



NORTHERN COLORADO POTTERS' GUILD & STUDIO

NCPG Effective January 2026

RULES AND REGULATIONS

I. MEMBERSHIP

1. The definition of "Member in Good Standing" is:
 - a. one who participates in the cleaning/running/maintenance/ events of the Guild
 - b. one whose dues and fees are paid up on a monthly basis as required
 - c. one who complies with the Rules and Regulations as written
 - d. one whose interactions with Guild members is not disruptive to Guild operations

2. Guild members are expected to be able to work independently in all aspects of pottery, including potting, glazing, and kiln firing (after training, see section IX) and to pay their dues and fees to the Guild in a timely manner. They are required to participate in the cleaning, running and maintenance of guild facilities, including attending meetings, serving on the board, participating in cleanups, staffing sales, and participating in Guild functioning. Participation includes and is not limited to: (answering the door, answering the phone, mopping upstairs and down, emptying trash, making clay cookies, leaving clean water in the mop bucket, laundering towels and aprons, etc). Continued or repeated failure to cooperate in these matters will be reason for dismissal from the Guild.

3. Guild members are encouraged to contribute time and pottery to Potters with a Purpose (PWP), local schools, and other nonprofit organizations to advance education and interest in pottery as an art.

4. Membership limits are 73 regular members and 25 associate members. Family Memberships have been discontinued. Members who joined with Family Memberships before they were discontinued can retain Legacy Family Membership rates & terms. There is a limit to 2 inactive members on Leave of Absence unless otherwise approved by the board.

5. Members who wish to change their membership status must provide written notice to the Membership Chairperson.



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6. For a Leave of Absence refer to the Guild's ByLaws Article IV, Section 1b for complete rules and regulations.

II. FINANCIAL OBLIGATIONS

1. **Full-time Membership:** There is a nonrefundable one-time membership fee of \$400.00 for Regular Membership into the guild. This membership fee can be paid in two (2) installments (half of the membership fee) with the first installment paid on or before the date the member joins the Guild and the second installment due after the new member has completed a three-month probationary period. After the three-month period, if the probationary member is in good standing, the other half of the nonrefundable membership payment will be due and full membership status will be applied.

If full membership dues and fees are not paid in full before the last day of the second month of membership, the new member will be terminated.

2. The New Member Probation Period is 3 months. During that time they may not fire the gas kiln or use the cone 10 glazes. The New Member can participate in shows provided that they are juried in by the Show Chairs and are in good standing with their guild dues and chores. New Members must complete 6 hours of chores for the guild during their probation with the chores being signed off by members to verify their times. Chore charts must be turned into the Membership Chair at the end of their probationary period and failure to complete this requirement will result in forfeiture of their membership.
3. Associate Memberships may only be applied for to the Membership Chair in writing from Regular Memberships or former members that left in good standing.
4. **Dues:** Monthly dues are assessed annually. Dues are payable before the last day of the current month. Dues include two storage shelves for regular members, one storage shelf for associate members and 3 storage shelves for family memberships.
5. **Additional shelf space rental.** When available, additional shelf space may be rented for an additional fee. Additional rental shelves may be recalled as needed to service new members or other guild purposes. Rental fee for additional shelves does not include any other dues or fees associated with the Guild's facility. Shelf rental must be approved and allocated by the Board prior to any member occupying additional shelf space. Ensuring that there is ample free, multi-use space at the Guild is a priority and new racks will only be purchased when approved by the Board.
 - a. Conditions for shelf usage include:
 - Members are expected to care for the shelving units and not overload them. Members will be charged for repairs to overloaded shelves.



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- Members are not to remove or reposition shelves or racks - no reconfiguration or relocation of assigned shelves/racks is permitted.
6. Members must be respectful of our limited floor space. No large items can be stored for long periods of time.
 7. Purchase of Glaze Chemicals. The guild will supply glazes for member and student use provided firings are done with Guild kilns. Members may mix test glazes in the amount of 500 grams. The cost is \$5 per test batch and should be written in the Charge Book located under the front counter. Members may not make Guild glazes for general use.
 8. Clay Purchase. Clay stocked by the Guild may be purchased at member prices by all Regular, Associate, and Family Members in good standing. Clay prices will be adjusted as needed. Special orders for clay not stocked may be made by notifying the Vice President. Special orders are limited to the Guild-approved special order clay bodies. Delivery may take up to 6-8 weeks.

