

West Michigan Potters Guild Constitution and By-Laws

Constitution

Article I – Name

The name of this organization shall be the “West Michigan Potters Guild.”

Article II – Objectives

1. Aims

- a. To provide a stimulating and inspirational discussion of problems, interests, and successes; toward the goal of mutual improvement of ceramic skills.
- b. To arouse interest and acquaint the general public with standards, ethics, and appreciation of ceramic art.
- c. To work for the improvement of standards in all areas where ceramic art is involved.

2. Means

- a. Lectures
- b. Discussions, seminars, and workshops
- c. Group exhibitions.

Article III - Membership

1. Membership is open to all persons interested in the aims of the organization.
2. Memberships shall be “Individual,” “Studio” and “Newsletter Only.” “Individual” Membership is defined as one person; “Studio” Membership is 2 persons sharing a common address; and “Newsletter Only” is one person, who is on the mailing list to receive the monthly newsletter. Studio membership shall entitle the studio members to one copy of the newsletter to be shared.

Article IV – Officers

1. Board

- a. The governing board of the organization shall consist of the elected officers.
- b. The retiring president shall serve on the board for one additional year (beyond the regular term) in an advisory capacity, with voting privileges.
- c. The retiring vice-president shall serve on the board for one additional year (beyond the regular term) in an advisory capacity, with voting privileges.
- d. The governing board of the organization shall consist of the elected officers and those additional members appointed to the board by the officers, including the immediate past president, the immediate past vice president and the Spring and Fall Show Chairpersons.
- e. A minimum of 8 persons will make up the board, with voting privileges.

2. Officers

- a. President; Vice President/Chairperson of Program; Secretary, who shall also act as Chairperson of memberships; and Treasurer.
- b. All officers will assume the duties of their office as set down in the by-laws
- c. All officers will continue in office for one term. (Two years.)
- d. Officers must not serve again for a minimum of one year before being considered for re-election.

Article V – Meetings

1. General Meetings

- a. All general meetings shall be called by the President with advanced notification sent to all members a minimum of 10 (ten) days prior to the meeting.
- b. A minimum of five general meetings shall be held, including the annual meeting, which shall be held in May of each year and a fall meeting in September for the discussion of programs and plans.
- c. The maximum number of meetings shall be at the discretion of the acting officers of the group.

Article VI - Quorum

1. General Meetings

- a. A simple majority of those present at a general meeting shall constitute a quorum at any general meeting.

Article VII – Amendments

This constitution may be amended at any general meeting. The proposed amendments must be submitted in writing at a previous meeting or received in mail by the membership 10 (ten) days before the vote. A simple majority of the quorum of the members present is necessary.

AMENDMENTS TO THE CONSTITUTION

First Amendment

Article VIII. Proper Dissolution Clause

Section 1. No Dividend shall be declared or paid to any member of the guild nor shall any member upon dissolution of the guild for any reason be entitled to receive a distribution or any share of the assets then owned or held by the guild.

Section 2. It is expressly understood that the guild is not formed for profit and does not contemplate monetary gain, profit, or dividends for its members.

Section 3. The guild shall be operated exclusively for charitable and educational purposes and no part of its activities shall attempt to influence legislation.

Section 4. Upon liquidation, dissolution, or abandonment of the guild, all assets of the guild shall be distributed to such organization or organizations as determined by the board of directors which are then tax exempt under section 501(c)(3) of the 1954 Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue Law.

Article 1 -Membership and Dues

1. Members

- a. A “current “ member has paid their full membership dues at or prior to July 31st.
- b. A “new” member has paid their full member dues after July 31st.
- c. Members may apply to participate in any Guild-sponsored show. Current members will be given priority in acceptance of application over new members in accordance with the application process and procedure in effect for that show.

2. Privileges of Members

- c. To participate and vote in the general meetings of the guild.
- d. To receive notices and information distributed by the guild.
- e. To attend meetings and functions of the guild.
- f. Members may vote by absentee ballot.

3. Dues

- a. The Membership year (also referred to as the Guild’s Fiscal Year) runs from June 1 to May 31 of the following calendar year.
- b. Membership dues are payable on June 1. Each member is responsible for the timely payment of dues. The Guild may publish dues reminder notices in the newsletter, but no individual invoices or notices will be sent or reminder calls made for dues collection.
- c. Amount of dues shall be established by a majority vote of the membership at the annual May business meeting. Any proposal to change the dues structure or amount shall be published in the newsletter before the business meeting to facilitate absentee voting by members unable to attend the meeting in person.
- d. Dues for members joining after December 1 shall be one-half of the annual dues.
- e. Membership shall be considered lapsed if dues for the fiscal year are not received by the Treasurer on or before July 31. Lapse of membership will result in the

member being dropped from the Guild's mailing and membership list and deletion of any contact information and images published on the Guild's website. A member may reinstate a lapsed membership at any time by remitting full payment of annual dues to the Treasurer.

