part grievances will be able to be resolved informally between club members, there may be times when a more formal complaint process is needed to address issues. Prior to filing a formal complaint, a complainant should consider if other ways of resolving the issues are appropriate.

PRINCIPLES

- People have the right to have their grievances receive careful consideration through established processes that are timely and based on fairness and respect.
- Members and tutors are strongly encouraged to make use of the Complaint Process, but they retain the option of referring their complaint directly to the Management Committee at any stage.
- Confidentiality:
  - ❖ All information relating to a complaint is confidential (with the exceptions outlined in Serious Issues and Safety below). Written records will be held securely by the Conflict Resolution Team member(s) involved in the complaints process, and destroyed after a year.
  - ❖ Management Committee members will receive a quarterly written summary of complaints dealt with, without any identifying detail
  - ❖ Serious **issues**: Matters which the complaints resolution team considers to have potentially serious implications for the club, and to be beyond the team's remit, may be reported to the Management Committee.
  - ❖ Safety: Where there are grounds to believe that there is a serious risk to personal safety, appropriate disclosure and further action may be necessary.

THE CONFLICT RESOLUTION TEAM

- The Management Committee will appoint the Conflict Resolution Team and its members annually, to manage informal conflict resolution.

COMPLAINT PROCESS

The following information outlines the principles and process for club members who wish to undertake a formal complaint process.

- Email letstalkopc@gmail.com and request a Complaint Record Form
- Complete the form and return by email. The Complaints Resolution Team will consider the complaint. You will be contacted by a facilitator from the Conflict Resolution Team within 5 days.

If after discussion with the facilitator, you decide not to proceed with your complaint, a brief confidential note of the complaint will be made and no further action will be taken.- I think we need to say what happens to the brief note.

- If you decide to proceed, the respondent will be given the complaint, and the process will be explained to them. They will be asked for a response and asked if they wish to participate in a facilitated conversation to try and resolve the issue.

- If a facilitated conversation is agreed upon, the process outlined below will be followed.

PRIOR TO THE FACILITATED MEETING

Each participant or group will be contacted individually by the facilitator to outline the facilitated conversation process and answer any questions. In this conversation the facilitator will explain the guidelines for the meeting: confidentiality, respect, the use of 'I' statements, and the neutrality of the facilitator. We appreciate there is a wide range of diversity amongst club members, and participants will be asked if they have any particular requirements to enable their participation.

THE MEETING

1. The facilitator meets in a private space with the participants. Each participant has the right to be accompanied by a support person.The facilitator again outlines their role and the process, and ascertains that there is a willingness to attempt to reach a resolution.
2. The person with the issue (A) will be asked to address the other person (B) and describe the issue (not judging or interpreting) and its effect it has had, or is having. This is done without interruption.
3. B is invited to respond to (A). This may be to present their view or to seek clarification
4. (A) will be asked to outline what they see as solutions to the issue and the resultant outcomes of the solutions proposed.
5. (B) will be asked to outline what they see as solutions to the issue and the resultant outcome of each of the solutions proposed.
6. If there is a solution suitable to both parties, agreement is reached. The resolution is documented and each participant is given a copy of the decisions.
7. If agreement is not reached then further options will be discussed. These options may include: no further action, a further meeting once participants have had a chance to consider the discussion of the first meeting, a referral to the wider OPC committee
8. At the conclusion of the process, a brief confidential summary will be held securely by the Conflict Resolution Team for a year, after which it will be destroyed.