



CERA Pottery By-Laws

Effective May 10, 2022

The goal 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 ("Pottery Studio");
- The Pottery Studio shall be governed by the By-Laws and policies of CERA;
- 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 the CERA Pottery Studio (this "activity"). As such, he/she is responsible for all monies collected on behalf of and supplied by CERA;
- The Commissioner is an ex officio member of all committees of the Pottery Studio;
- The Commissioner is responsible for all operations of the Pottery Studio and is the sole coordinator in accordance with CERA By-Laws and policies.

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. Ten members in good standing shall constitute a quorum at any regular monthly meeting.

4. Board Members:

CERA Pottery Studio Board Members are to assist the Commissioner in the operations and functions of the CERA Pottery Studio. The terms of all volunteers are for the fiscal year for which they are selected and can continue at will. All volunteers will serve without remuneration of any sort and will at no time exercise authority over the Commissioner. Board members are to report their activities at the monthly Pottery Meeting.

The Board Members of the Pottery Studio are:

- Commissioner
 - Commissioner is the chief executive officer of the activity;
 - He/she presides at all meetings of the activity and may call a special meeting of the Board Members at any time;
 - Coordinates activities beyond the meetings such as Workdays (Quarterly Clean up) and Workshops;
 - Establishes needed fundraising activities to meet the fiscal requirements set by the BOD of CERA.
- Secretary / Treasurer
 - Presides at all meetings in the absence of the Commissioner;
 - Keeps a record of proceedings of all meetings of all activities;
 - Manages the Facebook Page.



CERA Pottery By-Laws

Effective May 10, 2022

- Manages any cash sales for CERA studio in accord of CERA accounting.
- Glaze Committee Chair
 - Is responsible for the chemical inventory and mixing of glazes;
 - Submits a projected budget for fiscal year.
- Publicity Chair
 - Manages the calendar, social media platforms and press releases;
 - Coordinates with the Newsletter Chair.
- Newsletter Chair:
 - Receives Member list and updates accordingly;
 - Welcomes new members with a letter outlining members;
 - Prepares and publishes the CERA Pottery Studio newsletter;
 - Coordinates with Secretary for sending out minutes after monthly meetings.
- Chairs of:
 - “CERA Presents Artisan by the Trinity and Waterside Presents Spring Artisans Market:
 - The Chairs of the fundraisers will coordinate with the Publicity Chair and the Commissioner and may call on member for assistance.
- Empty Bowls Chair
 - Coordinates delivery of bowls to TAFB and may call on any member for assistance.
- Kiln Chair
 - Responsible for inventory of equipment maintenance of kilns and may call on any member for assistance;
 - Submit a projected budget for each fiscal year.
- Clay Reclaim Chair
 - Coordinates reclaim process and maintains pug mill;
 - Sets price for pugged clay for members to use and secures money in the “black box.”
- Class Coordinator
 - Coordinates all classes;
 - Inputs into the CERA “Activ” Calendar
 - Sets workshops offered by the CERA Pottery Studio
 - Responsible for obtaining speakers and programs for presentation at monthly meetings
- Display Case Chair
 - Coordinates with membership to display items for sale or interest;
 - Coordinates with CERA Accounting
- Housekeeping Chair
 - Coordinates Quarterly Clean-up of Studio;
 - Monitors’ Supplies for studio Clean-up.

5. The Executive Committee consists of:

- CERA Commissioner
- Glaze Committee Chair
- Secretary/Treasure
- Publicity Chair
- Newsletter Editor
- Chairpersons of any intact standing committees may be invited if needed.



CERA Pottery By-Laws

Effective May 10, 2022

6. Other committees or volunteers may be established:

- With the approval of the Executive Committee.
- The Commissioner 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.

7. Members:

- All Members shall pay all fees associated with the club on a timely basis;
- All Members are responsible for properly cleaning their workspace. All members are to practice established cleaning procedures in the Pottery Studio;
- Any 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 (including publications on social media) is subject to disciplinary action, including suspension or revocation of membership in the CERA Pottery Studio;
- 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;
- Any 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 suspension or revocation of membership in the CERA Pottery Studio;
- The Commissioner has the authority to suspend or revoke membership from the CERA Pottery Studio. Any appeals and all shall be directed to the CERA Board of Directors.

8. Classes and/or workshops:

- Shall be paid for in advance to secure a spot in the class and allow the instructor to procure the appropriate number of needed supplies.
- If the student fails to attend the class, a refund will not be issued. However, 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.

9. Access to the CERA Pottery Studio:

- Only those persons with a CERA Pottery Studio membership in good standing 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.

10. Studio equipment:

- Tools and glazes located therein are only to be utilized by members who have had appropriate training.
 - No glazes or chemicals are to be removed from studio.
- While it is understood some members may create items for eventual sale this practice this should be minimized



CERA Pottery By-Laws

Effective May 10, 2022

- Kiln space shall be provided to a member; however, class students have a priority to such kiln space;
- Kiln Chair has the authority to restrict any member of Kiln space, per agreement of Commissioner;
- 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 suspension or revocation of membership in the CERA Pottery Studio.
 - Damage to any property from mis-use may result in asking the offender for remuneration of damaged property.

11. Display Items:

- For items which are donated on consignment to benefit the club, a percentage of the sale revenue may be provided back to the donor.

12. Changes to By-Laws:

- If a conflict with the CERA Pottery Studio policies and the CERA By-laws and policies, the CERA By-laws and policies shall take precedence;
- A member in good standing 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 first annual meeting of the fiscal year. The Commissioner has final say in any changes;
- These policies are in effect until revised, amended, cancelled, or superseded by the CERA Pottery Commissioner.

Prepared by:

Janet Pharris

CERA Pottery Commissioner

Date: May 10, 2022