

GRAND CLAY ARTS

OPERATING POLICIES & PROCEDURES

Chapter 13 of Charter Club Policies and Procedures

TABLE OF CONTENTS

A. Safety

Page 4

1. Number One Priority
2. Emergency
3. Bug Alert
4. Area Safety
 - a. Reception Area
 - b. Supply Room
 - c. Studio Area
 - d. Shelving Areas
 - e. Glazing Room
 - f. Kiln Room
5. Safety Training
6. Security

B. Policy/Administration

Page 6

1. Management
2. Board of Directors
3. Code of Conduct
4. Copyright
5. Bob Mohr
6. Membership Meetings
7. Voting
8. Form of Payment
9. Studio Access – Members and Guests
10. Dues
11. New Members
12. Reinstated Members
13. Service Hours
14. Member Not in Good Standing
15. Classes Offered
16. Purchasing Supplies
17. Glaze and Fire Slips
18. Glaze and Fire Stickers
19. Sense and Scents

A. SAFETY AND SECURITY

1. Safety is the Club's number one priority:

- a. When using ladders and lifting heavy objects, use the **buddy system**.
- b. **First Aid Station:**
 - Use the **first aid station** for cuts, eye wash, etc.
 - The first aid station is located next to the back door of the studio and includes a first aid kit (on the wall).
 - The sink is to be used for medical emergencies only.
 - Access to this area must always be open. Do not put anything in the area around the sink.
- c. **Dust** is the ultimate enemy. Use precautions to keep the dust down:
 - Do not drop bags of clay inside the studio to redistribute the moisture in clay.
 - No dry sanding in the studio. Dry sanding must be done outside.
 - Wet sanding is permitted in the studio.
 - Wet mop only; no broom inside. Brooms are only be used outside.
 - No dropping of canvases on tables.
 - Wash and dry all surfaces and tools after use to eliminate dust.
- d. There is **bacteria** in wet clay. Do not touch eye, nose, etc., after handling clay.
- e. Clay is messy, wear appropriate clothes.

2. For all medical emergencies call 911.

- a. Use closest AED, if required, located at Chaparral Center lobby next to Grand Café or Adobe Center front desk.
- b. Notify monitor of any injury/incident. If a monitor is not on duty and it is NOT a medical emergency, call the GCA Club President (or Board member if President is not available).
- c. All incidents must be reported to CAM using form CCF-11, Incident/Accident Report. This form must be filled out promptly by all persons involved and turned in to the President's mailbox in supply room. The form can be found on the GCA website members' area: Resources/GCA Documents/CAM Forms/Incident-Accident Report.

- d. President will review, sign, and turn form into CAM (General Manager's Office at Palm Center).
3. **Scorpions and Spider Alert:** Scorpions are occasionally found in the studio. Be wary when reaching for items under sinks, in cubby, drawers, etc. Insect bites or stings have the potential to be dangerous to humans. Most scorpions are not dangerous to humans, but they do sting. Call the Poison Control Center Hotline at 1-800 222-1222 with questions or concerns.
4. **Area Safety:**
- a. **Reception/lobby Area: Guests** and visitors are allowed in the reception/lobby area.
- b. **Supply Room: No** items will be placed on top shelves that will interfere with the sprinkler heads.
- c. **Studio Area:**
- Aisles must always be kept open. Keep items within the dimensions of the cubby.
 - Immediately clean up all spills.
 - Unaccompanied guests and visitors are not allowed in work areas.
- d. **Shelving Areas:**
- Heavy pieces should not be placed on top shelves.
- e. **Glazing Room:**
- Face masks should be worn when mixing dry glazes,
 - All studio glazes are lead-free. However, many raw glaze ingredients are toxic if ingested or inhaled. It is safest to treat all unfired glaze ingredients as toxic. Do not inhale or ingest even small amounts of these materials.
- f. **Kiln Room:** The Kiln Room is **OFF LIMITS** to all members who are not on the Kiln Committee, unless accompanied by a Kiln Committee member.
5. **Safety Training:**
- a. All new members must receive Safety Training during Orientation.
- b. Current members should review Club safety rules posted on the GCA website under "Member Info" and posted throughout the Club. In addition, a safety topic will be discussed at general meetings and included in newsletters as needed.

