

# Rules and Regulations

## Marinette Clay Corner

### September 13, 2023

Members are encouraged to become familiar with the Recreational Clubs of Sun City (RCSC) Board Policy 12(BP12) which is available on line at [www.sunaz.com](http://www.sunaz.com) or in a copy filed in the clubroom. These are required rules for all RCSC clubs and members.

Individual clubs make rules which apply only to their club. These rules are approved by the members with a vote at a general meeting. They are changed only by a vote. Marinette Clay Corner Rules and Regulations are available on the club's website and also posted in the clubroom.

Clubs also have policies and procedures regarding daily operations which can be changed or modified by the Club's Executive Board. Policies and Procedures are also available in the clubroom.

#### I. Membership, Officers and Elections

A. Membership in the Clay Corner is open to all persons who hold a current RCSC membership card. A club member cannot belong to another pottery/clay club within Sun City at the same time. They can only belong to one.

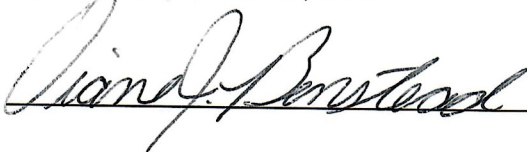
1. The club will issue club membership badges
2. Members are to fill in their emergency phone numbers on the club's membership form annually.
3. Badges are to be worn at all times in the club room.

B. Annual membership will be Twenty dollars (\$20.00) and membership renewal will start on November 1st and be completed by December 31st. All renewals after the December 31st will be \$30.00 for the current year. Reduced dues for those joining from September 1 to December 1 will be \$10.00. From December 1 to the end of the year dues will be \$20.00 which includes the dues for the following year.

C. Privileges of members are to hold office, to vote in general membership meetings, and to participate in all club activities.

Date of Membership Approval – September 13, 2023

President's Signature



Date:

9/13/2023

1. Guests are required to pay \$2.50 a day to work at the club with a member. In lieu of the \$2.50 a guest may present an RCSC daily card for that day or a member's punch card which will be punched by the monitor.
2. Members and their guests are required to conduct themselves in a polite manner. Members are responsible for the demeanor of their guests.
3. A guest may work with clay a maximum of six (6) times a year.
4. A guest may not use any equipment including slab rollers, wheels, without supervision of club member.
5. A guest may not take classes.
6. A guest may not displace a member.
7. A visitor is defined as a person taking a tour, learning about the club, buying sale items, or being with a member who needs help. The visitor will not work with clay and is not required to pay the guest dues.

D. Officers – Marinette Clay Corner has a President, a Vice President, a Secretary and a Treasurer. Each officer has one vote in Executive Board meeting. Officers are elected yearly by the club and may hold the same office for a maximum of 3 consecutive years with the exception of the treasurer position. The treasurer position does not have a time limit. The Club's Executive Board is responsible for the control and management of the club and the enforcement of RCSC and club rules and regulations. If a vacancy occurs, the remaining Executive Board appoints a replacement.

E. Elections - A Nominating Committee of three (3) volunteers shall be chosen from the general membership at the April meeting.

1. Elected officials are not eligible for the Nominating Committee. These members shall meet and prepare a slate of candidates for office for the following year and present this slate to the members at the October meeting.
2. The slate of proposed officers is presented at the November general meeting for a vote of the members. Nominations from the floor are accepted on Election Day.
3. Election of officers for the following year will be held by written ballot at the November general membership meeting. The election, in written form, is held by the Nominating Committee on ballots prepared in advance. The Nominating Committee will

Date of Membership Approval – September 13, 2023

President's Signature  Date: 9/13/2023

announce the results by the end of the November meeting. Quorums can be reached only in person except in the case of an act of God or pandemic situation where an electronic vote can be taken to reach a quorum.

II. Duties of Officers

A. The President: (Must be a 10 month resident of Sun City)

1. Holds Executive Board meetings prior to monthly membership meetings.
2. Appoints chairpersons for all committees.
3. Appoints a person(s) to audit the monthly financials, either from the club general membership or obtains an outside auditor.
4. Posts updated Rules and Regulations
5. Delivers a copy of updated Rules and Regulations to the Chartered Clubs Office.
6. Supervises timely filing of all reports.
7. Initiates an investigation into all incidence reports.

B. The Vice President:

1. Presides in the absence of the President and succeeds the President if a vacancy occurs.
2. Performs duties requested by the President.

C. The Secretary:

1. Records the minutes of all monthly general meetings and all Board meetings.
2. Files Club Membership Roster (BP12-1) quarterly in conjunction with the Monitoring Chairperson.
3. Files Membership attendance sheets from the general meetings with meeting notes.
4. Files New Club Officers Report (Form 12-3), submitted to RCSC Clubs Office.

D. The Treasurer: (Must be a 12 month resident of Sun City)

1. Is the custodian of all funds and collects and disburses funds by check only.
2. Presents a monthly business report at each general membership meeting, files and posts a copy on the club bulletin board.
3. Prepares annual Club Financial Statement for the RCSC by January 31 of each year.