III. WHEN TO PAY

1. Dues, shelf and space rental are billed in advance on or near the first day of the month.
2. Clay purchase, test glaze charges, firing costs, and any other charges accrued during the month will be itemized on the monthly statements. Payment is due by the end of each month

IV. HOW TO PAY

1. Payments must be made by cash or check, or credit card kept on file by the bookkeeper for automatic withdrawal for monthly dues and fees payable to NCPG by the end of the month. Payments due to the Guild will be itemized on invoices either deposited in member mail boxes, or sent via email at the first of each month. Invoices contain information taken from the individual charge sheets found in the charge book at the front desk, and bisque and glaze firing charge sheets. All charges should be listed on the sheets including clay purchases, test glaze chemical purchases, etc.

V. WHAT HAPPENS WHEN YOU DO NOT PAY

1. A member in arrears for dues or other payments will receive a Late Notification letter after 60 days which will include a \$25 late fee. Any member in arrears (for dues or any other payments) in excess of 90 days will be reviewed by the Board and their membership may be terminated. Any member who receives notice of arrears for a second infraction within a 12-month period will have their membership automatically terminated.



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2. If a member is terminated for non-payment, they are not eligible for re-admittance to the Guild.
3. Personal property left at the Guild and not claimed at the time of membership termination or inactivity will be donated to the Guild for general Guild or class use.

VI. PUBLIC SPACES - GENERAL RULES

1. Members must be respectful when utilizing guild resources when classes and workshops are in session.
2. Members may store work in progress on their designated shelves. Counters in the hand building area may be used on a temporary basis if members do not have sufficient space on their own selves.
3. All members are expected to clean up after themselves, and assist with on-going clean up (mopping, emptying trash, etc.) of general use areas such as the front desk, glazing area, wedging tables, kitchen, hand-building tables, etc.

VII. GLAZING

1. RACKS: Racks are provided in front of the kilns for ware ready for bisque or glaze firing. Glaze area shelving units are not to be used for personal storage, but for glazed pots and tests awaiting firing. Racks are labeled as to whether bisque or glaze ware is to be placed on the shelves.
2. GLAZE AREA
 - a. All equipment used in the glazing process should be thoroughly cleaned immediately after use and returned to its proper place. The floor should be mopped clean and the mop left in clean water. Broken pots should be put in containers provided for recycling.
 - b. Members are responsible for listing on the designated white board, any glazes that are low in quantity or have some other issue. Members are not to manipulate (add water to) glaze buckets.
 - c. Glaze materials must not be discarded down the sink drains in large quantities, please allow glaze to dry and then put in the trash dumpster.
 - d. Additional Glaze information is contained in the Glaze Policies section below.
3. GLAZE SPRAY HOOD
 - a. Proper instructions for use of the spray hood, guns and compressor need to be obtained prior to any member using the spray hood.
 - b. The glaze hood should be used when spraying glazes. Volatile solvents can melt the paint and are not to be used in the spray booth.
 - c. Glazes containing lead or cadmium cannot be sprayed due to legal environmental emissions laws. It is highly discouraged to spray barium containing glazes, as well.



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- d. After using the glaze hood, clean the screens if needed.
- e. After using the spray booth, thoroughly clean the booth surfaces, the hood, the filters and the spray gun. Spray air only through the spray gun to dry it and prevent corrosion. Make sure the compressor is unplugged, the lights turned out, and the exhaust fan turned off.