- c. The Club will develop and maintain written safety rules for the kiln room, glaze room, and alternative firing. Once approved by SCGCAM these rules will be reviewed with membership and posted.

6. Security:

The studio is equipped with security cameras for member safety.

B. POLICY/ADMINISTRATIVE

1. **Management:** Grand Clay Arts (GCA) is a Charter Club (CC) and is subject to CAM rules and regulations. The Club's policies and procedures must follow the same policies and procedures as The Grand Charter Club Policies and Procedures.
2. **Board of Directors:**
 - Grand Clay Arts has an elected board of directors that is comprised of a president, vice-president, treasurer, secretary, IT Director and two (2) members-at-large. (See Chapter 12, for more details.).
 - GCA Board members have a fiduciary responsibility to club members. Board members are expected to support one another in guiding the Club's future, and to take proactive steps that advance the interest of GCA. These responsibilities include:
 - Protect the Club's assets through responsible and ethical use of authority.
 - Promote fairness and impartial decision-making.
 - Provide transparency and accountability.
 - Promote a high level of professionalism.
3. **Code of Conduct** - Club members must follow the GCA Code of Conduct. (Attachment 1). Any incidents should be reported to the GCA Board.
4. **Copyright** - It is essential for GCA to comply with copyright laws in its use of any image (photograph, graphic, illustration, or artwork) created by someone else. Any image used on any GCA website, newsletter, or promotional materials must comply with the copyright law.
5. **Bob Mohr Award** - Bob Mohr was one of the first Grand Clay Arts (GCA) club members and was instrumental in establishing Grand Clay Arts. To honor Bob's memory, GCA will annually present an award in his name to a member whose work and contributions to the club are significant and improve club operations.
 - The award will be made annually.

- Board officers are not eligible to receive the award.
- Nominations for the award will be made by members of the club on a form prescribed. Dates for submission will be flexible and determined each year by the Board.
- Members will nominate members for the award.
- The Board will select the recipient from the nominations.

6. **Membership Meetings**

- a. There will be a minimum of 4 meetings per year. Members will be notified at least 5 days prior to meetings and will be provided with an agenda, time, and location of the meeting.
- b. Review and approval of the budget for the new year will be held no later than the December membership meeting.

7. **Voting**

- **Annual board of directors'** elections will be held during the month of November. Elections will be conducted online. The Board will notify membership of the election date and the candidates, no later than 30 days prior to the meeting.
- When an unopposed slate of candidates is presented, a formal election is not required. However, a proclamation announcing the incoming officers will be made at the December membership meeting. When there are multiple candidates for an office, or at large candidates exceed the number of positions, an election is required.
- Club members will be provided notification of an election a minimum of 30 days prior to voting but not including the day of vote.
- The Election Committee, with the assistance of the IT Director, shall establish a validation process that ensures that only one vote is cast by a Club member. At the November meeting, members in attendance who cannot vote online will be assisted with on-line voting or will be given a paper ballot.
- Voting will be completed within a minimum of 4 days and a maximum of 7 days.
- All members in good standing as of 21 days prior to the beginning day of the vote, but not including the day of the vote, will be emailed a ballot to their email address of record for voting in election and non-election matters.
- **Voting online may be utilized for non-election voting,** utilizing the same criteria above for election voting.

8. **Form of Payments**

- a. Members - All payments made by members to the Club (for dues, supplies, fees, classes, etc.), will be by credit/debit card only.
- b. Gallery -All payments for purchases can be made with credit/debit card only.
- c. Market - *All payments for purchases must be made with credit/debit card only.*

