

Sacramento Potters Group Northern California Art by Fire Bylaws

Amended and updated 3/15/2011

Article I – Name

The name of this organization shall be The Sacramento Potters Group: Northern California Art by Fire. Henceforth to be called the Group in this document.

Article II – Purpose

The purpose of this organization shall be to give clay, glass and hot metal artists in the Northern California region a venue to meet, gain knowledge of, promote an interest in, and discuss their art medium. It is further a purpose of the organization to provide at least two selling shows annually for members of the organization.

Article III - Membership

- Section 1. Membership shall not be denied any persons because of gender, race, color, creed, or sexual orientation.
- Section 2. Membership shall be valid as long as dues are paid. Membership may be revoked by a majority vote of the Board of Directors for cause.
- Section 3. Members shall at all times abide by the Bylaws, rules and the general policies of the group.
- Section 4. Membership is open to artists that make their art by the use of fire or extreme heating in their processes. All clay artists' work must be hand built, sculpted or wheel thrown; no commercial slip cast made ceramics is allowed. All other art must also be built by hand: no commercial work is allowed.

Article IV – Membership Fees

Membership shall be on an annual basis and dues shall be per calendar year beginning January 1 and ending December 31. Those joining as members after September 1 shall be granted membership through the following year. This is a one-time courtesy for new (non-renewing) members only. Dues must be paid by March 15th of the each year to be retained on our membership list and receive communications from the Group.

Article V – Officers

- Section 1. Elected officers shall be: **President, Vice President, Secretary, Treasurer and Membership Chair.**
- Section 2. Election and Term of Office
The President, Vice President, Secretary, Treasurer and Membership Chair shall be elected for a term of two (2) years. An officer may be appointed or elected to fill a vacancy and shall hold office until expiration of its normal term.
- Section 3. Appointed officers shall be: **Newsletter Editor, Web Information Liaison, Show Coordinator, Field Trip/Demonstration Coordinator and Publicity Coordinator.**

Section 4. Duties of Officers

President: The President shall, subject to the control of the Board of Directors, generally supervise, direct and control the business and the officers of the Group. He/she shall preside at club and executive board meetings; is member-ex-officio of all committees; appoints and/or removes committees or their members; appoints and/or removes appointed offices; and act in emergencies.

Vice President: In the absence or disability of the President, the vice president shall assume the duties of the president; shall have such other powers and perform such other duties as may be prescribed by the Board of Directors. Assumes the duties of the president in his/her absence; acts as Parliamentarian; and keeps a record of all club property and its location(s).

Secretary:

The Secretary shall attend to the following:

1. Book of Minutes. The Secretary shall keep and shall have at his/her disposal a book of minutes of all meetings and actions of Directors, committees, and member meetings (if business is discussed). Recording the time and place of holding, whether it is a regular or special meeting, (if special, how authorized), the notices given, the names of those present at Directors' and committee meetings, the number of general members represented at meetings, and the proceedings of such meetings.
2. Preparation and mailing of any correspondence originated by the President or at the direction of the Board.
3. Notification to members and Directors of meetings as required by the bylaws.
4. Performance of such other duties as may be prescribed by the President, Board of Directors or bylaws.
5. Keep a correct account of business proceedings and a list of standing committees; handles all club correspondence.

Treasurer:

The Treasurer shall attend to the following:

1. Books of Account.
The Treasurer shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions of the Group, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and other matters customarily included in financial statements. The books of account shall be open to inspection by any Director or member at all reasonable times. The Books of Account are to be reviewed or audited after the closing of the books at the end of the fiscal year or as directed by the Board. The completed review report will be presented to the Board of Directors within ninety (90) days of the closing of the books.
2. Deposit and Disbursement of Money and Valuables.
The treasurer shall deposit all money and other valuables in the name of, and to the credit of, the Group, at such depositories as may be designated by the Board of Directors; shall disburse the funds of the Group as may be ordered by the Board of Directors; shall render to the President and Directors a report of the financial condition of the Group upon their request; and shall have such

other powers and perform such other duties as may be prescribed by the Board of Directors or the bylaws.

