

- I. By Executive Officers, Executive Committee, and Board of Directors
 - A. Management of the Club
 1. The Club is to be headed by an Executive Committee under the charge of a Board of Directors.
 2. The Board of Directors shall comprise of the President, Vice-President, Treasurer, Secretary and Membership Chair of the club.
 3. The Executive Committee shall comprise of the Board of Directors and all active Committee Chairs. Executive Committee members who are not members of the Board of Directors are referred to as Executive Officers.
 - B. Composition, Election and Terms of Service of the Board of Directors, the Executive Officers and the Executive Committee.
 1. Each position shall be filled at the September meeting of each Club term. Voting shall be conducted at the September meeting with nominations closed at the last meeting prior to voting. Candidates can be nominated by any club member or themselves. Officers will hold their position for a period of 1 year. When a Board of Directors position is vacated early, an election for a replacement will be made with 1 month notice given to club before voting. The replacement candidate will hold office until the next regular September election. There is no limit on the number of sequential or total periods a member may hold a specific office.
 - a) A simple majority of current members in attendance is required for election. If two or more candidates run for a position, the vote for that position shall be by secret ballot.
 - b) Officer candidates should make their nominations known a month before the election. If they do not then they cannot run.
 - c) There will be notification to the entire membership of upcoming elections two months ahead of when elections are to be held.
 2. Any of the Board of Directors and committee chair positions may be shared by two members. Additionally, one person may serve in two roles, except for the positions of President, Vice President, Treasurer, Secretary and Membership Chair.
 3. Service as a member of the Executive Committee is considered sufficient to fulfill that member's committee work requirement.
 4. Committee chairs may go unfilled in terms where no need is anticipated.
 5. In the event a Board of Directors violates the bylaws, the membership may move to vote on removal from the position and the motion will be carried out by a simple majority.
 - C. Responsibilities and Function of the Board of Directors.
 1. A meeting of the Board of Directors may be called at the discretion of the President. Any member may make a request to the president for a meeting.
 2. Sets club policy when a decision cannot be reached by general consent of the Executive Committee
 3. Approve contracts with individuals and groups doing business with the Club.
 4. All decisions of the Board of Directors will be made by an open vote. A simple majority carries a motion.
 - D. Responsibilities and Function of the Executive Committee.

1. Comprised of the Board of Directors and all active Committee Chairs.
 2. Entrusted with care of Club property and setting of Club policy when a decision cannot be reached by general consent of the membership.
 3. Holds hearings and makes decisions concerning disputes, petitions, contracts, and eligibility of individual members.
 4. Assists the President in negotiating contracts with individuals and groups doing business with the Club.
 5. Approves major purchases or sales made by the Club; defined as any purchase greater than \$100 that are outside committee budgets. (unless these are already approved at a regular membership meeting).
 6. All decisions by the Executive Committee will be made by open vote. A simple majority carries a motion.
 7. The Executive Committee will meet when the majority of Board of Directors feel such a meeting is needed.
- E. Responsibilities of the Executive Committee Members
1. President
 - a) Schedules and officiates at all board and general club meetings.
 - b) Acts as spokesperson for the Board to the general membership.
 - c) Responsible for advertising and public relations work for the Club.
 - d) May call for a meeting of the Board of Directors as he/she feels is necessary and after consulting with the other of board members.
 - e) Approves expenditures as defined in bylaws and is authorized to sign checks.
 - f) Negotiates contracts with outside persons or businesses which are hired to provide services or items to the Club. If contracts require special expertise, then Club members with that expertise should be included where possible. Results are to be approved by the Board of Directors or by the general membership depending on available time and relevance.
 - g) Assists Treasurer in submitting Federal and State forms as required.
 - h) Responsible for oversight of new member orientations by the appropriate committee chair.
 2. Vice-President
 - a) Officiates at membership meetings when the president is not available.
 - b) Have check writing privileges.
 - c) Share in the responsibilities of the presidency and hence know passwords for the keylock, IRS, Facebook account, etc.
 - d) Know the schedule of when presidential tasks need to be done (tax forms processed, state incorporation forms, insurance renewal, rental agreement, etc..) and help with these tasks.
 - e) Takes notes of meetings in the event of Secretary's absence.
 - f) Keeps an updated inventory of club equipment, complete with serial numbers. One copy should be left at the studio and another in safekeeping as an open digital archive, modified only

by the Board of Directors.

