

SUN CITY CLAY KORNER
CLUB RULES

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ARTICLE I – GENERAL.

Section A – Name of the Club.

The name of the Club is the SUN CITY CLAY KORNER.

Section B – Purpose of the Club.

The purpose of the Club is to further the common good and general welfare of people in the Sun City community with an interest in working with clay as a hobby. The Club purpose is facilitated through the cooperative exchange of Member knowledge and skills and promotion of good fellowship and safety for all Club Members, guests and visitors.

Section C – Club Governing Doctrine. Club Rules and Policies incorporate by reference all Recreation Centers of Sun City (RCSC) requirements (e.g. Bylaws and Board Policies) and are accordingly not restated herein. Where RCSC and Club governing documents are silent on an issue, Roberts Rules of Order *may* be used as a guide. Nothing in these Rules absolves any Member from their individual responsibility to know RCSC requirements with respect to Chartered Club operations and conduct. RCSC Board Policy-12 “Chartered Clubs” is available online at www.sunaz.com and a copy is provided in the clubroom.

Section D – Club Facilities and Equipment.

Club facilities and equipment are the property of the RCSC and may not be altered or removed without RCSC permission.

Section E – Definitions. Terms used in these Rules will have the same definitions as similar terms used in RCSC Board Policy 12 (BP-12). Additional definitions are:

1. “Club” – The Sun City Marinette Clay Club.
2. “Rules” – These Club Rules properly approved by the Membership, submitted and approved by RCSC. Available on the club website and posted in the clubroom.
3. “Board” – The Members elected as the Club Executive Board in accordance with these Rules.

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4. "Member" – Individual that holds a current RCSC Member Card and a current Club membership.
5. "Member-in-Good-Standing" – Members that are not under disciplinary action (e.g. temporary suspension).
6. "Monitor" – A member trained, logged in and on-duty in accordance with BP-12 and these Club Rules.
7. "Policies and Procedures" – Board approved published guidelines and processes providing more detail in support of Club Rules.
8. "Instructors" – As used in these Rules are Non-compensated Members providing training to Members as approved by the Board. Instructors are not guests, visitors or independent contractors.

ARTICLE II – CLUB AUTHORIZED CLUB USERS

Section A – Club Membership.

1. Membership in the Clay Corner is open to all persons who hold a current RCSC membership card ("Cardholder").
2. Members must agree to abide by RCSC and Club requirements and the directions of the on-duty Monitor(s) in the performance of their monitor duties.
3. Individuals must have the skills to understand and comply with safety requirements in the operation of equipment and tools common to the practice of working with clay to become a member.
4. A club member cannot belong to another pottery/clay club within Sun City at the same time. They can only belong to one.
5. The Board may refuse membership to any individual with a condition which may result in injury to the individual or other Members, damage to the equipment or facilities, or otherwise create an unsafe situation.
6. Privileges of members are to hold office, to vote in general membership meetings, and to participate in all club activities.

Members are required to Monitor as provided for elsewhere in Club Rules and Policies.

Section B – Club Membership Dues and Honorary/Lifetime Memberships.

1. Annual membership will be Twenty dollars (\$20.00) and membership renewal will start on October 1st and be completed by December 15th. All renewals after December 15th will be \$30.00 for the new 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.
2. The Club will issue Club membership badges upon payment of dues. Badges are to be always worn in the club room.

Section C – Guests and Visitors.

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 and shall not be unescorted while in

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Club spaces. Guests and Visitors must be made aware of safety requirements before entrance to workspaces.

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 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.

Section D – Independent Contractors and Instructors.

1. All Club use of Independent Contractors must be approved by the Board. Members that are compensated for services are Independent Contractors and must complete [\(FORM BP:12-5\)](#).
2. Independent Contractors shall be made aware of Club Safety Rules, Policies and Procedures.
3. Instructors, as defined above, must be from the membership, are non-compensated and approved by the Board.

Section E – Club User Reporting Requirements. The Club monthly attendance report will be completed as directed by the President.