9. **Studio Access – Members and Guests:**

- a. All members are required to sign-in by swiping/scanning their CAM cards. If a member forgets their card, they can enter their CAM card manually into the computer at the monitor's desk. Members who do not swipe/scan their cards or check in using the computer will be considered in violation of CAM rules and will be reported to the Board.
- b. **Guests and prospective members** may work in the studio when accompanied by a member a maximum of three times per calendar year.
- c. **Regular hours:** Studio doors are open to the public from 9:00 a.m. to 6:00 p.m., when a scheduled monitor is on duty. When a scheduled monitor is not on duty, members may access the studio from 8 a.m. – 10 p.m. by using the keypad at the front entrance. The studio is outfitted with a keyless entry system. Enter the assigned door code to gain entry. The keypad is to the right of the entry door. If the door code does not work, contact membership@grandclayarts.com.
- d. There must be a monitor on duty during all posted open hours, otherwise the studio remains closed to non-members except for guests accompanied by a member.
- e. In the event a monitor is not on duty, there must be two or more people in the studio, and one person must serve as a volunteer monitor. No service hours are given for this time since the person may continue to work on their project. The volunteer monitor is responsible for the workings of the Club and to check CAM cards. Without a monitor, the Club must be closed. The volunteer monitor must always wear the monitor badge. ***No one may work in the studio alone.*** There must always be two people in the studio if a member is working. This does not apply to a monitor on duty, kiln or glaze committee members on duty, or others who are performing assigned club duties.
- f. The studio may be closed from time to time for cleaning. This usually occurs the first and third Wednesday of each month from 7– 9AM and weekly on Sunday evening.
- g. The studio may be reserved from time to time for special GCA events.

10. **Dues**

For continuing members, as of 2025 dues are \$55 per year, and an optional cubby rental is \$40 per year. Dues will be pro-rated as follows:

Join Date/Fees	Dues Amount	Cubby Amount
January - June	\$55.00	\$40.00
July – September	\$27.50	\$20.00
October - December	\$13.75	\$20.00
Admin fee (includes name badge) (New members only)	\$10.00	
Reinstatement Fee	\$20.00	

*If the Club has a shortage of cubbies, a member's name will be placed on a waiting list for a cubby to become available. Cubbies will be assigned on a first come, first served basis. Members who reside in The Grand for less than 90 days are not eligible to rent a cubby. Only one (1) cubby per member is permitted.

11. **New Members:**

a. How to Join:

Join the Club at the website grandclayarts.com. Members will also need to use the website to sign up for classes, manage their profile, review meeting minutes and access information about the Club.

If a prospective member does not have a computer, they may use the laptop in the studio.

b. Only residents of The Grand may join the Club.

c. Orientation is required for all new members and is free of charge. Orientation is also required for reinstated members who have had a lapse in membership for more than 6 months.

- d. **Basic Clay Class** - New members are required to take the Basic Clay class. To request an exemption from taking Basic Clay, complete the Exemption from Basic Clay Class form. Submit the completed form to the Education Director at education@grandclayarts.com.
 - e. Members may start using the Club as soon as they have paid their dues and attended Orientation. Members must attend Orientation and the Basic Clay class as soon as possible.
 - f. **Membership Cancellation** – New Members who cancel membership within 7 days of joining may receive a refund of dues and cubby fees. Cancellations after 7 days will be considered on a case-by-case basis.
12. **Reinstated Members** – Reinstated members will pay according to the prorated dues schedule above. Reinstated members who rejoin within one year of dropping will also pay a \$20 reinstatement fee. Reinstated members are also responsible for all outstanding monies owed (i.e., dues, classes, etc.).

Reinstated members must have the required number of service hours to be in good standing and to have full Club privileges. Reinstated members' service hours will not carry forward. Reinstated members will receive 3 service hours for attending orientation.

13. **Service Hours:**

The successful operation of the Club depends on its members volunteering to perform various studio tasks. Members earn 1 service hour for each hour they volunteer for the Club.

- a. **How Many Service Hours Are Required:** A member residing in The Grand more than 90 days a year (referred to here as full-time member) must always maintain a minimum of 12 service hours to be in “good standing status”.

- b. **New Full-Time Members**

- 1. New full-time members will earn initial service hours as follows:

New Full Time Member Service Hours	Number of Hours
Attend Orientation and Monitoring Training	3
Attend Basic Clay	3
Monitor 2 times (3 hours each):	<u>6</u>
Total Service Hours Required	<u><u>12</u></u>

New full-time members have 60 days to accumulate 12 service hours to be in good standing. See "Service Hours Expiring" below to learn how to manage individual service hours.

