

THE CLAY CLUB
RULES, REGULATIONS AND PROCEDURES

(Revised April, 2020, revised Sept. 2020)

The objective of The Clay Club at Sun City Oro Valley is to promote interest in all aspects of clay preparation (recycling, wedging and kneading), building techniques (pinch, coil, slab and wheel), and decorating (glaze, stain and slip).

The Clay Club and its members shall operate in accordance with the SCOV Clubs' Rules, Regulations and Procedures, revised and restated January 28, 2020, and The Clay Club Rules, Regulations and Procedures as outlined in this document, adopted in April 2020.

The governing body of The Clay Club is the Board of Directors (BOD), which consists of the following officers elected by the membership: President, Vice President, Secretary, Treasurer and one advisor. The President may hold office for no more than two years consecutively. The advisor position may be filled by the current past president or elected by the membership should the past president decline. It is suggested that the Treasurer be a full time resident of Sun City, for ease of record keeping with our local bank. Each year the BOD will appoint a nominating committee that will present a slate of candidates for offices. This governing body shall be elected each year during an Electoral Meeting in December.

The Clay Club BOD ensures that the club's financial records are reviewed once per year and secured as part of the clay club documents.

The Clay Club meets once monthly from October through May but may call other meetings throughout the year as needed. These will be announced two week prior to the meeting. If a meeting must be canceled, the membership will be notified as soon as practical. Generally, communication with the membership is via email.

MEMBERSHIP:

Membership to The Clay Club is open to any Sun City resident with a current Activity Card. A clay club member must remain a "member in good standing," i.e. one who has paid his or her dues, has a current Activity Card, has signed memo OPR-008 regarding the sale and display of merchandise, and abides by the rules. In accordance with SCOV Rules, Regulations and Procedures, Section, 4.1 b) "Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption and dissension among club members, other clubs or SCOV in general, may have their club membership suspended or revoked."

Membership to The Clay Club is conditional on completing the necessary orientations in the use of clay, studio protocols, safety measures, and glazing.

MONITORING/ SAFETY:

Since January, 2020, the clay club is required to implement a Monitoring/Safety program. Each member of the clay club must complete the Monitoring/Safety training. The training will be provided to each new member as part of the initial Orientation. Other members should ensure that they complete the Monitoring/Safety training as soon as is practical. Once the training is complete, each member shall have full access to the clay club and glaze studios with no supervision.

CLAY CLUB DUES AND CONTRIBUTIONS:

The Clay Club year is January 1 through December 31. Currently, dues are \$15.00 per year. This is subject to change by a vote of the membership. To the extent that the studio has space, each member will be entitled to a small storage space for clay and tools. In addition, The Clay Club sells beginner tools kits, and provides a limited number of additional storage spaces, as available, for a small fee. These spaces are on a first-come, first-served basis, and provide a fund-raising opportunity for the clay club.

Dues must be paid by January of each year. Dues are in arrears starting February 1; clay and equipment left behind will be forfeited to the club for communal use, and the storage space will be reassigned. Renters should remove their tools and/or other personal items from the clay studio when leaving the community.

The Clay Club sells clay to its members that is suitable for firing in clay club kilns. The cost of the clay pays for the glazes that the club provides at no additional cost to its members. A member may purchase clay from another reputable source but must contribute \$3 per brick of clay to help defray the cost of glazes. The clay must be compatible with Cone 5-6 firing schedule. The club recycles clay discarded by members that is sold for \$2 for 5lb. Homemade or raw earth clay is not permitted unless approved ahead of time by the kiln team lead.

CLAY CLUB USE OF FACILITIES:

The Clay Club studios are open and available to clay club Monitors seven days a week, and to non-monitors during times scheduled by the BOD. On occasion, the studios are closed for classes or special events, which will be announced and posted prior to that event, and unless booked by the SCOV management for other purposes. Such closures will be posted in advance.

As stated in the SCOV Rules Article 4, Section 4.1 d) Members who are not physically able to properly use specialized equipment and/or facilities must be asked not to use this equipment or facilities.

In accordance with SCOV club regulations, capital equipment is available to non-members. However, to ensure their safety and safety of club members these non-members must attend orientation and safety training and pay the same \$15 fee as members. They may use the slab roller, wheel, and put their pieces in the rotation for the kiln. They may not use glazes or any other equipment that is provided by the Clay Club. The Clay Club recommends that residents wanting to use equipment attend member orientation and become full-fledged members of the club with all its instructional benefits.

For the health and safety of the club members animals will not be allowed in the studios.

GUESTS:

Clay Club members may invite a guest to the studio, up to six times per year, so long as the guest does not displace or interfere with the activities of a regular club member. Guests must be residents of Sun City or household guests. Guests may not use the slab rollers or wheels, and may not load, unload, or operate any kilns.

All invited guests must be accompanied, supervised and "signed-in" by the host, who must be a current Clay Club member in good standing. Children must be at least eight years of age to be present in the

studio. A member's privilege to host a guest may be terminated should that privilege be deemed excessive or disrespectful.

COMMITTEES AND/OR TEAMS:

The Clay Club Board of Directors oversees the establishment of teams to assist with the tasks required to operate the club. These teams are headed by one or two team leaders and are established each year by the BOD. All team members are volunteers who perform duties as outlined in the following Attachment. Volunteers also train new members to serve on the various teams, thereby passing on valuable technical knowledge.