Date of Membership Approval – September 13, 2023

President's Signature



Date:

9/13/2023



4. Is present, or appoints a designee, for all Open Houses Fun Fairs and money making events to collect revenue.
5. Tracks all sales of club members and issues Form 1099's for all members who had over \$600 in transactions.
6. Prepares Club BP(12-4) monthly, if applicable, and sends to RCSC, along with any monies collected from this source.
7. Prepares Form 990N and files prior to May 15th annually.

III. Finances

- A. Signatures of the President and Treasurer are to be on file at the bank where club funds are deposited. Either the President or the Treasurer signs all checks issued. Payments are made only against authorized vouchers or other appropriate evidence of expenditure.
- B. Disbursements in excess of five hundred dollars (\$500) must be approved by the club membership except in a case of emergency repairs or supply shortages.
- C. A majority of the Executive Board or the President must approve emergency expenditures. Maintenance of club equipment and purchase of clay, tools, or glazing materials, taxes, equipment and normal expenses are exempt from this rule.

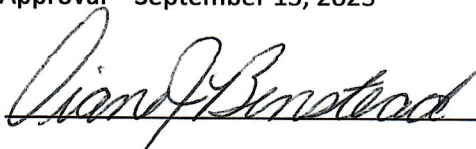
IV. Grievances

- A. Any member having a complaint or grievance is asked to complete a conduct report, available at the club, stating the nature of the problem. All conduct reports should be presented to a member of the Club's Executive Board. Members may request a meeting with the COC if complaint or grievance involves a Club Executive Board Member.
- B. Club members must conduct themselves in a civil manner so the rights and privileges of other members are not jeopardized. Monitors may politely request a member to change an inappropriate behavior and then immediately inform a Board member of the issue.
- C. Offenses will result in the following procedures to be taken by the Executive Board:
- D. Step 1 Oral Warning
- E. Step 2 Oral and Written warning
- F. Step 3 Further offenses will result in Suspension from the club

V. Hours and Meeting Schedules

Date of Membership Approval – September 13, 2023

President's Signature




Date:

9/13/2023


- A. The Clay Corner is open Monday through Saturday from 7:30am to 9:00 pm and Sunday from 8:00 am to 6:00 pm.
- B. The general membership meetings are held at 9:00 am on the second Wednesday of each month, September through April, exception: no meeting in December.
- VI. Clay and Materials
  - A. Only clay purchased from the club or approved by the Club Purchasing Agent will be fired. Members are allowed one (1) square bucket for clay storage which must be marked on the side and top with the member's name. All the member's possessions left in the clubrooms must be contained within the buckets. Members who have not renewed their dues by February will have their bucket removed and clay and tools in the bucket will become club property.
- VII. Club Use and Firing Privileges
  - A. All members are required to work for eight (8) hours per month for the club in order to use the Club's facilities and to fire pieces. Distinguished members, those 80 years of age or older, are exempt from the 8 hour work rule. Hours are calculated one (1) month prior in order to fire the next month.
- VIII. Classes and Workshops
  - A. Monitor orientation class, special beginner's classes and glazing classes are mandatory.
  - B. Free workshops may be held anytime during the year. Sign- up sheets with all pertinent information will be posted at the club.
  - C. Members must pay their class fee at the time of sign-up prior to the start of the class. Checks are written to "Clay Corner."
  - D. There are no refunds given for classes not taken.
  - E. Teachers must schedule workshops and classes with the Board's designated Class Scheduler.
  - F. Class Instructors will pay the Club ten percent (10%) of the class fees they receive.
- IX. Glazing and Firing
  - A. All members must have completed their first glazing class to present a piece for firing.
  - B. Members must pay the Monitor for the glaze before the glaze is used. Monitor will check for hours worked and fill out the appropriate firing slip for the piece necessary.

Date of Membership Approval – September 13, 2023

President's Signature  Date: 9/13/2023

- C. Under no circumstances are kiln lids to be opened by anyone not on the kiln team. Do not remove signs on the kiln. Only the kiln team touches the kilns.
- D. Kiln team members have the right to refuse to fire any questionable pieces.
- X. Club Sales
  - A. Members must be in good standing with the club in order to sell their items.
  - B. There will be a maximum of ten (10) items per person. Members' items must be removed and taken home after ninety days if not sold.
  - C. Club members will have two (2) weeks to retrieve their items after being notified of the 90-day period. If the items are left, they become Club property and the owner will forfeit ownership.
  - D. In accordance with RSCS BP12, all sales are subject to ten percent(10%) commission if the piece is produced all or partially through the use of club facilities and/or equipment.
- XI. Fairs and Exhibitions
  - A. Members wishing to sell at fairs and exhibitions must have eight (8) hours of documented Club work during the month prior to the fair or exhibition in order to participate. Must be in good standing with the club in order to sell their items.
  - B. In accordance with RSCS BP12, all sales are subject to Fifteen percent(15%) commission if the piece is produced all or partially through the use of club facilities and/or equipment.
- XII. Personal Sales
  - A. All personal sales outside the Club are subject to ten percent (10%) commission if the piece is produced all or partially through the use of Club facilities and/or equipment. We are relying on the integrity of our membership to report such sales.

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