

THE RULES AND REGULATIONS
FOR
COPPER ENAMELING AND GLASS ARTS CLUB

Approved September 14, 2018

COPPER ENAMELING & GLASS ARTS CLUB
RULES AND REGULATIONS

1. All officers will be elected by a vote of the general membership and shall serve without compensation. A new slate of officers shall be presented to the general membership at the 3rd Quarter meeting and again in 4th Quarter meeting by the Nominating Committee. Elections will be held during ~~the~~ a 4th Quarter meeting when a quorum is present. A member may be nominated from the floor at the 4th Quarter meeting, provided the nominee has consented to serve if elected. Newly elected officers shall be introduced and installed at a meeting or party in December and take office January 1 following.
2. All club members will be required to sign a waiver absolving the club or officers from any responsibility for any accident or personal injury while operating in the studio. Club members signing the waiver agree to follow the club's safety rules.
3. Fees:
 - a. Annual dues and fees shall be payable in full in January.
 - i. Any member who uses the club shall pay their dues for the new year prior to working in the club or using the club equipment.
 - ii. Any member that hasn't paid their dues by February 1 will be charged a late fee as determined by the Board when setting fees.
 - iii. Any member who has not paid their annual dues by February 15, shall be suspended from membership and denied use of the club facilities.
 - iv. Any member that is suspended may reapply for membership by paying the dues and the late fee and or reinstatement fee as determined by the Boards when setting fees.
 - v. Members that do not pay late fees will be suspended until the late fee and or reinstatement fee is received by the Treasure.
 - b. New members who are enrolled in the basic enameling or glass course, will pay the current class fees, in addition to the current annual dues on a pro-rated quarterly basis.
 - c. A past club member may be reinstated by payment of the current yearly dues and a reinstatement fee. A past club member applying for reinstatement may be required to take a "Refresher Course" if such a need is determined by the instructors and/or Club Board.

4. The club may from time to time offer special courses of instruction on various enameling/glass techniques, equipment operation and safety for which fees may be charged to members wishing to participate. The fees are to be paid prior to the member taking the course.
5. Before a member can operate and use club equipment, that member must be trained and certified for the equipment use. There may be fees required for taking these classes. The certifications are as follows:
 - a. Basic Copper Enameling
 - b. Basic Glass Fusing
 - c. Basic programable kiln operation. (The prerequisite is Basic Glass Fusing)
 - d. Tool Safety and use
 - e. Other courses as deemed necessary by the board.
6. Monitoring Requirements:
 - a. A monitor is required at the club when it is open for enameling or glass work. If no monitor is available, the club will remain closed.
 - b. Monitoring sign up is from 8 AM to 12 PM and 12 PM to 4PM Monday through Friday and 8AM to 2 PM Saturday and Sunday.
 - i. When signing up for monitoring duty the monitor is responsible to be at the club during these hours signed up for as long as at least one (1) other member of the club is there.
 - ii. If no other member shows up at the studio fifteen (15) minutes after the sign-up time, the monitor is released from duty but will be credited for monitoring. The club will be closed at that time.
 - c. Monitors shall not leave the recreation center property at any time during monitoring. If an unusual situation occurs the monitor may find someone to take their monitoring position for the remaining time.
 - d. Veteran members are encouraged to take the monitoring class. New members are required to take the monitoring class.
 - e. Members shall monitor at least once a month to maintain kiln privileges for the next month, with the following exceptions:
 - i. Elected officers during their term,
 - ii. Seasonal members, members taking extended absences or members that are ill and cannot come to the club.
 1. Members in this category shall inform the Vice President of the starting date and the length of time, if known, that they will be away from the club in writing or email.
 2. Members entitled privileges shall be held in abeyance and will resume upon their return to the club.
 - iii. Age or illness exceptions as granted by the Board upon a written request by the member.
7. Kiln Use
 - a. Reserving the use of a glass kiln

- i. A member may sign up for 1 kiln at a time, no more than once a week and in addition to once a week, may use any un-reserved kiln after 8:30 am. If a kiln is not reserved and a member comes into the club and meets the requirements for firing a kiln, that member may reserve a kiln that morning.
 - ii. A member may not reserve a kiln for use more than 14 calendar days in advance. Ie: On May 1 you are allowed to reserve a kiln for May 14.
 - iii. A kiln reservation is good for all day, with the exception of the “Hot Box” or clamshell
 - iv. The clamshell may be reserved for a 4-hour segment, morning, afternoon, & evening (8:00 am – noon, noon – 4:00 pm, 4:00 pm – 8:00 pm, when club hours permit)
 - b. Members using the manual kilns must follow this list:
 - i. stay at the club during the firing except for restroom breaks
 - ii. Items fire in the kilns shall be at least 1/2 “ less than the kiln shelf
 - iii. Clamshell is to be used for smaller pieces, with no single piece larger than 3 x 3 inches
 - iv. After firing is complete, turn temperature down on kiln as low as it will go the click the “select button” if one is on the control box.
 - v. Glass items must be removed by the owner the following morning at 8:00 AM or the member that has reserved the kiln may remove it to a towel left by the artist for that purpose.
 - vi. If kiln paper is used, it must be cleaned with a damp paper towel and disposed of in a tied plastic bag and put in the large garbage can
 - vii. If a mold is used:
 - 1. it is to be returned to its designated place
 - 2. it is the responsibility of the user to ensure that the mold is properly dressed before being fired. If the dressing on the mold becomes damaged, user must put the mold in proper condition before replacing it.
 - 3. Molds are not to be removed from the studio
 - c. Certified members using the programable kilns may load the kilns for firing and may leave the premises for the rest of the day.
 - d. The Skutt kiln is only to be used by the Skutt Kiln Committee for the benefit of the members. A fee will be assessed for use of the kiln and the firing processes and sequences of types of fusing will be as determined by the committee.
 - e. Kilns used for copper enameling shall be turned on at the start of the day and are to be left running until the club is closed when the monitor leaves.
- 8. Damage
 - a. If any tools, molds, equipment, furniture or any part of the physical facility at the club is found to be damaged, the person finding the damage will notify the monitor of this fact. The monitor shall document the damage including a brief description, date found and by whom. The monitor will inform a member of the Board of the damage. The damaged item will be labeled as “Out of Service” and not for club use by members.

- b. The Board will make a determination on how to repair, replace or discard the damaged items that are owned by the club.
 - c. Damage to the facility or furniture will be reported to RH Johnson using the appropriate form for their determination on what steps need to be taken to remedy the situation.
- 9. The facilities in this club are not intended for members to use to make articles for private sales. All members can sell their work through the Village Store and shall be subject to the rules of the Quality Control Committee. If a person takes a commission or wishes to sell directly to someone, they can do this provided they put such a transaction through the club books. The current percentage and sales tax will go to the Village Store and the club will receive the established percentage. There will be no exceptions to this rule. Members who do not comply with this requirement are subject to dismissal from the club. (See Rules, Regulations, and Procedures for Charter Clubs).
- 10. Club members are not permitted to engage in direct merchandise sales without the written approval of the General Manager. i.e. all merchandise sales will be transacted through the Village Store. (See Rules, Regulations, and Procedures for Charter Clubs).
- 11. Committees may be formed by the board as necessary. These committees may provide guidelines to the club for the purpose of streamlining the processes used or as in the case of the Village Store requirements by the Rec Center. These guidelines will be reviewed by the board prior to implementation. Requirements by the Rec Center do not need board review.