VII. GENERAL GUILD BISQUE AND OXIDATION GLAZE FIRING

1. Pots to be bisqued should be dry before setting out on shelves for bisque. General Guild bisquing will be done when enough bisque ware is on the shelves to justify a full firing of the kiln. The bisque kiln will be loaded and fired by a Guild Assistant. The Guild's target bisque is cone 04.
2. Pots to be glazed should be dry and have their bases cleaned of any glaze so that they do not stick to the glaze shelves. General Guild glaze firing will be done when enough glazed ware is on the shelves to justify a full firing of the kiln. The glaze kiln will be loaded and fired by a Guild Assistant. The guild's target glaze is cone 5 ½ -6.
3. It is the responsibility of Guild Assistants to clean any shelves on which glaze has run. Members will be charged a fine when their glaze runs off their pots onto the kiln shelves. Studio assistants will note on the charge sheet if member pieces have glaze run. A charge of \$10 per piece will be assessed and reflected on the next invoice for any piece that runs on the kiln shelf. It is the artist's responsibility to place cookies under the piece if they think it might run.
4. If a glaze firing (oxidation or reduction) is conducted by a member, and shelves are not cleaned by that member should the glaze run, the Guild Assistants will inform the bookkeeper and/or treasurer that the member responsible for the firing should be charged (as described in section VIII, paragraph 3 above). If the member has included other member's pieces in their glaze firing and charges are incurred because of glaze runs,
5. The member may arrange for reimbursement from the individual responsible for the shelf cleaning assessment.
6. If any question as to the runniness of the glaze, Clay cookies are available and should be put under pieces. Members will be charged \$1 for each cookie that is deemed unusable after a glaze firing
7. Members and class instructors are not allowed to run the oxidation kilns without prior permission from the Guild Assistants.
8. Wares ready for bisque or glaze should be placed on the shelf marked for members' bisque or glaze. The Guild assistants will make every effort to run bisque or glaze wares in a timely manner. However, they will not run the kiln until enough wares are placed on the shelf to fill the kiln.
9. Once removed from the kiln, members' wares should be moved to their individual shelves as soon as possible. Glazed pots are not to be stored on guild shelves. Wares will be considered abandoned if left on Guild shelves for longer than 1 month and may be discarded periodically.



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10. Firing will be charged to members by the cubic foot at the prevailing rate set by the Board. Members firing their own kiln loads are expected to complete a charge sheet.
11. Members firing kilns that include other members' wares should seek direction/advice from Guild Assistants regarding the billing for other's wares.
12. Members firing their own kilns to a cone temperature that differs from the standard Guild firings must get permission before including any other member's greenware to fill the kiln.
13. Guild Assistants will place witness cones in the oxidation kilns monthly, or more often as necessary.
14. A record of the firing time and program, witness cone performance, and other pertinent information will be entered into a designated notebook after each electric kiln firing by Guild assistants and any members using the kilns for individual firings.

IX. KILN USE

1. KILNS:
 - a. Any member in good standing or class instructor may fire the oxidation kilns (if time and space is available) by reserving the kiln using the appropriate sign-up calendar and contacting one of the Guild Assistants in charge of firing the oxidation kilns.
 - b. Guild firings and class firings have priority over individual member's firing and scheduling of individual member firings must be done in advance and with permission from the Guild Assistants.
 - c. Firing of the Reduction and Raku kilns will be done by individual members after training by another member familiar with firing these kilns. Members are required to assist with 3 complete firings with experienced members prior to firing the reduction kiln. Forms to be completed are stored in the gas kiln firing 3 ring binder under the front counter. (see attachment A)
 - d. The current fees for firing all kilns will be posted and may change without notice. Members are required to fill out kiln firings and charge sheets whenever firing a kiln. Charges will be assessed monthly and itemized on the monthly member statement.
 - e. In the event one or all of the kilns are unavailable due to needed repairs, the Guild Assistants may contact members with reservations to reschedule their individual firings
 - f. Individual use of the kilns is only permitted after instruction on the proper use of the kiln by someone familiar with the Guild kilns. New members, regardless of experience, must first assist a Guild member to fire the Reduction or Raku Kiln as described in (c) above. Facility Assistant will instruct members on the operation of the Oxidation Kilns prior to use
 - g. Areas around the kilns should be swept and vacuumed regularly (by each member using the kilns) and kept free of flammable materials. Straw and wood chips from Raku firings should be placed in one of the raku trash cans



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members must recognize that Guild and student firings come first. If approved for use of an oxidation kiln, the member should sign up on the calendar located on the greenware shelves.