Membership Chair:

Membership Chair is responsible for the following:

1. Maintaining an up-to-date list of members including Name, Address, City, and State, Phone numbers. E-mail address(s), web-site address(s) and California Sales Tax number.
2. Shall receive correspondence addressed to the Group or its Board of Directors or members, provide notification to the proper person that the correspondence has been received and shall forward the correspondence or take other action as appropriate after consulting with the recipient.

Duties of Appointed Positions

Newsletter Editor:

The Newsletter Editor is responsible for the following:

1. Edits, writes and disseminates the bimonthly "Seconds" newsletter.
2. The "Seconds" newsletter shall be published and sent to the membership no later than the 20th day of each odd number month. Deadline for submissions will be the 10th of the even month.

Web Information Liaison: maintains the group's website and/or coordinates with an employed Webmaster for changes to the Group's website. Duties shall also include the establishment and upkeep of the Group's Facebook page or other web based information and communication sites.

Show Coordinator: oversees all the arrangements for the Group's shows. This includes notice to members regarding the costs and requirements of the show, solicits non-member vendors when appropriate, maintaining a listing of those that have paid for booth space, maintains California sales tax number information, allocates booth space and coordinates information with the Membership Chair and Publicity Coordinator as needed.

Field Trip / Demonstration Coordinator(s):

1. The Field Trip / Demonstration Coordinator(s) shall set up all meeting locations (when at members homes)
2. Schedules demonstrations and guest speakers for the Group at our regular member meetings.
3. Schedules field trips and demonstrations. It is the intention of the Board of Directors that there should be at least one field trip or demonstration per quarter other than at the bi-monthly general meetings
4. The Coordinator(s) shall submit to the Board a list of such trips, demonstrations and/or speakers as may be planned for the upcoming year. The report submitted for approval shall include the date, time, name of event facilitator (if different from the Field Trip/Demonstration Coordinator), costs or fees for each event, when required. This will allow for date planning, and inclusion on the Group's web site and publicizing these activities to the membership and general public.

Publicity Coordinator: Duties shall include dissemination of information regarding the Group and its shows using all possible venues and to assist in the promotion and growth of the group and its shows.

Article VI – Committees

The Board of Directors may, by resolution adopted by a majority of the Directors, designate one or more ad hoc committees to be appointed by the President.

Article VI – Elections

- Section 1. Officers shall be elected by a majority vote of all current members by their response to a ballot that is disseminated to the membership via e-mail and USPS to those without e-mail access.
- Section 2. Officers shall be nominated at the February business meeting. Ballots must be sent to the membership by March 1st with a response cutoff date of April 1st. Election shall be at the April business meeting by counting all of the responses to the ballots that have been received by the Secretary.
- Section 3. Officers shall begin their term on June 1st and hold office until May 31st of the term ending year.

Article VII – Meetings

- Section 1. Meetings shall be held on the second Wednesday of every even numbered month at 7:00 PM, unless otherwise decided.
- Section 2. Meetings held in February, April, and October shall be held at the Shepard Garden and Arts Center, 3330 McKinley Blvd., Sacramento, CA.
- Section 3. Meetings held in June, August and December shall be held at the home or studio of members, locations to be submitted to the Board by the Field Trip/Demonstration Coordinator as outlined above under Section IV Field Trip/Demonstration Coordinator duties.

Article VIII – Amendments

- Section 1. Any member may amend these bylaws by presenting the proposed changes to the Board of Directors. Following the same procedure as elections, without any specific date considerations, the proposed amendment will be adopted by the vote of two-thirds majority vote of the members who returned ballots.
- Section 2. Counting of the ballots will take place at the next scheduled member or business meeting following the dissemination of the proposed change but not less than two months after the proposed change is disseminated to the membership.

Article IX - Dissolution

In the event of dissolution of the Group, all bills will be paid and the remaining monies and equipment shall be turned over to a charity of the remaining members' choice.