3. Treasurer

- a) Approves and maintains Executive Committee spending budgets for studio supplies. Budgets are to be approved on an annual basis.
- b) Budgets are to be proposed on an annual basis, reviewed by the executive committee and approved by the membership at the December meeting. The budget will be presented at the October meeting.
- c) Responsible for collection and deposit of all Club monies.
- d) Keeps financial books, papers, and contracts.
- e) Prepares a monthly financial statement which shall be made available to the Club membership as well as an annual statement reflecting transactions from Jan. 1 through December 31. A read-only digital archive of all financial statements shall be made available to the membership.
- f) Reviews committee budgets by term.
- g) Files Federal and State forms as required with the assistance of the President and/or an accountants or lawyers as needed.
- h) Maintains club subscriptions.
- i) Is an authorized co-signer of the CU Potters' Club checking account.
- j) Pays CUPC bills and invoices in a timely manner.

4. Secretary

- a) Makes any necessary reservations for membership, board and executive committee meetings.
- b) Produces and distributes the agenda of membership meetings with input from the Executive Committee no less than 7 days before the general meeting.
- c) Maintains digital archive of all governmental and financial documents, and backups of important club documents.
- d) Takes minutes of general membership meetings and emails them to members within 7 days of the meeting.
- e) Takes minutes of Board of Director and Executive Committee meetings and sends decisions made at such meetings to the members of the Club within 7 days of the meetings.
- f) Maintains copies of the Constitution and Bylaws in the studio.

5. Membership Chair

- a) Accepts Club fees, membership forms, new member bios, records membership, and makes arrangements for deposits with Treasurer.
- b) Maintains the waiting list, when there is one, for the Club and sends changes to the Web-Master for listing on the Club's web site.
- c) Reminds club members when payment for sessions are needed via e-mail.
- d) Provides information to prospective members and advises each when they may join the Club.

- e) Maintains the Club membership list and distributes list to the members each term.
 - f) Provides committee lists to committee chairs each term.
 - g) Posts a list of members in the studio.
 - h) Maintain guest waivers and coordinate deposit of fees with treasurer.
 - i) Officiates at membership meetings if the President and Vice President are not able to attend.
 - j) Maintains new member packet including general operating instructions and procedures, constitution and by-laws with appendices, description of each committee duties, code of ethics, and updated membership list.
6. Clean-up and Maintenance Committee Chair
- a) Organizes, instructs, schedules, and supervises committee members in cleaning studio.
 - b) Orders tools and miscellaneous supplies for the studio.
 - c) Informs Board of Directors of problems with use of facilities.
 - d) Keeps a record of receipts for archival purposes
7. Clay Committee Chair
- a) Orders clay for the club. Purchases should be coordinated with other committee chairs.
 - b) Notifies members at least one week prior to placing an order so that any personal purchases of clay may be added on. Personal orders are to be paid for upon arrival with prorated shipping fee.
 - c) Organizes, instructs, schedules, and supervises committee members in management and recycling of clay.
 - d) Maintains and once yearly thoroughly cleans out pugmill.
 - e) Informs Board of Directors of problems with use of clay or facilities.
 - f) Keeps a record of receipts for archival purposes.
 - g) Maintains drying and wedging tables.
8. Glaze Committee Chair
- a) Orders and maintains materials needed for making glazes. Purchases should be coordinated with other committee chairs.
 - b) Keeps an inventory of materials.
 - c) Organizes, instructs, schedules, and supervises committee members in making and testing glazes and slips.
 - d) Develops and tests new glazes. May approve members to develop a new glaze.
 - e) Periodically, i.e. when it appears glazes may be going unused, conducts a survey to determine what glazes are favored by the membership.
 - f) Keeps a record of receipts for archival and budget purposes.
 - g) Informs Board of Directors of problems with use of glazes or facilities.
9. Firing Committee Chair
- a) Maintains Club kiln; purchases materials needed for maintenance.

- b) Organizes, instructs, schedules, and supervises committee members in firing.
- c) Clears out unclaimed work.
- d) Informs Board of Directors of problems with use of facilities and coordinates repairs needed with the President and the repair person.

10. Special Programs / Education Chair

- a) Organizes demonstrations, workshops, and other special events for Club member and/or the general public.
- b) Organizes all aspects (clay, glaze, kiln) of occasional raku firings as interest demands.

11. Webmaster

- a) Produces and maintains the Club web site and pays web hosting company.
- b) Maintains the Club's e-mail listserv using the list the Membership Chair sends periodically. Members are removed from the list once they stop making their term renewal.
- c) Posts digital copies of the meetings' minutes on the web site for archival purposes.
- d) Make sure that the most current Constitution, Bylaws, and Code of Ethics are available on-line for view by all members.
- e) Publicize public events.

12. Raku Chair

- a) Currently combined with Special Program Chair.

13. Sales Chair

- a) Organizes all aspects of any Club sales events, including publicity.
- b) Organizes and coordinates with President and Treasurer in payment of sales registration fees, and tax.
- c) Minimum of two sales events per year.
- d) Supervises donation of Club members' work to such sales.
- e) Maintain friend email list.
- f) Maintains presence on social medias.

14. Fundraising Chair

- a) Seeks out sources of income other than from sales.
- b) Applies for grants.