Article II - Governing Board of Officers

1. The officers of the Guild shall constitute the Governing Board.
2. The Governing Board shall have general supervision over the affairs of the Guild between business meetings. It is subject to the orders of the Guild membership, and none of its acts shall conflict with the orders of the Guild.
3. Elected officers have priority in booth space assignments at any guild-sponsored show.

Article III - Duties of the Officers

1. President

- a. To call meetings of the Governing Board.
- b. To correlate the activities of the Governing Board.
- c. To preside at all general and business meetings.
- d. To appoint committees as necessary.
- e. To arrange for the place, time and date of the general meetings.
- f. To give information about meetings to the secretary.

2. Vice-President/Program Chairperson

- a. To attend all meetings.
- b. To organize the program of all general meetings.
- c. To provide a projected program schedule, with dates at the Fall meeting.
- d. To oversee grant writing.
- e. Stand in for other board members in their absence.
- f. Will vote to break a tie vote at an officer election.

3. Secretary (Membership and Newsletter)

- a. To attend all meetings.
- b. To keep and file all the minutes of the previous meetings and board meetings.
- c. To read the minutes of the previous meetings and proposals of the Board and the General meetings.
- d. To keep a copy of the Constitution and By-laws available at all meetings.
- e. To keep an up-to-date list of members for mailings and other purposes.
- f. To direct all special mail to Committee Chairpersons.
- g. To Receive new member and renewing member applications, transfer monies from membership dues to the Treasurer, work with the New Membership Chair to assure that new members are enrolled and their information is added to mailing lists and the membership roster, and that the webmaster is notified of the current membership.
- h. To work with the Newsletter Publisher to assure newsletters are created and mailed so that members have notice 10 days in advance of each meeting.
- i. To maintain a record of member attendance at all meetings and events.
- j. **New Membership Chairman** is a non-elected position to be appointed by the President when there is a vacancy of the position. Responsibilities of this position are to promptly respond to new membership inquiries and applications, welcome new members by mailing them the New Member Welcome packet, and work with the Secretary to assure that new members are enrolled and their information is added to mailing lists and the membership roster, and that the webmaster is notified of current membership.
- k. **Newsletter Publisher** is a non-elected position appointed by the President when there is a vacancy in the position. Responsibilities of this position are to compile, edit and distribute the WMPG newsletter. The newsletter shall be mailed early in the month to notify members at least 10 days in advance of upcoming meetings.

The newsletter must be reviewed and approved by the President before publication.

The newsletter shall contain:

- Calendar of meetings and upcoming events.
- Quarterly financial statements and any special financial statements.
- Minutes of meetings.
- Proposals for consideration prior to a vote of the general membership.
- Up-dated membership list, published annually in September.
- Other general information of interest to the membership.

4. Treasurer

- a. To receive and disburse funds, and keep adequate financial records.
- b. To renew legal organizational papers annually.
- c. To make the Treasurer's books available for audit if the membership request them.
- d. To act as committee-person of any sales conducted by the membership.
- e. To present a proposed budget for the coming year at the Fall meeting.
- f. To provide a quarterly financial statement for publication in the newsletter.

5. Annual Reports

- a. Written annual reports shall be made by the officers, and placed on permanent file by the secretary.
- b. These reports shall be available to the incoming officers.
- c. A written summary, with proposals for changes, must be prepared by the officers and committee chairpersons and distributed at the annual May meeting.
- d. A committee appointed by the governing board shall submit an annual audit of treasurer's books at the annual meeting.
- e. An outside auditor shall be hired to audit bookkeeping on an annual basis.

Article IV - Execution of Instruments

- 1. The Governing Board shall be empowered to establish and utilize any necessary bank accounts.
- 2. Any withdrawals on these accounts shall be required to carry the signature of two members of the governing board.

Article V - Elections

- 1. Nomination and election of officers shall be made in the following manner: A nomination committee of three, including a chairperson shall be appointed by the President. The nominating committee will have its first meeting in March, prior to the May annual meeting. The nomination committee must secure consent of the nominees, prior to mailing the slate to the members 10 (ten) days prior to the annual meeting. Nominations for the floor shall be in order, providing the consent of the nominee has first been obtained.
- 2. Elections of vice president and treasurer for a two-year term will be made in odd/even fiscal years and elections of president and secretary in even/odd years to provide continuity in the board.

Article VI – (Deleted) incorporated in Article 1

Article VII - Shows and Events

- 1. Each guild event will be self-funding; that is, the workshop fees will fund the workshop, spring show fees will fund spring show, etc.
- 2. The booth fee is waived for Fall and Spring show chairpersons.

Ratified 8/22/2006

Amended 5/15/2012 (Article III. 3.)

Amended 5/21/2013 (Article I.1.)