

# **QUAIL CREEK POTTERY AND SCULPTURE CLUB BYLAWS (Adopted 7/1/2023)**

## **ARTICLE I – NAME**

The name of the club is Quail Creek (QC) Pottery and Sculpture Club (POTS). It is a non-profit organization.

## **ARTICLE II – PURPOSE**

The purpose of POTS is to:

1. Foster a sense of community and collaboration among members, and to encourage the development of skills and techniques through shared experiences in the studio.
2. Continue, in cooperation with the QC Property Owners Association (POA), to provide and operate a well-equipped facility for members who are interested in working in clay as hobbyist potters. The facilities and club volunteers are not to be used to support individual pottery businesses.
3. Provide instruction, workshops, and demonstrations conducive to the development of members' skills.
4. Make available open studio time for individual work.
5. Maintain clear lines of communication between the POTS Board, members, QC Staff, other Creative Arts and Technology Center (CATC) clubs, and POA Board.

## **ARTICLE III – MEMBERSHIP**

1. All QC residents in good standing are entitled to become members. This applies to full time residents, part time residents, persons under contract with QC to purchase a home, and renters of at least 3 months a year.
2. Guests of a member must be 18 years of age or older and accompanied and supervised by that member. Guests must sign the

POTS Guest Policy and Waiver, and abide by the rules stated therein.

3. All members and guests are to abide by the QCPOA Rules, and sign the QCPOA Waiver and Release. Violations may jeopardize their privileges through QC and POTS suspension procedures.
4. All members must abide by the POTS Studio Code of Conduct and Responsibilities. A signed copy of the POTS Studio Code of Conduct and Responsibilities will be given to each member, with a copy kept in their file. Violations of the Code will result in verbal warning by one of the POTS officers and a notation will be placed in the member's file. A second violation will result in a written notice. A third violation may result in suspension or revocation of membership at board discretion.
5. All members are expected to be knowledgeable of the POTS Bylaws.
6. Because we all learn from each other, members are expected to make the majority of their work within the studio.
7. Members are encouraged to volunteer on our Committees, share their pottery experiences with all members, and participate in our fund-raising and charity campaigns.
8. Members' work is produced using POTS equipment, supplies and through the efforts of kiln and glaze committee members and other volunteers. Therefore, the club will receive a 10% commission on all sales of members' work sold through club display window and QC and POTS sponsored events. These monies go towards equipment and supply purchases for the club. The use of private sales tables at QC sponsored events such as Fall and Spring Festivals, CATC Open Houses, and other club sponsored events is a conflict of interest with club purpose and constitutes a violation of the Code of Conduct. If a member sells work at outside sales events, reimbursement to the club of a 10% commission on sales is expected.

## **ARTICLE IV – BOARD**

1. The governing body of POTS consists of a Board composed of four officers (president, vice president, secretary, and treasurer) and the chairperson of each committee. The officers appoint the chairpersons of the committees. The Board may also designate Board Members at Large to aid officers and chairpersons in completing their tasks, providing back-up, or performing special projects.
2. The officers serve a one year full term and may serve up to four consecutive terms in the same office. A full term begins on January 1 and ends on December 31. An officer may be approved by the majority of the officers to be placed on the ballot for additional terms when there is no one offering to run for that office.
3. The chairperson of each committee serves until replaced by the officers, but may not serve more than four consecutive terms for the same committee. A chairperson may be approved by the majority of the officers for additional terms when there is no one offering to fill that position.
4. A nominating committee recruited from the general membership by the Secretary and composed of at least two members in good standing will prepare a slate of nominees for election as officers. Current officers are not eligible for the nominating committee, but may communicate their desire to be reelected or replaced. The nominating committee is to submit their list of nominees to the Board. Voting by the membership will be conducted before the annual meeting held in December, when results must be announced.
5. Five members of the Board constitute a quorum for the transaction of business provided that due notice of the meeting has been given to all members of the Board. Board Members at Large do not count for the quorum and may not vote on any issue unless the officer or chairperson they are representing notifies the Board, in advance, that they would like the Board Member at Large to vote in their place.
6. The Board meets at least quarterly, or at the call of the President. Notice of the meeting must be given by the Vice President, either by telephone, email, or in writing.
7. The Board supervises the business and activities of POTS including:
  - a. Determining policy for the operation of POTS.
  - b. Establishing schedules and guidelines for open studio time.

- c. Establishing the hour and place of general membership meetings. The annual meeting takes place in December.
  - d. Maintaining and publishing records necessary for the operation of POTS.
  - e. Determining dues and fees for various services such as kiln firings, clays, glazes, and supplies.
  - f. Maintaining a cordial and beneficial relationship with all other clubs operating in the CATC.
  - g. Establishing a reserve fund for the purpose of repairing and replacing equipment.
8. The Board provides for an independent person each year to review and report on the Treasurer's books.
  9. Duties of various Board positions are outlined in POTS Policies and Procedures.

## **ARTICLE V – MEMBERSHIP MEETINGS**

At least one general membership meeting is held in December for the purpose of announcing results of the election of the new officers of POTS and the transfer of duties from the outgoing officers. Any other meetings are to be scheduled by the POTS Board. Notice of the meetings is given by the Secretary at least 30 days in advance by email and posted on the POTS bulletin board. A membership meeting may be called by the membership upon written request to the President. The request must be signed by 10 members, stating the purpose of the meeting. Only the business stated in the request may be conducted.

## **ARTICLE VI – DUES AND FISCAL PERIOD**

1. The fiscal year is the calendar year, January 1 to December 31. A year-end financial statement is filed with the POTS Board, and, if requested by the QC POA, within 60 days following the close of the fiscal year.
2. Annual dues are determined by the POTS Board and are due January 1 and no later than January 31 of each year. Non-payment of dues shall result in cancellation of membership. Dues for new members are the same as the annual dues, unless the Board determines exceptions.
3. Members not renewing their membership are subject to POTS use of their clay, clay pieces, or supplies left in the studio one month beyond the renewal period.

**ARTICLE VII – COMMITTEES**

- 1. The POTS Board establishes committees as needed to ensure the safe and appropriate operations of the club. These include, but are not limited to, the following: Kiln, Glaze & Clay, Monitors, Education & Certification.
- 2. Specific duties of each committee are developed by the Board as a set of Policy and Procedures.

**ARTICLE VIII – AMENDMENTS**

- 1. Proposed amendments of these Bylaws must be submitted in writing to the POTS Board. When approved by the Board, they are presented to the membership for a vote.
- 2. Copies of proposed amendments must be made available to the membership, by email and posting in the studio, at least two weeks prior to the vote.
- 3. Amendments to the Bylaws are approved by a majority vote of the members who submit votes.

**ARTICLE IX – COPIES OF BYLAWS**

A final copy of the approved and signed Bylaws, and all subsequent amendments, are made available to members and to the QC POA. A copy is available at all general meetings and in the studio.

The above Bylaws have been approved and adopted this 2<sup>nd</sup> day of July, 2023.

**Officers:**

President

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Vice President

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Secretary

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Treasurer

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**Chairpersons of Committees:**

Kiln

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Glaze & Clay

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Monitors

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Education & Certification

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