



# Expressions Pottery Workshop

*Where Creative Spirit Yields The Perfect Gift*

**For Expressions use only:**  
Date Completed \_\_\_\_\_  
App Received: \_\_\_\_\_

## Application for Membership

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Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Status:

Student

Date of Last Class: \_\_\_\_\_

Former Member

Date of Resignation: \_\_\_\_\_

Non-Member

Past Experience: \_\_\_\_\_

Expressions Member Sponsoring: \_\_\_\_\_

Expressions Member Recommending:  
(Attach letter of recommendation) \_\_\_\_\_

Professional Potter Recommending:  
(Attach letter of recommendation) \_\_\_\_\_

Why is it important to you to be a member at Expressions Pottery Workshop, Inc. Use the reverse side of the application if you need more room.

It is the applicant's responsibility to submit one complete application including this application form, a letter of recommendation from your sponsor, a recommendation from an Expressions member with completed cover letter for each. Completed applications can be physically submitted to the VP box or electronically by emailing the current VP for consideration. Applicants who have not been students need an additional recommendation from a professional potter. The number of current members and familiarity with Expressions studio are key considerations for membership. Applicant may decline available member slot twice while remaining at the top of the waitlist, if declined a 3rd time application is moved to the bottom of the wait list.

By signing below, I agree to the attached Member Policy and Procedures, Studio Guidelines, and the Photo Release.

**Photo Release:** I hereby assign and grant to Expressions Pottery the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me at any activities, and I hereby release Expressions Pottery and all members from any and all liability from such use and publication. I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/ electronic representations and/or sound recordings without limitation at the discretion of Expressions Pottery, and I specifically waive any right to any compensation I may have for any of the foregoing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Letter of Recommendation Cover Page

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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Expressions Member Recommending:  
(Attach letter of recommendation) \_\_\_\_\_

Professional Potter Recommending:  
(Attach letter of recommendation) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Experience: \_\_\_\_\_

Please answer the following in your recommendation:

- your relationship to the individual;
- your assessment of their skill level;
- the individual's level of commitment to pottery; and
- their ability to carry out at least 3 hours of in-house work per month.



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## Member Policies & Procedures

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Membership dues at Expressions Pottery are \$40 per month. The monthly fee allows 24-hour access to the studio (except during special events and scheduled classes), including the use of wheels, kiln, glazes and all other equipment typically available to the cooperative membership. Additional work requirements must be met for bisque weight over 6 lbs. per month. Dues include a bisque weight maximum of 40 pounds per month, subject to work requirements. An additional fee of \$7.50 per pound will be charged for overages.

### **Additional rules are as follows:**

- Adhere to the bylaws of the Expressions Pottery Workshop, Inc.
- Adhere to the Expressions Studio Guidelines.
- Attend the Annual Meeting and any other member meetings called during the year.
- Pay monthly dues by the 10<sup>th</sup> of each month.
- At least 3 hours of work is required each month of each member, but work may be for other than the committee you signed up for. Please note that when classes are in session, extra work will be required of everyone
- Keeps tools and other belongings in your assigned cubicle.
- Glaze all pots by the end of the month if you are leaving active membership roll.
- Limit production to a maximum of 40 lbs. of bisque ware per month, subject to work requirements of 2 lbs. of bisque per hour worked per month.
- Attend the Fall clean up or perform equivalent work time of 3 hours on tasks identified for the clean-up
- Take Saturday duty as scheduled and be responsible for the firing of the glaze kiln. (This may entail soliciting help from other members.) It is the responsibility of each member to find a replacement for his/her duty day if there is a conflict.
- Serve on a minimum of three committees. The committees may be chosen by the member or assigned by the Board of Directors of the Expressions Pottery Workshop and agreed upon by the member.
- Board President, Vice-President, Treasurer and Secretary positions count as one committee position.
- See the committee list for a list of all committees.
- Committee chairpersons will review member credit for work performed for their committee. Actual hours performed on the task will be recorded on the clipboards or time as follows:
  - Gas kiln firing - enter actual hours worked & the online clipboard will calculate
  - Bisque kiln firing- 15 minutes total time per firing
  - Raku firing - 1 hour divided among the members who participate in the set up and tear down.
  - Saturday duty – 3 hours total
- Each member is required to annually renew membership. Renewal of membership will take place at the annual meeting. Adherence to the rules and guidelines of the Expressions Pottery Workshop will be the determinant of continued membership.
- Each member is required to treat all others who utilize the studio in a respectful manner without exception. Use mistakes/knowledge challenges as an opportunity to educate in a positive constructive manner and notify the Committee Chair to provide them with the ability to address general knowledge gaps. Negative and aggressive directives whether verbally or through email are not acceptable. Anyone who feels they have been treated in a disrespectful manner should personally bring their concern to the Board. The Board will be responsible for addressing the concern with both parties and with finding an equitable solution that provides the best outcome for the studio in general.

