



CERA Pottery Studio Policies
Effective 6/1/2019

The purpose of the CERA Pottery Studio is to promote a spirit of fellowship among members and to promote popular interest and education in ceramics arts.

1. Any historical or previously existing policies, constitutions, and/or by-laws of the CERA Pottery Studio are hereby null and void. The policies published herein are intended to be the guidelines for the CERA Pottery Studio. These policies may be updated by the Commissioner of the CERA Pottery Studio (“Commissioner”) as appointed by the CERA Board of Directors. Any updates will be published as soon as available.
2. The Commissioner is appointed by the CERA Board of Directors. The Commissioner is the trustee of this activity. As such, he/she is responsible for all monies collected on behalf of and supplied by CERA, and is an ex officio member of all committees of this activity, including the Executive Committee. The Commissioner is responsible for any and all operations of this activity and is the sole coordinator in accordance with CERA By-Laws and policies. This activity shall be governed by the By-Laws and policies of CERA.
3. The CERA Pottery Studio holds monthly meetings for the transaction of its business. These meetings are conducted under Robert’s Rules of Order and in accordance with CERA By-Laws and policies. The meetings are scheduled for the first Thursday of each month beginning at 6:30 p.m. Five members in good standing shall constitute a quorum at any regular monthly meeting.
4. Officers are elected to assist the Commissioner in the operations and functions of the CERA Pottery Studio. The officers of this activity are:

President

Vice President/Glaze Committee Chair

Secretary/Treasurer

Publicity Chair

Appointed positions:

Newsletter Editor

Pottery in the Park Chair

Empty Bowls Chair

Kiln Chair

Clay Reclaim Chair

Class Coordinator

The terms of all officers are for the fiscal year for which they are elected, and will continue no more than two years. Vacancies in any office will be filled for the unexpired term by appointment by the Executive Committee. All officers will serve without remuneration of any sort and will at no time exercise authority over the Commissioner.

- **President — Programs**
The President is the chief executive officer of the activity. He/she presides at all meetings of the activity and of the Executive Committee and possesses the usual powers of a chief executive or presiding officer, as limited by CERA By-Laws and policies. The President may call a special meeting of the Executive Committee at any time. The President will be responsible for obtaining speakers and programs for presentation at all regular activity meetings, and coordinating activities beyond the meetings such as workdays and workshops. The President will establish needed fundraising activities to meet the fiscal requirements set by the BOD of CERA
- **Vice President – Glaze Committee Chair**
The Vice President will preside at all meetings in the absence of the President. At such times, the Vice President will act with all the authority of the President. The Vice President is the responsible for the chemical inventory and mixing of glazes.
- **Secretary**
The Secretary keeps a record of proceedings of all meetings of the activity and of the Executive Committee, makes all required correspondence on behalf of the activity, and is the custodian of all records.
- **Publicity Chair**The Publicity Chair is responsible for Managing the calendar, social media platforms, and press releases. Liaise with Newsletter Chair.
- **The Newsletter Chair** is responsible for preparing and publishing the CERA Pottery Studio news letter. The Newsletter Chair is responsible for emailing the newsletter out each month to members and those on the email list.
- **Pottery in the Park Chair** - coordinates annual fundraiser
- **Empty Bowls Chair** - coordinates delivery of bowls to TAFB
- **Kiln Chair** - coordinates loading and unloading of kilns and general maintenance of kilns
- **Clay Reclaim Chair** - coordinates reclaim process and maintains pug mill
- **Class Coordinator** - coordinating all classes and workshops offered by CERA Pottery Studio. The class coordinator maintains the student badge system and updates the potential member lists at the front desk after each session.

Election of officers occurs during the November regular business meeting of each fiscal year. Voting may be by voice or by show of hands. A simple majority is required to declare a winner, with each member having one vote. In order to vote, one must be a member in good standing with a current activity card.

All nominees for the office being voted upon will vacate themselves from the meeting during the time of voting for that particular office, and will return only after the winner has been elected. In the event that the President has been nominated to serve a successive term, the Commissioner, or in his/her absence, the 1st Vice President, will moderate that portion of the meeting in which the President is elected.

5. The Executive Committee consists of the Commissioner, the President, the Past President, the Vice President, Publicity Chair, News Letter Editor, and Secretary. The Chairpersons of any intact standing committees may be invited if needed. The President, and in his/her absence, the Vice President, will act as Chairman of the Committee.

- The Executive Committee has general management and supervision authority of the affairs of this Pottery Studio activity under the guidance of the Commissioner.
- Meetings of the Executive Committee will be held at such points and at such times as the Executive Committee may determine or upon call of the President, and will be called by the President at the request of any member of the Executive Committee, or in the absence of the President, such meetings may be called by the Commissioner. Such meetings will be held at the most convenient place and time available, and may be conducted by phone or email in event of an emergency or need for a timely decision.
- A quorum of the Executive Committee is four (4). It is not necessary for the Commissioner to be present at meetings; but, he/she has final approval authority over all actions agreed upon.