ARTICLE III – CLUB EXECUTIVE BOARD AND OFFICERS

Section A – Club Executive Board.

1. The Board is responsible for the control and management of the club and the enforcement of RCSC and club rules and regulations.
2. The Board will consist of the four (04) Officers: a President, a Vice President, a Secretary and a Treasurer. The President or Vice President must be a full-time Sun City resident.
3. The Club's Board shall be elected by a vote of the membership eligible to vote. Only a Member-In-Good-Standing may be considered for election to the Board. Officers are elected yearly by the club and may hold the same office for a maximum of 3 consecutive years except for the treasurer position. The treasurer position does not have a time limit.
4. Each officer has one vote in a Board meeting. The Past-President is an advisor to the Board for one (01) year and does not have a vote on the Board.
5. If a vacancy occurs, the remaining Board appoints a replacement.
6. Board members must recuse themselves from Board decisions if there is a conflict of interest.
7. Board Members that miss three (03) meetings in a row are subject to automatic removal by majority vote of the remaining Board.
8. Board Members may be removed from office for the balance of their terms by a Super-Majority (two-thirds) vote of the Members at a meeting noticed to include that purpose.
9. Club Officers are to assist incoming new Club Officers with transition issues, location of records, completion of required reports and continuity of Club operations.

Section B – Club Officer and Board Member Duties.

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1. President: (Must be a 10-month resident of Sun City)
 - a. Holds Board meetings prior to monthly membership meetings.
 - b. Appoints chairpersons for all committees.
 - c. Appoints a person(s) to audit the monthly financials, either from the club general membership or obtains an outside auditor.
 - d. Posts updated Rules and Regulations.
 - e. Delivers a copy of updated Rules and Regulations to the Chartered Clubs Office.
 - f. Supervises timely filing of all reports.
 - g. Initiates an investigation into all incidence reports.
2. The Vice President:
 1. To act for the President in the absence of the President.
 2. in the event of the President's resignation, extended incapacitation, or removal from office, succeed to the office of President for the remainder of the current term.
 3. To oversee the Club Monitor Program.
 4. To ensure that proper procedures are followed for Club improvements or repairs, including acquisition or disposal of equipment, tools, furniture and fixtures.
 5. Performs duties requested by the President.
3. The Secretary:
 - a. Records the minutes of all monthly general meetings and all Board meetings.
 - b. Files Club Membership Roster (BP12-1) quarterly in conjunction with the Monitoring Chairperson.
 - c. To ensure the Club Website Manager is provided with timely, current information (e.g. Club Rules and Policy changes, event notices, etc.) for the Club website.
 - d. Files Membership attendance sheets from the general meetings with meeting notes.
 - e. Files New Club Officers Report (Form 12-3), submitted to RCSC Clubs Office.
4. The Treasurer: (Must be a 12-month resident of Sun City)
 - a. The custodian of all funds and collects and disburses funds by check only.
 - b. Presents a monthly business report at each general membership meeting, files and posts a copy on the club bulletin board.
 - c. Prepares annual Club Financial Statement for the RCSC by January 31 of each year.
 - d. Presents, or appoints a designee, for all Open Houses Fun Fairs and money-making events to collect revenue.
 - e. Tracks all sales of club members and issues Form 1099's for all members who had over \$600 in transactions.
 - f. Prepares Club BP (12-4) monthly, if applicable, and sends to RCSC, along with any monies collected from this source.
 - g. Prepares Form 990N and files prior to May 15th annually.

Section C – Club Committees and Other Member Designations.

1. Committees may be appointed and dissolved by the President with approval of the Board.
2. Committee and Individual designations shall be in accordance with Club Policy.
3. Committees are authorized to develop Policies and Procedures for their specific area of responsibility and submit to the Board for approval.

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4. The following standing committees, teams and other designations exist with duties provided via Club Policy establishing for each committee the purpose, authority, resources and responsibilities.