The Board reserves the right to expel a member if that member is three months in arrears in payment of dues or the member has not performed his/her required work hours or has missed Saturday duty. Members facing expulsion shall be notified in writing by the President or Vice-President of the Board of Directors at least ten (10) days before the meeting of the Board at which the matter is to be considered. (Please refer to the Bylaws, Article II, Section 8)

# Member Policies & Procedures

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## **Committee Chairs Shall:**

- Oversee the operation of their committee and the need and use of supplies and prepare a budget for the year.
- Review member hours as recorded on the electronic clipboard for accuracy on a monthly basis
- Address the responsibilities of the committee and communicate those responsibilities to the committee members

## **Leave of Absence:**

- Any member wishing to take a leave of absence may do so as spelled out in the Bylaws, Article II, Section 6.
- Members must provide written notice to the President of Expressions Pottery Workshop of their intention to go on leave at least 30 days in advance. This notice is to state when the leave is to begin. The leave shall begin on the first day of the month.
- All glazing must be done by the last day of the rental month or removed from the studio.
- All belongings must be removed from the studio prior to going on leave.
- While on leave, members may have none of the privileges of membership which includes no right to vote in the Annual Meeting.
- Members will return from leave based on arrangements made with the Board prior to beginning leave. Members are expected to keep the Board informed of any changes that affect these arrangements.
- Members shall return on the first day of the month.

## **Gallery:**

- Only active members are eligible to show in the gallery.
- The Gallery committee will have the responsibility to decorate and maintain a clean/neat gallery. Each member is responsible for arranging their own space.
- A 20% commission from each sale is returned to the studio.
- During times of special gallery hours, (i.e. Holiday Sale), those persons represented in the Gallery must assist with covering the open hours.
- Each member is expected to work independently and to develop an individual style.
- Selling outside the gallery is permitted
- Members showing in the Gallery must review and adhere to Gallery price list recommendations before pricing pieces

**Board of Directors:** Refer to Article III of the Bylaws.

## **Teachers:**

- Any member who wishes to teach a class at Expressions is required to serve as an 'apprentice' by attending and observing one class term at Expressions.
- During class times, any teacher may produce only work which relates to classroom demonstrations.

**Workshops:** Expressions may host workshops that are led by nonmembers, but in such cases a member must assist.

## **Members who create work outside Expressions:**

- Members are allowed to create work outside of the studio. If work is to be fired at any stage in the studio, member must use approved clay only.
- Must track and record bisque weight for any part done at Expressions as follows:
  - 1/3 weight for bisque firing
  - 1/3 weight for glazing
  - 1/3 weight for glaze firing



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## Expressions Studio Guidelines

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1. Label all tools, clay and belongings in the studio with your name.
2. You may store up to 25 pounds of clay in the studio in your designated area.
3. No children, pets, or smoking in the studio are allowed.
4. Friends may visit but may not work with Expressions equipment, tools, clay, etc.
5. Sign each piece of pottery before placing it on the appropriate shelves for bisque firing.
6. You are responsible for recycling your own trimmings and slurry. Do not discard trimmings, leather hard pieces or bisque or glazed pieces in trash (the bag will break!).
7. Glaze all pots by the end of the month if departing the active rolls.
8. No personal long distance phone calls using the Expressions phone line.
9. Avoid using your cell phone in-studio. This is a distraction to others. Please take calls in the gallery or outside.
10. Please leave the studio at least as clean as it was when you arrived, including:
  - a. Turn the wheel off!
  - b. Clean your wheel, inside & out & any surrounding splashes you caused.
  - c. Mop all around your wheel after using. Do not sweep!
  - d. Re-wedge all clay used & return it to your bag.
  - e. Leave wedging plasterboards clean. Never use anything sharper than a plastic spatula on the plasterboards. Plaster in clay is disastrous!
  - f. If you are the last to leave the studio, please turn off all lights, wheels & close and lock the windows. Turn the heat or air-conditioning down/up to indicated levels.
  - g. Close the door between the wheel room and the gallery
  - h. LOCK all of the doors.