Part-Time Members: Six (6) service hours are required for members residing in The Grand less than 90 days a year (referred to as part-time). However, for the first year, new part-time members will need 9 services hours, earned as follows:

New Part Time Member Service Hours	Number of Hours
Attend Orientation and Monitoring Training	3
Attend Basic Clay	3
Monitor 1 time	<u>3</u>
Total Service Hours Required Year 1	<u>9</u>

c. **How to Earn Service Hours:** There are many ways to earn service hours.

- 1. Monitoring:** One of the easiest ways to earn service hours is by monitoring at the front desk. Members sign up for a 3-hour session via the website. In general, monitoring entails answering the phone, greeting members and guests, ensuring members login with their CAM card, and selling supplies and artwork. All members are required to monitor at least once per year. A monitor training class is offered for new members, and a refresher class is offered for those who have not monitored in some time. All new members must earn service hours through monitoring for the first year of membership.
- 2. Monitor Buddies-** Any member may request a monitoring buddy to shadow them during a monitoring session for support purposes.
 - Monitor Buddies earn 1 hour of service for a monitor session. Monitor Buddies are allowed to work on their pieces while supporting with the monitor.

- Monitor Buddies must log their hours via the website; it is not automatically recorded.
 - Being a Monitoring Buddy meets the requirement to monitor at least once per year.
3. **Committees:** After one year, a member can volunteer to serve on one of the Club committees (kiln, glaze, education, special events, etc.) To find a complete list of committees, log in to the website, under Member Menu, go to Member Dashboard, “Engagement”, click on GCA Committees, then click on the committee you are interested in and send an email to the contact.
 4. **Ad-Hoc:** Service hours can also be earned on an ad-hoc basis for Club related activities such as hauling clay, equipment maintenance, policing the drying racks, cleaning, opening, etc. The activity and the associated service hours earned for ad-hoc activities should be determined in advance by the president or related committee coordinator.
 5. **Instructors** have the option of either requesting service hours or pay for the hours associated with the class they are teaching.
- d. **Service Hours Expiring:** All service hours will expire after 12 months. For example, service hours that were earned in January 2024 will expire in January 2025. It is a good idea for members to periodically look at the service hour report to see when a member’s hours were earned to anticipate the need for additional hours. (See Member Help located at the bottom of the home page for more information on services hours).
 - e. **Leave of Absence:** Members who have been away from the Club for medical or other reasons must notify the Board of their return and request reinstatement of services hours that expired during that time.
 - f. **Reasonable Accommodation:** If member is unable to monitor or perform other duties to earn service hours, a website form to request a waiver must be submitted. Waivers will be considered by the Board on a case-by-case basis.

14. **Member Not in Good Standing:**

- a. A member can lose good standing status for two (2) reasons:
 - Service hour requirements are not met.
 - Overdue invoices (unpaid dues, class fees, etc.)
- b. A member **not in** “good standing” due to service hour shortage may come into the studio to work but is not permitted to:

- Buy supplies
 - Use Club glazes
 - Fire
 - Take classes
 - Participate in Club sales (comment - this is less direct and more ambiguous)
- c. A member who has not paid their annual dues may not use the Club until such time as the dues are paid. Nonpayment of dues will result in termination of the membership. However, the member may pay the required dues to be reinstated at any time.

15. Classes Offered:

- a. The Club offers a large variety of hand building, glazing, and wheel classes. Class schedules are posted on the website monthly. Members may register for a class once registration is open. Registration for a class is open the first of the prior month. Only members who are in good standing may register for classes. Note any prerequisites or special tools needed and contact the instructor with any questions.
- b. The Club requires all new members to enroll in a basic clay class. The class includes introduction to clay through finishing a piece and helps educate members on Club procedures and protocols. This class is for new members only and is by invitation only. If a member wants to repeat the basic class, contact the Education Director at education@grandclayarts.com.
- c. All class registrations are completed on the website. Payment must be made online via designated payment methods. The Club does not accept checks or cash payments for classes. If a member is unable to complete registration online, contact the Education Director.
- d. Classes are generally held Monday through Friday 3:00 pm to 6:00 pm or 6:00 pm to 9:00 pm. Alternative Firing Classes are held on Sundays. The maximum class size is 8 students. The time and size of classes allows studio space for members not attending classes. Exceptions to class size must be approved by the Education Director.
- e. **Class Cancellation** – If a member cancels class registration, they must first notify the instructor at least 7 days in advance of the class date. Member must submit an interactive form “Request for Reimbursement of Class Fee” to obtain a refund. The form is located at the bottom of the home page under "Other Requested Forms". A request for a refund less than 7 days in advance will be considered in case of an

emergency.