6. The Nominating Committee consists of the Past President and two other members of the activity appointed by the Commissioner, one of which serves as Secretary of the committee. The Past President serves as Chairman of the Nominating Committee. If the Past President is unable to participate, the Commissioner will nominate a replacement.

- The committee receives and considers suggestions with regard to possible or desirable nominees for the several activity officers as any member or group of members may desire to offer. The Nominating Committee names one or more eligible candidates each for President, Vice President, Publicity Chair, and Secretary.
- The committee determines from each of its proposed nominees his/her willingness to accept, and in any event will notify the Secretary and the President of the club not later than the November meeting of each year the name of at least one

- candidate for each office to be filled, which candidate has expressed his/her willingness to accept if elected.
7. Other committees may be established. With the approval of the Executive Committee, the President may appoint such additional committees as may from time to time be desirable for the effective handling of the activity's operations, and will designate the Chairman of each. All members of standing committees are to be members of the activity. Each such member serves during the remainder of the fiscal year in which he/she is appointed, and for subsequent consecutive succeeding fiscal years at the discretion of the Executive Committee. The Executive Committee may, at any time, at its own discretion, remove any or all members of any committee, and other members may be appointed as required.
 8. An activity member may request changes to these policies. The member must make a request in writing to the Secretary. The request will be submitted by the Secretary to the Executive Committee for review. The Executive Committee's decision, with concurrence of the Commissioner, will be presented in the monthly activity meeting following the review.
 9. All classes, or workshops, must be paid for in advance to secure a spot in the class and allow the instructor to procure the appropriate amount of needed supplies. If the student fails to attend the class, a refund will not be issued. Under circumstances where there was a family or medical emergency which prevented attendance, the student should present a general explanation to the commissioner, by written letter or email, for determination of refund or credit towards a future class.
 11. Only those persons with a CERA Pottery Studio membership will have full access to the Pottery Studio or the equipment located therein. Students currently enrolled in a class or workshop will have limited access during class time or when accompanied by a Pottery Studio member. Students may not get keys from the front desk. Students must be 16 or older. Guests must get a pass from front desk and be with a CERA Pottery Studio member to gain access to the Pottery Studio.
 12. Any activity member who fails to follow appropriate safety procedures, glaze procedures, kiln and wheel care, in the Pottery Studio or during any activity or CERA sponsored event or who abuses the Pottery Studio's equipment is subject to disciplinary action, including revocation of membership in the CERA Pottery Studio.
 13. Studio equipment, tools and glazes located therein are only to be utilized by members who have had appropriate training. While it is understood some members may create items for eventual sale this practice should be minimized and kiln space always provided to a member needing the kiln space to make items for personal use or gifts. Student work is given preference in the kiln. Items made for sale to benefit the CERA Pottery Studio or CERA may be allowed, but only with the consent of the Commissioner. Excessive or inappropriate use of the equipment or tools (as

determined by the Commissioner) may result in disciplinary action, including revocation of membership in the CERA Pottery Studio.

14. For items which are donated on consignment to benefit the club, a percentage of the sale revenue may be provided back to the donor. This situation typically occurs during fundraising activities such as auctions, raffles, and sales and is agreed upon between the donor and Commissioner
15. Any Pottery Studio member who is disruptive, disrespectful, or abusive to an Officer, class instructor, or any other member or demonstrates harassment in any form at any time is subject to disciplinary action, including revocation of membership in the CERA Pottery Studio.
16. Disciplinary action may take many forms. Depending on the severity of the offense, a verbal or written warning may be given. If a written warning is used, a second offense will result in the member being barred from the Pottery Studio (revocation of membership).
17. A member may be barred from certain functions of the activity or the CERA Pottery Studio in its entirety, with or without any type of warning. If the infraction is of a serious enough nature, the member may be barred from all CERA activities and facilities.
18. The Commissioner has the authority to bar a member from the CERA Pottery Studio, and the Commissioner's decision is final. Any appeals may be directed to the CERA Board of Directors.
19. In the event of any question regarding conflict with these CERA Pottery Studio policies, the CERA By-laws and policies shall take precedence. The conflicts should first be addressed with the Commissioner. If resolution cannot be reached, these conflicts are to be directed to the CERA Manager and/or Board of Directors.
20. These policies are in effect until cancelled or superseded by the CERA Pottery Commissioner.

Prepared by: Janine A. Bulnes Date: 6/1/2019
CERA Pottery Commissioner