

# Membership Policy and Procedures

## January 18, 2024

The PEI Potters Studio is a co-operative not-for-profit organization. Membership entitles anyone to have access to the studio, use of equipment and supplies, and the ability to attend any workshop and activities organized by the studio. Members are also entitled to discounts on clay purchase, workshop fees and other products of the PEI Potters Studio Coop

This Policy on membership consists of three components:

- Studio use
- Member privileges
- Member responsibilities

The Procedure of membership section describes the rules for membership in the studio.

General information about the studio can be found on our website at [www.peipottersstudio.ca](http://www.peipottersstudio.ca)

## Policies

### **1. Use of the studio**

- a. Members can use the studio anytime **except** when classes or workshops are in progress. (Usually Monday, Tuesday, and/or Thursday nights and Saturday mornings.) There is also no access to the studio during regular cleaning times, which are from 8-10 am most of the year and from 3-5 pm in the summer months.
- b. Members can have a small personal storage space (eg. milk carton crate) in the basement. The container should be marked with your name and year the membership was purchased.
- c. Members are able to use any supplies and equipment in the studio provided you clean and return them to their proper space. Members may use prepared glazes and tools. All items are to be cleaned and returned to proper storage when done. Stains, ingredients for making glazes, etc. cannot be used without proper training nor can the kilns be loaded, or fired by anyone not on the kiln committee.

- d. Members have access to the fridge to store food items on a short term basis.
- e. Production pottery is **not** allowed . Members are limited to producing no more than 20 pieces per person per month. (Refer to policy on production pottery)

## **2. Privileges**

- a. Members may purchase a reasonable amount of new clay or reclaimed clay at the approved cost.
- b. Members may place an order for personal supplies (eg. trimming tools, special glazes) through the studio by contacting the Procurement officer and reimbursing the studio for the cost of the items at time of delivery.
- c. Members can receive a discount on any classes or workshops organized by the studio with approval by the Board of Directors.
- d. Members can register for any “in house” workshops/programs provided by the studio as long as space allows.
- e. If necessary, members are allowed to bring their certified service dog.
- f. Members may bring in a non-studio guest on a one-time basis for a small fee (\$10.00) You must have prior permission from the executive. No child under 9 years old is allowed.
- g. Members may attend annual general meetings and be allowed to vote. They may also submit a proxy vote if unable to attend the meeting.
- h. Members will receive a login code to access the membership only pages on the website.

## **3. Responsibilities**

- a. Members are expected to attend the annual General meeting. If a member is unable to attend they may also assign a vote by proxy.

- b. Members must commit to volunteering at least 1 hour /month in some aspect of studio operation with one of the following committees: glaze, kiln, re-claim, cleaning, education, communications, executive, etc.
- c. Members must be familiar with the studio Organizational chart so they know who to contact for information or assistance.
- d. Members must clean up after themselves and return cleaned tools etc. to their proper areas. You can tidy any areas you notice are in need of cleaning.
- e. Members must respect other member's pottery. Try not to touch or move pieces not belonging to you. If you unwrap plastic to look underneath to find your piece, you must re-wrap it.
- f. Members must store their personal items and clay in their storage bin in the basement or take them home.
- g. Members must try to finish their projects in a reasonable period of time. Pieces left on the shelves or in the basement that are bone dry or untrimmed will be assumed to be abandoned and during one of the pre-announced clean-ups, will be either reclaimed or donated to the next annual pottery sale
- h. To enable recognition of your greenware pieces, we suggest you put your name on a piece of paper under your project, or mark on the bottom of your piece.
- i. Members must take their finished pieces home in a reasonable time. Non-recognized pieces and pieces covered in dust will be considered abandoned and will be donated to the annual sale. Any broken pieces left in the studio for more than a month will be disposed of.
- j. Members must remove any storage bins and personal belongings when their membership lapses.
- k. Members must check bulletin boards and the website for notices and updates.
- l. Members must provide the membership coordinator with your updated contact.
- m. Members must record their "makers's mark" on the sheet provided.

- n. Members must know and follow the membership policies and procedures.
- o. Members must be responsible for their own safety and that of others. Members must adhere to the health and safety standards and procedures of the studio.
- Absolutely no sanding is to be done indoors.
  - Wipe all surfaces using wet methods only.
  - Know the location of and how to use the fire extinguishers.
  - Know where to find the safety data sheets for all chemicals.
  - Know the location of the first aid kit.
  - Protective facial gear must be worn when using the grinder.
- p. Members must contribute to the cleanliness and ongoing operations of the studio, including ensuring that the building is secure and safe for use. Any issues that require immediate action must be reported to the appropriate contacts as soon as possible.

## **Procedures for Membership**

1. Persons requesting membership must complete an application form.
2. Approved members must pay the annual fees
3. Persons applying must be 18 years of age or older.
4. Applicants must have previous pottery experience, have completed Potters Studio adult class, or completed another pottery class as cited in the application .
5. If the applicant has completed the Saturday under 18 year old class, they will be required to complete an adult class prior to obtaining a membership.
6. New members must complete an orientation of the studio to fulfill membership qualifications.
7. The number of members allowed in the PEI Potters Studio Cooperative is determined by the functional capacity of the studio facilities. This is determined by the Board of Directors and ratified by a member's vote. At present the maximum number of members is 70. Due to limitations of numbers allowed, the studio has created a **membership waiting list**. Any person requesting membership is added to the list on the date requested. Recording and maintaining this list is the responsibility of the Membership Coordinator

8. Membership applications are reviewed by the Board of Directors and forwarded to the membership coordinator with recommendations for allowing the applicant membership

9. When membership space becomes available, applicants on the waiting list are offered a membership. Applicants are taken off the waiting list, according to the date they applied ( all application criteria must be met).

10. Membership runs from April 1 to March 31 yearly.

11. All memberships must be prepaid in full before March 1 of that year. Anyone not paid before March 1 will automatically default their entitlement to membership. They can then place their name on the bottom of the waiting list

12. Existing full time members will pay \$260.00 per year. First time members will pay \$270 for the first year only.

14. Membership fees can be paid by cheque, cash or etransfer to the address given in the information emailed early in the calendar year.