16. Purchasing Supplies:

- a. **Purchasing from the Club:** The Club orders clay and tools from various suppliers. Supplies and tools are kept in the Club's locked supply room and display case and may be purchased by members in "good standing". Firing and glazing stickers are also purchased from the Club.
- b. For members' convenience, special supply orders designated suppliers may be processed by the purchasing committee. A special-order sheet is posted on the bulletin board outside of the glaze room. Members must include stock number, size, color, and member's telephone number. Stock numbers can be obtained from online catalogs.
- c. Special orders will be delivered to the studio. The member will be notified by Purchasing when the order is received and payment for the order must be made at the time the order is picked up. Special orders must be picked up within a week of receipt or will be returned to the supplier.
- d. If a member purchases clay other than what the Club sells, it must fire to Cone 5 or greater to be fired in Club kilns.
- e. **Donated Items** are accepted if the items are in compliance with Club use and/or rules for sales or charitable giving. Please see Club documents describing how to handle donated items.

17. Glaze and Fire Slips:

- a. Club firing of clay pieces require either a green, white, or yellow kiln slip and place it with your piece on the appropriate shelf.

GREEN = BISQUE

WHITE = GLAZE

YELLOW = RAKU GLAZE and BISQUE

- b. Complete the slip in detail (type of clay used, and if glazed, the name of the glaze(s) and the order glazes were applied). If a runny glaze was used the kiln committee will need to know where it was applied on the piece.
- c. The member's name and phone number are needed for the kiln committee if there is a question about your piece. If the kiln slip is not completed properly, the piece will not be fired at that time. **Note: Each artist should mark their work.** This helps to identify the owner of a piece.

18. Kiln Firing

- a. Use the measuring box located outside the glaze room to determine how

many stickers are required to fire a piece. Then place the proper number of firing and/or glaze stickers on the back of the appropriate kiln slip. The fire and glaze stickers may be purchased during open Club hours when a scheduled monitor is on duty.

b. Use kiln slips as follows:

GREEN slips require fire stickers only.

WHITE slips require both fire and glaze stickers (unless you are using your own glazes.

YELLOW slip requires fire stickers for bisque and fire and glaze stickers for raku firing with Club glazes. Place the completed slip with your piece on the correct firing shelf.

c. All greenware must be bisque fired before going into the glaze firing.

d. No slip cast ceramics can be fired in club kilns.

19. Sense and Scents:

a. Scents. Please no perfumes, aftershave lotions, or scented hand creams while in the studio. Some people experience adverse health effects from exposure to scented products.

b. Jewelry and Other Valuables. The Club is not responsible for any personal items left in the studio. Leave your valuables at home while working in the studio. If something is missing, check with the monitor (lost.

C. SELLING ARTWORK

a. GCA has an on-line and physical Gallery for displaying and selling artwork; all sales are completed in the studio. Several times a year, the Club participates in events or markets coordinated by The Grand where members may also sell their work.

b. All members in good standing are welcome to sell items through the Club Gallery or markets.

To submit or remove a piece to be sold in the gallery, go to the home page, and click on Submit a Gallery Request or Remove a Gallery Item. Within this form is a link to the Gallery Policy. Refer to the Artists Guide to the Gallery to learn the details of displaying your work in the Gallery. The Guide is located on the GCA website at Member Menu (Resources/GCA Documents/Gallery Documents).

c. When an item is sold, 15% will be deducted from the price marked on the

ticket. The 15% deduction covers Square fees, and studio expenses such as packing materials.

- d. Please keep in mind that the items sold through the Club represent the best of your work.
- e. The Club is not responsible for any damage to, or loss of artwork placed in the Gallery or at Markets.
- f. Rules for participating at market sales can be found on the homepage under Member Functions, Selling at Markets. Members must abide by these rules when participating in market sales.

D. EQUIPMENT

1. Extruder:

Members must be approved prior to using the six-inch extruder. Approval is achieved by taking the Extruder 1, 2, 3 class. A list of approved users is posted near the extruder.