- d. Charge sheets need to be completed and put in the payment slot after each member firing.
- e. Enviro-vent fans must be turned on anytime the electric kilns are being fired.
- f. Use of the Guild kilns is restricted to Guild members and approved classes only.
- g. Members may not fire pots for non-Guild friends except for PWP educational or community projects. Kiln space in Guild kilns may not be rented to any non-member.
- h. Firings for private classes or other instances where the wares have not been created by members or students in approved classes require the member to schedule their own kiln firing. See Section VIII (7) and IX in its entirety.
- i. Any use of Guild Kilns outside these parameters must be approved in advance by a majority of the Board of Directors

4. KILN FURNITURE

- a. Posts, shelves, cookies, cones, stilts and anything else that goes into the kilns should be used with care and returned to proper storage areas after use.
- b. It is the responsibility of guild assistants to clean any shelves on which glaze has run.
- c. Members will be charged a fine when their glaze runs off their pots onto the kiln shelves. See section VIII (paragraph 3). If a shelf cannot be returned to usable condition, the member who damaged it will be charged to replace it.
- d. Shelves broken in an attempt to clean glaze drips will be charged to the member responsible for the damage.
- e. Damage directly to the kilns by a member is also the responsibility of that member to have it immediately repaired. Such damage is to be reported by the member to the President or Vice-President immediately.

5. RAKU KILN

- a. When firing the Raku kiln, the member must first review the process and fire with person(s) who have used the kiln at least 3 times.
- b. Members are to sign up for Raku firing. Firings may be scheduled on the gas kiln firing calendar with the members name and a notation that the reservation is for a Raku firing.
- c. Members firing the Raku kiln are responsible for completely cleaning the kiln and shelves when done and reporting any issues with firing to the Vice-President.
- d. Members firing the Raku kiln are responsible for ensuring the gas tanks are filled and ready to use by the next member. Submit receipts for reimbursement or account credit.
- e. Remove the shelves before rolling the Raku Kiln back inside the Guild; allow both kiln and shelves to cool before moving.



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- f. Current firing costs will be posted. Members must fill out a Glaze firing sheet and drop in the payment drop slot to ensure accurate billing.
- g. Members must be present during the entire firing or make arrangements for someone to be present 100% of the time that the gas is on.

X. CLASSES AND WORKSHOPS

1. Guild members who wish to be considered as an instructor must assist in at least one class and be approved for class teaching by the Class Chairperson. The Board determines teacher's compensation.
2. No individual Guild member may have private students at the Guild. See section IX (3, g) for information on firing non-student ware.
3. Members may not use the Guild areas occupied by classes during class time unless approved by the instructor. If such approval is granted by the instructor the members using class areas should be respectful by being quiet and mindful of class space.
4. Classes and/or workshops must have a minimum of 3 participants, or as determined by the instructor. Participants must be at least 18 years of age. Participants aged 18 are required to have a signed liability waiver from a parent or legal guardian in addition to instructor approval.
5. Nonmember participants are required to sign a liability waiver which specifies safety guidelines to be followed. The waiver is to be on file with the specific class roster. Violations of safety guidelines may result in expulsion from class with no refund.
6. Instructor Building Access and Storage
 - a. Instructors will be given 24/7 access to the guild via a six digit code for the lock on the door. This access will be removed for non-member instructors once they are no longer teaching at NCPG.
 - b. Non-member instructors have usage of the building as it pertains to teaching classes but do not have member privileges, meaning they cannot utilize guild resources or materials for their personal use.
 - c. Instructors may purchase clay at the guild at public sales prices. One bag of clay will be included in the instructor fee for demo purposes per session.
 - d. Each instructor will have a mailbox in the member mailbox area.
 - e. Instructors will be provided shelving for their personal needs (tools, demo clay, etc.).

XI. CLAY SALES

1. The Guild will sell clay to its members at cost plus a percentage for transportation and other costs as determined by the Board of Directors. The cost of clay will be determined annually or as needed.
2. Students or those enrolled in workshops may purchase additional bags of clay at the designated student pricing for use during the class or workshop. Such cost will include



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glaze and firing fees while they are enrolled in the class or workshop. Student clay costs are subject to change as needed.

3. Clay will be also available for purchase by the public at a cost recovery plus basis.
4. A book under the counter is to be used by any member selling clay to the public. Type and amount of clay MUST be recorded on the office copy of the clay sales form.