II. Dues and Membership

A. General Membership

1. Number of members in the organization is to be determined by the Board of Directors based on club resources and space available in conference with the Executive Committee.
2. Each Club term is approximately four months in length; each term beginning with the fourth Wednesday in the months of January, May and September.
 - a) A completed membership form, waiver and payment of dues are required for membership.
3. Standing members who will be returning for the following term must turn in a completed membership form, dues and signed waiver form two

weeks prior to the start of the next term (i.e. April, August, December) to the membership chair.

- a) Standing members have 14 days after the fourth Wednesday of the last month of the term (i.e. April, August, December) to send dues to the membership chair via mail. Renewing after the due dates requires \$15 late fee.
- b) After the dues deadline, the membership is not guaranteed.

4. Current Club refund policy is found on the registration form.
5. A member who is asked to leave the club for breaking any of the studio rules or Bylaws will receive no refund of membership dues.
6. Current members who plan to leave the club may apply to rejoin at the start of a new term.

B. Guest Policy

1. Members may have one to two working guests in the studio per visit, who are age 18 or over, who have signed a Registration and Waiver form and have paid the designated fee to the club. They may make up to three pieces of work. The host member must be present and is responsible for appropriate studio use and clean up.
2. Visitors to the studio must sign the waiver form.

C. Rules

1. Club tools and equipment may not leave the studio. Limited amounts of clay may be taken from the studio for personal use with permission from the Clay Committee Chair.
2. Potters must limit their production to the budgeted amount per term per person. Excessive production will be called to the Executive Board's attention and dealt with as seen fit by board.
3. No member of the Club shall be employed by the club.
4. A monthly meeting will be held the fourth Wednesday of every month for the full membership of the Club, with the exception of November unless deemed necessary by the Executive Board.
5. Meeting dates and times can be changed if voted and agreed upon by a majority of the club present at a previous meeting.
6. Business and concerns are to be brought to the club membership at this time. Any item to be added to the regular agenda must be submitted to the secretary via email one week prior to the meeting.
7. Members may not make purchases with expectations of reimbursement from the club without approval from their committee chairs. Any purchase must be approved by the executive committee if the purchase cannot be covered by that committee's budget. Purchases that are not routine studio expenses must be approved by the executive committee.

D. Responsibilities of Members to the Club (Code of Ethics)

1. Members are expected to be self sufficient in conducting their work. Members are encouraged to discuss ideas in an atmosphere of mutual respect and agreed collaboration.
2. All Club member must be respectful of the studio space and other Club members at all times.
3. Members found to be disrespectful to the space/ and or other members will be addressed by the Executive Committee with the possibility of

expulsion from the club.

4. All members must contribute 3 pieces or 10% of their total work (whichever is greater) per club session to club sales.
5. All work contributed MUST be free of major flaws and represent the usual skill of the member.
6. Members who are making pieces but not contributing to sales may be asked to leave the club by the Executive Board.
7. Members are required to help in one Club sale per year and to participate in one studio cleaning per year.
8. All members MUST contribute at least 8 hours (~2 hours a month) of work per term to the club committee they are assigned to.
9. Each member is responsible for coordinating with their committee chair if they are unable to complete their assigned tasks in reasonable time.
10. If a member is found to be repeatedly delinquent on completing their assigned committee tasks, the committee chair must inform the President; at this time the member will receive a written warning via email and have 1 week to complete assigned tasks, or make appropriate arrangements to see that it is done.
11. If the written warning is not acted upon, or the member fails to complete committee work again within a year of the first warning, he/she will be removed from the club.
12. Members will abide the studio use policies (see below).

E. Studio Use Policies

1. All members are expected to clean up any areas of the studio they use for work.
2. Members are responsible for moving their work through the production process in a timely manner. Work left abandoned, unlabeled or for longer than a month in common areas (e.g., the overflow shelves, tables) may be claimed by the Club or discarded.
3. Work left by members who do not renew their membership may be claimed by the Club if left in the studio after the start of the new session.
4. Members must limit their production of pieces to the budgeted amount per term. While members may sell their work, production pottery for personal financial gain is not allowed.
5. Kilns are to be handled only by members of the Firing Committee who have been trained and/or approved by the Firing Chair.
6. Members should not touch or handle the works of others in the studio without permission.
7. Members must label all work with their name, initials, or mark.
8. Members are expected to keep their individual shelf space clean and in reasonable order.
9. Non-members will not access the studio without a club member.

III. Revision of the Bylaws

- A. Notice is to be given to members no less than 7 days before the next regular membership meeting posted as a new business item on the agenda.
- B. The motion will be voted on the month after the month presented to be effective in the new term.
- C. The motion is approved by a simple majority of members voting.

Proposed changes to bylaws - July 11, 2017 by Bylaws subcommittee