- a. Bucket Buddies Committee
- b. Cleaning Committee
- c. Display Committee
- d. Door Openers Committee
- e. Education – Continuing Education
- f. Education – New Members
- g. Glaze Team
- h. Hospitality Committee
- i. Hours Book
- j. Kiln Team
- k. Maintenance Committee
- l. Mentors
- m. Membership/Education Committee
- n. Monitor Training Committee
- o. Publicity Committee
- p. Shelf Monitors
- q. Slip Team
- r. Towels Committee
- s. Yard Art Committee
- t. Website Manager

4. Temporary committees may be appointed to accomplish specific tasks (e.g. evaluate a new equipment purchase, prepare a slate of nominees for an election, etc.) or other specific, short-term needs. The Board will provide Temporary Committees with direction as to purpose, authority, resources and responsibilities with the addition of projected timelines and deliverables. After such committees have completed their work, they shall be automatically terminated.

ARTICLE IV – CLUB ELECTIONS

Section A – General.

1. Election of officers for the following year will *normally* 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 announce the results by the end of the November meeting.
2. Only Members who attend the election meeting in person may vote in the election. No proxy votes, early votes, absentee votes, mail in votes or email votes will be allowed except in the case of an act of God or pandemic situation declared by the RCSC where an in-person meeting may not be held.
3. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting for an election, the use of an electronic vote is authorized to

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achieve a quorum and hold the election. The Board shall establish procedures for voting when an in-person meeting is not possible.

4. 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.
5. The Board shall designate three (03) members, who are not Board members, to tally the vote.
6. The member with the most votes for each position is elected. In the event of a tie for a Board position, a follow-on vote for only the contested position and the tied individuals will be held immediately at the same meeting.
7. If the election is not held as normally provided for the current Board will remain in place until an election is held.

Section B – Nominations.

1. A Nominating Committee of three (3) volunteers shall be chosen from the general membership at the April meeting.
2. 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.
3. Members-In-Good-Standing may run for elected positions subject to the following criteria:
 - a. A minimum of two (02) consecutive years as Member.
 - b. The restrictions in these Rules under Article III.

ARTICLE V – CLUB MEETINGS

Section A – Club Membership Meetings.

1. The General Membership Meetings are *normally* held at 9:00 AM on the second Wednesday of each month, September through April, except for no meeting in December.
2. The Club will be closed to all persons for the duration of the Membership meetings. The quorum for each Membership meeting will be based on the number of paid-up dues Members on the day of each meeting. All members must sign in on the form provided at each meeting.
3. Member voting rights and process are the same as those provided for in these Rules under Article V.
4. After a quorum is present, a simple majority of Members in attendance is required to approve motions; except to amend or rescind these Rules or removal of a Board member, each of which requires a Super-Majority (two-thirds) vote.
5. Only Members-In-Good-Standing may attend Club meetings.
6. *If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted.* Informational meetings may be conducted to follow-on Membership Meetings where a quorum was not achieved.

Section B – Club Executive Board Meetings.

1. Board meetings will *normally* be held the **<WHEN?>** of each month. The quorum for Board Meetings is three (03) Board members. Only Board Members may vote at Board meetings.
2. Board Members may participate in Board Meetings electronically, no non-Board Member electronic (e.g. telephonic, Facetime, Zoom) outside participation is allowed unless specifically

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authorized by the Board for that meeting (e.g. to provide the Board with a committee status report, witness, etc.).

3. Any Club member may attend Board meetings, except when the Board is in executive session. Non-Board Member attendees participate only by consent of the chair.

4. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for electronic participation are the same as those provided for in these Rules under Article V.

Section C – Special Club Meetings.

1. A Special Board Meeting may be called by any of the Board.

2. Notice of Special Board Meetings must be noticed as established by the Board.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

1. Club records shall be maintained as provided for in Board Member duties and Board Policy.

2. Club Meeting Minutes shall be available on the Club website and posted in the Club.

Section B – Club Reports.

Completion of Club reports shall be as provided in the Executive Board duties or as established by the Club Policy.

ARTICLE VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

1. The Club fiscal year is January 01 to December 31.

2. 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.