XII. GUILD SALES

As circumstances allow, the Northern Colorado Potters' Guild shall hold a public sale two (2) or more times a year, at such time and place as approved by the Board. Rules governing sales/shows are as follows:

1. The Board will appoint a Show Chair(s). The Show Chair will attend a Board meeting prior to the scheduled show to review and discuss the upcoming shows.
2. The Chair will organize all the committees needed and oversee the running of all the activities/events necessary to have a successful sale.
3. All active members of the NCPG in good standing are entitled to participate in the Guild Sales.
4. Sign-up deadline for members to participate in the show will be determined by the Show Chair with Board approval. After the deadline, a waiting list will be maintained should someone drop out of the show or additional space is deemed available.
5. A drawing will be conducted to assign the space to be used by each member during the sale. Family members are entitled to 2 spaces.
6. All items displayed for sale must be predominately fired in a kiln, materials included are glass and ceramic. Items sold must be created and signed by Guild Member and represent a high quality of craftsmanship. It's the responsibility of members to not reproduce or sell any items that are trademarked or copyrighted. No "seconds", unsafe or damaged items are allowed to be sold. Items that are not food safe should be labeled as needed. Any item a member wants to sell that is questionable must receive prior approval from the show chair.
7. Retail displays and pricing are the responsibility of the individual participant.
8. The Guild will retain a 25% commission on all sales made during the Guild public sales and other Guild sponsored functions.
9. It is the Guild's policy that customers will not be charged for accidental breakage of merchandise during a sale. Members display merchandise at their own risk. The Guild is not financially responsible for broken merchandise during a sale.

XIII. GENERAL AND MISCELLANEOUS

1. Visits to the Guild by educational groups should not interfere with regular activities or events. The member arranging the visit takes the responsibility for the safety and



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behavior of the visitors. Adult guests of individual members may visit the Guild provided that there is room and they are not interfering with members or enrolled students.

2. For safety reasons, members are encouraged not to bring small children or pets. Only members are allowed to use guild equipment (wheels, slab roller, kilns, etc.)
3. Guild facilities are not to be used by individual members' helpers, their apprentices, friends or family.
4. The Guild's **equipment and supplies are not to leave the premises** unless it is being used in a Guild workshop or other project under the direction of the Board, or with prior approval from a member of the Board.
5. All costs, including rental, clay process, classes, workshops, etc. are under Board control.
6. No personal supply orders for any individual member should be charged to the Guild.
7. Contact the Board Vice President with any requests for special orders of clay.
8. Members' personal belongings and pottery are not insured against theft or breakage in the studio or at the annual sales. The Guild is not responsible for reimbursing any member for losses.
9. Equipment carelessly damaged by Guild members should be replaced or repaired by the responsible member. **THIS INCLUDES KILN SHELVES!**
10. Anyone going in or out the Guild should be sure all doors are locked, hot wax is turned off, and lights are turned off when they leave.

XIV. SAFETY GUIDELINES

1. General Guidelines - When using Guild equipment, closed toe shoes should be worn. Be aware of loose clothing and long hair. Rings, bracelets, and watches can also get caught and lost in the wet clay and equipment. Elbow length gloves are provided and should be used when hand mixing glazes. Dust masks rated N95 are available at hardware stores, and should be worn by glaze assistants and members when weighing chemicals and mixing.
2. Spray Booth use. - Dust masks rated N95 are available at hardware stores, and should be worn when spraying glazes. Ear plugs are available for use with the glaze hood. The hood fan must be on when in use.
3. Clean up procedures should always be followed to make the Guild a safe place to work.
4. Members are responsible for his/her own safety, as well as that of others, while using the Guild facility and equipment.

XV. Guild Cleanup

The guild may be closed twice a year, usually just prior to the Spring and Holiday Shows.

1. ALL Guild members are required to participate in the cleanup days by one of the following:
 - a. Participate in cleaning the guild on the day and time designated by the cleanup coordinator



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- b. If you cannot attend the cleanup day, contact the cleanup coordinator to be assigned tasks that can be done at other times. For example, making cookies, cleaning and kiln washing shelves
- c. Any guild member who does not assist with clean-up will be charged **\$25 which will be placed on their monthly invoice.**
- d. Any guild member who does not fully clean off their shelves by the deadline before a cleanup day may be charged \$25 on their monthly invoice.