STUDIO RULES AND PROCEDURES FOR ALL CLAY CLUB MEMBERS:

Clay club members should follow all procedures as put forth in the required orientations for studio work and glazing. Including but not limited to:

1. The Monitor on duty will have overall responsibility for health and safety in the clay and glaze studios.
2. The Kiln Team Lead or Kiln Master on duty has overall responsibility for the loading and unloading of kilns, and the decision on what to fire safely. The kiln rooms are off-limits except for current kiln team members. Only kiln team members have the authority to move greenware on the drying shelves.
3. The Glaze Team lead or representative has the overall responsibility for the mixing and conditioning and usage of club glazes. Only glaze team members may adjust glaze consistency.
4. Do not touch other people's pieces, they may be fragile.
5. Keep dust to a minimum. Do not sand greenware in the studio.
6. Clean all mats, equipment and tools and return them to their proper location.
7. Use the sign-in log each day you are working in the studio and/or glaze studio.
8. Books and magazines are available for member use and check out. Please return books within a month and magazines within a week so others may enjoy them as well.
9. Before starting to work on clay, cover the table with a canvas sheet of the appropriate color clay.
10. Wheel users should clean the wheel, and adjacent wall and floor.
11. Heavy cleaning should be done using the stand-alone cleaning bin.
12. Clean clay waste should be put in the appropriate wet or dry bin for recycling.

ATTACHMENT TEAM RESPONSIBILITIES

ORIENTATION

The Orientation team leads are responsible for the initial intake of new members to the clay club. The clay studio orientation includes proper use of clay club equipment, protocols for use of clay and clean up. New members learn the proper use of tools, press molds, slab roller, and overview of drying and firing protocols. The glaze studio orientation team lead oversees the proper use of glazes for high firing of completed pieces.

KILN TEAM

The Clay Club currently operates a total of five Scutt kilns. Two are designated for bisque firing and are located in a kiln room within the clay studio. Three are designated for high firing and are located in the glaze studio. In addition, The Clay Club shares its space with kilns for the Glass Club but has no responsibility for those kilns. The Clay Club has a signed agreement with the Glass Club for its kiln located in the clay studio, that agreement is subject to yearly review.

The kiln team leader is responsible for the overall operations, maintenance and scheduling for loading and unloading kilns. The kiln team leader will alert The Clay Club BOD if there are any technical problems with the kilns, or if the kilns require maintenance or replacement. The kiln team leader will ensure that all kiln team members are well trained in loading and unloading kilns safely; maintain a weekly roster of kiln masters; ensure that the firing logs are maintained and filed for documentation; and ensure the proper usage of kiln shelves and kiln stilts and recommend replacement or additions.

GLAZE TEAM

The Clay Club currently provides approximately 25 dipping glazes for clay club members at no additional charge. These glazes are rated at cone 5 although some may be fired to cone 6 with good results.

The team leader is responsible for training members of the team in proper procedures, including safety. After training, members will compound recipe glazes and mix dry glazes. The team is solely responsible for adjusting the consistency of all the glazes in the buckets. A detailed log of each glaze-making session is kept to keep track of glaze and chemical inventories. Supplies are ordered by the team leader when necessary. On occasion they will compound Magic Water or Barnard slip as requested,

The glaze team is not responsible for the Stroke & Coat inventory or miscellaneous glazes donated by various members. The team is responsible for maintaining the equipment in the glaze room, sponges, brushes, tools, and accessories.

ART LEAGUE

The Clay Club coordinates with the Sun City Art League to organize showings of clay club products displayed in various Sun City venues. The showings are to highlight the artists of the clay club and provide artistic décor for members of the community and guests to enjoy. The Team Lead provides the contact with the Art League and organizes the showing in conjunction with a schedule set by the Art League.

COMMUNICATIONS

The Clay Club is required to submit a monthly article to the SCOV tipster. The article must adhere to the SCOV Tipster policies. This team will inform members of monthly events, classes, minutes, agendas, and information to club members. All communication will be sent through email using BCC only.

DISPLAY WINDOWS

The Clay Club currently has six display windows, three in the clay room, three in the glaze room. The windows are used by club members exclusively for the purpose of displaying pottery produced by current members only. By vote of the membership, the windows may be used by another club for a special, temporary project.

Pottery items may be displayed for sale at the members discretion. Pieces must have the artists name and price listed on the bottom of the piece, plus a name and price tile placed in front of each piece containing contact information. The SCOV 10% policy is in effect according to club rules.

EDUCATION

The education team will schedule, register and oversee all educational classes. Classes may be presented by various club members. All registrants must be current club member in good standing. The team will confirm all dates with the secretary prior to announcing the upcoming classes

RECYCLED CLAY

The Clay Club maintains recycling bins for both wet and dry clay. The recycling team, as needed, remixes the clay with ball clay, dries it to kneading consistency and packages it in 5lb-bags. The clay is sold back to the members for \$2 per bag.

SOCIAL ACTIVITIES

The Clay Club hosts different events throughout the year to encourage friendship and camaraderie in the club. The annual events are Goodbye to Snowbirds, Halloween, December Holiday, and biannual is Saddlebrook Clay Club. The Clay Club sets aside an annual budget to host these events.

STUDIO MAINTENANCE

The Clay Club provides equipment and tools for all members to use. The maintenance team will ensure all equipment is properly working. As needed, the team organizes molds and tools. In addition, the team oversees monthly cleanings, which are held the last Wednesday of the month. The team will contact the board if equipment cannot be fixed or needs replacing.