3. Disbursements more than five hundred dollars (\$500) must be approved by the club membership except in a case of emergency repairs or supply shortages.

4. The President or a Board majority 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.

5. All Club funds (revenues and expenses) must be processed through the Club's accounting system.

6. A Petty Cash Fund is not authorized.

7. The Treasurer and/or Bookkeeper may pay bills and make authorized reimbursements however shall not make purchases.

Section B – Audits of the Club's Financial Records.

1. The Treasurer will assist the Auditor to examine the Club's financial records but shall not perform any part of the audit.

ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES AND CONTRIBUTIONS

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Section A - Club Events. Not applicable.

Section B - Club Activities. All members are required to work for eight (8) hours per month for the club to use the Club's facilities, to fire pieces and attend Club activities. Distinguished members, those 80 years of age or older, are exempt from the 8-hour work rule. Hours are calculated one (1) month prior to fire the next month.

1. Clay and Materials.
 - a. Only clay purchased from the club or approved by the Club Purchasing Agent will be fired.
 - b. Members are allowed one (1) square bucket for clay storage which must be marked on the side and top with the member's name.
 - c. All the member's possessions left in the clubrooms must be contained within the buckets.
 - d. 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.
2. 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.
 - g. Glazing and Firing.
 - i. All members must have completed their first glazing class to present a piece for firing.
 - ii. 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.
 - iii. 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.
 - iv. Kiln team members have the right to refuse to fire any questionable pieces.

Section C - Club Sales. Any Member desiring to sell goods must be in good Standing with the Club to sell at anyplace or time. There is no maximum number of items a Member may sell on an annual basis. All customer complaints will be handled by the person performing the work. If the conflict is not resolved, it will be reviewed, and a final decision will be made by the President.

1. Member Personal Sales in the Club.
 - a. There is a maximum of ten (10) items per person authorized for display in the club for sale at any time. Member's items must be removed and taken home after ninety days if not sold.

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- b. 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.
- c. All sales are subject to ten percent (10%) commission if the piece is produced all or partially using club facilities and/or equipment.
2. Fairs, Festivals 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 to participate.
 - b. All sales at Fairs, Festivals and Exhibitions are subject to Fifteen percent (15%) commission if the piece is produced all or partially using club facilities and/or equipment.
3. Member Personal Off-Site Sales.
 - a. All Member personal sales outside the Club are subject to ten percent (10%) commission if the piece is produced all or partially using Club facilities and/or equipment.
 - b. Benefits to the Club from Off-Site Sales must be equal or greater than if the items were being sold within RCSC facilities.
 - c. The Club relies on the integrity of our membership to report such sales. Members that jeopardize the non-profit 501(c)(4) status of the Club through improper or unauthorized Off-Site Sales are subject to Club disciplinary proceedings up to and including loss of all sales authorization and/or dismissal from the Club.

Section D – Club Advertising and Marketing. As required by BP-12.

Section E – Club Contributions and Raffles.

The Club may hold raffles at the Sun City Thanksgiving Holiday Festival and Club social functions (e.g. Christmas party, Fall and Spring socials).

ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS

Section A – Club Safety.

1. All Members must conduct themselves in a reasonable and safe manner. All Members are required to follow the Board published policies and posted placards regarding care and treatment of tools and equipment, member, guest and visitor personal protective equipment, equipment and shop cleanliness and Member personal conduct.
2. Members are required to sign-in with and display membership badges while in the Club.
3. Members shall request Monitor or Member assistance if unfamiliar or untrained in the use of tools and equipment.
4. Members must be trained before they use equipment that is gas, electric, hydraulic battery, or air powered.
5. Incidents and Injuries.
 - a. If an incident (as defined in the RCSC Incident Reporting Matrix) or injury occurs, follow the Monitor Procedures for responding.
 - b. Once a situation is stabilized, an [Incident Report Form](#) must be completed and filed by those witnessing the incident.
6. Storage of personal items and hazardous materials shall be in accordance with Club Policy.