2. Slab Roller:

- a. Use of the studio requires a review of procedural steps. A procedural video is located on the homepage under Video Library.
- b. Use the appropriate color of canvas, e.g., red/pink vs. white/gray. Handle with care – these hold a lot of clay dust.
- c. When finished, roll the canvas loosely and place it back under slab roller. If the canvas is very wet, leave it out to dry.
- d. If clay gets on the rollers, clean it off immediately. Do not cut on the canvases or on the slab roller. It is not a worktable.

3. Wedging Table:

Match clay color to the appropriate board, e.g., red/pink vs white/gray. Clean the work area when finished wedging. Do not use the wedging table as a worktable.

4. Wheel:

- a. Don't turn the wheel on until ready to work. **PRIOR** to turning the wheel on, check the foot pedal to make sure it is all the way off (heel down). This is a safety issue, so please make this a standard practice.
- b. Be courteous to the person at the adjacent wheel and be careful not to have clay splatter to other member's work area.
- c. Bats are for use in the Club only. Do not take them home.

- d. Clean up the wheel work area including floor and backsplash area.
- e. Turn off the wheel when finished.

E. WORKING AREAS

1. **Kiln Room** is off limits to all members unless accompanied by a kiln committee member.
2. **Drying Shelves:**
 - a. There are drying shelves in various areas of the Club. Be aware that some are for wheel thrown pieces still on bats. These shelves are clearly marked.
 - b. When placing a piece on a drying shelf, please place it on a board and attach a note with contact info (name, phone number) and the date.
 - c. Pieces may stay on the drying shelf for a maximum of 2 weeks. If a member is not able to pick up your pieces within 2 weeks, a note should be placed with the piece stating indicating when the piece will be removed or ask a friend to remove it in.
 - d. Do not touch or move another artist's work.
3. **Firing Shelves:**
 - a. Firing shelves are the two sets of shelves located outside the kiln room. One shelf unit (Cone 04) is for greenware (pieces which are being fired for the first time). This is called bisque firing. The other shelf unit is for pieces which have been bisque fired and are now ready to be high fired (Cone 5). These are usually glazed pieces.
 - b. After a piece has been fired, it will be placed on shelves for either bisque fired pieces or high fired pieces. Pieces need to be removed as soon as possible. Pieces left on the shelf too long will be put in the “graveyard” where unclaimed pieces are given away.
- . **Glazing Room:**
 - a. An excellent video “Glaze Room Instruction” is available on the homepage under Video Library. It is recommended that all new members and those wanting a refresher view this video.
 - b. Do not add water, other glazes or do anything to alter the glazes. Glazes are carefully prepared by the glaze committee to exact specifications, and any alterations will ruin the glaze. Only glaze committee members may mix or modify glazes. For any concerns about a glaze, complete a “Glaze

Room Request Form” located in the glaze room and a glaze committee member will address the concern. For accidental contamination of a glaze, please let a glaze committee member know immediately.

- ~~c.~~ The glaze committee will post the number of people allowed in the glaze room and time limits. These rules may change from time to time depending on circumstances.
- d. Sign-up on the posted sheet for use of the glaze room ...board even if you are the only person glazing.
- e. Brush on glazes, wax resist, or stains should be applied at a regular worktable, not in the glaze room.
- f. Do not open more than one glaze bucket at a time and make sure the lid is placed back on the correct bucket.
- g. Use wax resist on the bottom of a piece make to make it easier to remove unwanted glaze. After dipping, clean glaze off the bottom of the piece. The kiln crew may not fire a piece if the bottom is not free of glaze.
- h. Be careful of glazes marked “runny”. If the kiln crew is concerned about glaze running, the piece will not be fired. Runny glaze, painted too close to the bottom, can cause the piece to stick to the kiln shelf, a shard, or another item. Layering glazes as well as excessive glaze may result in runs.
- i. Not all glazes are food safe. Buckets are marked if the glaze is not food safe. All stains are not food safe (NFS).
- j. Use the swish bucket under the sink to rinse off brushes, sponges or cups that have lots of glaze on them. Also, use this bucket if you are washing glaze off a piece. This will help prevent the sink trap from getting clogged with glaze.
- k. Glazes are expensive so try to avoid washing glazes off a piece. Use test tiles to see how a glaze will look. Test tiles are provided by the studio and are free to fire.
- l. Learn our glazes! The Club offers several glazing classes which are an excellent way to learn about glazes.
- m. You are expected to clean up after yourself. Clean the inside of buckets using a spatula, use a sponge to clean up any glaze that dripped on the counter, floors, or buckets. Clean film off counter using towels. Leave the glaze room cleaner than found. Do not become offended if a member points out an area that has been overlooked All members are charged with this responsibility.