XVI. GLAZE POLICIES

1. All management of glazes will be determined by the Board. This includes but is not limited to quantity provided, specific colors available, cone type, etc.
 - a. Cone 5/6 (Oxidation)
 - b. Cone 10
 - c. Raku 1
2. Glaze Management Guidelines:
 - a. Members should note on the whiteboard by the glazing buckets when a glaze is running low. Guideline for notifying: bucket is below $\frac{1}{2}$ full.
 - b. After posting a notice about low glazes, please give Glaze Assistants time to perform their duties.
 - c. Members using glaze mixing equipment should return it to the appropriate storage area, and make sure the mixing area is clean (mop floor of any spills, clean surfaces, replace chemical containers to specific places on racks).
 - d. Notify Guild Assistants or Vice President if glaze materials are running low (hot wax and wax resist).
3. Introducing New Glazes
 - a. All members may introduce glazes with Board and glaze assistant approval. A set of test tiles must be created for new glazes.
 - b. Members may use guild chemicals to mix new test batches of glazes by asking permission from the glaze assistants (to ensure that they know the correct procedure and precautions)
 - c. Test batches will be limited to 500 g
 - d. Members will be charged \$5.00 per batch of 500g. Record the charge on member's sheet in the Charge Book located below the front counter
 - e. Includes chemicals for the 500g batch
 - f. Test Batch containers must be labeled with the following information:
 - Name of Glaze
 - Cone Firing
 - Date it was mixed
 - Name of person that mixed or submitted the test glaze



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- Members must fill out the appropriate form with the recipe they used in a designated notebook. Members will be charged based on this notebook (\$1 per 100 g).
- g. The following information will be collected in the notebook:
 - Recipe of test glaze, cone firing, source of recipe
 - Members name who is testing the recipe
 - Date that it was mixed
 - Comments about results after firing
- 4. Guild Glaze assistants will introduce new glazes from time to time. After initial testing by the glaze assistant, small buckets of test glaze may be made available for general use until a new round of voting for glazes is completed.
- 5. Glaze donations are not permitted, unless members provide the glaze assistants with the recipe and test tiles to determine if the glaze might be a candidate for guild use after the annual voting.
- 6. Test Tiles
 - a. Test tiles have been created for all the mixed glazes that exist in the glazing area.
- 7. Glaze Change Process
 - a. Board-approved changes to glazes offered will be communicated to the members.
 - b. Discontinued glazes will not be replenished and can continue to be used until they are used up. If it is apparent that no one is using them, they will be made available to members for a fee.
- 8. The Glaze Room is for authorized users only. Current authorized users are Glaze Assistants or anyone approved by Glaze Assistants or the Board.

XVII. MODIFICATIONS TO RULES AND REGULATIONS

The Rules and Regulations can be changed at any time by majority vote of the board and notification of changes to the general membership. Members may request the Board agree to a one-time exception to any provision of these rules and regulations, to accommodate a special circumstance.

END

ADOPTED: January 15, 2026

PRESIDENT: Dierdre Cook

VICE PRESIDENT: Curt McDonald

SECRETARY: Barb Balok

TREASURER: Torri Anderson Noell

CLASS CHAIR: Diane Budy

MARKETING CHAIR: Jamie Holmberg

MEMBERSHIP CHAIR: Ruth Hartman, Catherine Birney



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President _____



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ATTACHMENT A



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Firing the Gas Kiln

In order to use the gas kiln at NCPG, a member needs to complete 3 firings with a member(s) who have fired the kiln before. The entire process must be completed 3 times. This includes loading, being there during the entire firing, and unloading the kiln. After all firings are accomplished, this form can be given to a Board member.

Name: _____

	Date completed	Name of member(s) firing with	Member(s) firing with signature
Loaded kiln			
Participated in full day of firing			
Unloaded kiln			
Loaded kiln			
Participated in full day of firing			
Unloaded kiln			
Loaded kiln			
Participated in full day of firing			
Unloaded kiln			