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7. Members shall not attempt to make repairs on any Club equipment unless trained or a member of the Club Maintenance Committee and shall notify a monitor of tool or equipment problems.

Section B – Club Security.

1. Facility access shall be at the discretion of the Board and may be allocated to designated individuals with Board approval. Individuals authorized Club access shall not allow unauthorized use or entry into Club facilities. Loss of Club entry access keys shall be reported to the President promptly.

2. Removal of tools, equipment or other non-personal items from the Club is not authorized without specific Board Member approval.

3. Closed circuit cameras exist throughout the Club to facilitate monitoring for member safety and Club security. Monitoring of Club cameras other than from the Club monitor station is not permitted. Member voluntary entry into the Club constitutes consent to be monitored via cameras as noted above.

4. The Board shall determine the Club operating hours and holiday closures in Club Policy and ensure close coordination with the Club’s monitoring program.

Section C – Club Monitors.

1. Monitors exist to ensure the safety of all people in the Club, the safety of Club equipment and property and the safety of the Club facility and immediate surrounding areas. The Monitors on duty at any given time are in charge of the Club, Members, guests, visitors and Independent Contractors.

2. Monitors are required to be on duty at all times while the Club is open for work. A minimum of two (02) monitors must always be on duty.

3. Monitor requirements are provided in detail in the separate Club Monitor Policy. All Members are responsible to self-inform of the provisions in the Monitor Policy.

4. Member refusal to comply with a monitor’s direction or Club Rules, Polices & Procedures may constitute grounds for removal from the Club and subsequent disciplinary action from the Club. Monitors may direct a Member to leave the Club for failure to comply.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Club Member Conduct.

1. A Member's inappropriate conduct may include arguments, physical confrontation, blatantly creating turmoil, disruption, dissent or any behavior that places another person in reasonable apprehension of imminent physical injury or places the club or RCSC facilities in jeopardy. Political bias and opinions that may be offensive should be kept to oneself in the Club.

2. 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.

3. Members shall cease working in the Club and exit if they become ill. Additionally, Members shall not be in the Club under the influence of alcohol, illegal drugs, drugs with warning labels that prohibit the operation of machinery or vehicles or knowingly sick (e.g. cold, flu, virus).

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Section B – Club Member Discipline.

1. Any Member displaying inappropriate behavior may be asked to leave the club immediately to de-escalate the situation, for the protection of other Members and/or themselves and to stabilize the Club environment and restore tranquility in the Club.
2. 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 Board.
3. Members may request a meeting with the COC if the complaint or grievance involves a Board Member. If a Board Member is the accused party in a conduct report, the Club Board may not address the issue, and the report shall be forwarded to the COC for action. If a Board Member is the complainant, they shall recuse themselves from the process and participate only as the complainant.
4. Offenses will result in the following procedures to be taken by the Board:
 - a. Step 1 Oral Warning
 - b. Step 2 Oral and Written warning
 - c. Step 3 Further offenses will result in Suspension from the club
5. Any Member disciplined by the Club may submit a written request for appeal to the RCSC. Appeals must be in writing to the RCSC Board within ten (10) days of notification of the Club disciplinary decision. If a Member informs the Board they intend to appeal, the Club disciplinary actions will be held in abeyance until the results of the appeal from the RCSC are received, at which time if the appeal is denied, the Club’s unserved disciplinary decisions may be reinstated.
6. All Club Member Conduct Reports must be completed and submitted within thirty (30) days of the infraction to the COC.

ARTICLE XI - AMENDING OR REVISING CLUB RULES, POLICIES AND PROCEDURES.

1. 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. Sun City Clay Korner Rules and Regulations are available on the club’s website and posted in the clubroom.
2. 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.
3. Club Rules, Policies and Procedures must be published. No “verbal-only” Rules, Policies or Procedures are authorized.

ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION.

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

DATE APPROVED BY THE CLUB MEMBERSHIP: _____

CLUB FORWARDING OFFICIAL: _____

RCSC APPROVAL: _____