F. STUDIO TOOLS/SUPPLIES

1. **Do not remove any tools or supplies from the Club. These are for studio use only.** (This includes but is not limited to molds, texture tools, bats, ware boards, banding wheels, slip, stains or glazes.)
2. **Plaster Molds:**
 - a. Molds are delicate and break easily. Do not use pin tools or anything sharp **on the molds. Handle with care.**
 - b. Molds and storage shelves are numbered. When finished with a mold, please wipe it off and place it back on the correct number shelf.
 - c. Do not spray oils (e.g., Pam) on the plaster molds.
3. **Hair Dryers:** Hair dryers located in the studio are available for members to use when drying their pieces.
4. **Microwave:** A microwave located in the glaze room, is available for use to warm pieces before reglazing.
5. **Slip:** Slip is provided by the Club in all shades of clay currently being sold by the Club. Take only the amount of slip needed and be sure the lid is fastened tightly on the container. Do not remove the entire container from the shelf area in case other members need the same slip.
6. **Sponges:** Each work area has sponges provided by the Club. Feel free to use the sponges; return them clean to their respective work area when finished. Do not cut up sponges, use them to support artwork, or remove them from the studio.
7. **Misc. Tools:** Members will find miscellaneous tools in the studio. Members may use all the tools provided (rolling pins, texture tools, stamps, etc.), but be sure to clean and return the tool to the correct drawer when finished.

G. MAINTENANCE SUPPLIES

The Club provides many supplies (the cost of supplies is covered by annual dues). Paper Towels, trash bags, newspapers, plastic wrap, magic water, slip, and cleaning supplies are some of the supplies provided by the Club.

H. MAINTENANCE AND CLEAN UP

1. First and foremost, members must clean up their workspace when finished. Do not leave a mess for others to deal with.
2. Clean-up should include sinks, counter next to the sink, the occupied work

area (including the floor), wheel, shelf behind the wheel and floor under and around the wheel.

3. All discarded pieces/ lumps of clay should be put in the trash. Any slurry and slip created by the wheel or hand building is to be first strained using strainers located next to the sinks. Once the water is strained out, then any clay remaining should be dumped in the trash cans. No clay, no matter how small the amount, should be put in the sinks.
4. Wet wheel pieces may be dried on the bat for a maximum of 24 hours. After removing your piece from the bat, it should be placed on a drying shelf in the wheel area. The clay should be scraped off the bat into the trash/buckets and then washed off/wiped dry and placed in the storage areas.
5. Always turn the wheel off when finished.

Attachment 1

The Grand Clay Arts Chartered Club Members Code of Conduct

Members are responsible for their conduct, as well as the conduct of their guests, and invitees.

1. Every person must conduct themselves so as not to jeopardize or interfere with the rights and privileges of others.
2. Every person must refrain from loud, profane, indecent or abusive language.
3. No person may harass or accost any other person. Physical or verbal abuse will not be tolerated.
4. No person may compromise the safety of themselves and/or others by their actions. Every person shall obey all safety rules and shall cease and desist all unsafe activity.
5. Every person will be held responsible for any damage to studio property caused by that person.
6. All members are expected to comply with Club Policies and Procedures. Members observing an infraction of Policies and Procedures should address it directly with the fellow member in a kind and respectful manner. Infractions should be reported to a Club Board member.
7. Disagreements between club members should be resolved between the members in a kind and respectful manner. If a member experiences unresolved unkind actions from a fellow member, a Board member shall be notified. The Club Board will seek to resolve unresolved disputes.

BOARD ACTIONS: Any person who conducts him/herself in an unbecoming manner or who persists in breaking Club Policies and/or Procedures may be subject to GCA Board action.