



CERA Pottery By-Laws

Effective August 2022

The goal of the CERA Pottery Studio, as an amateur studio, is to promote a spirit of fellowship among members and to promote popular interest and education in the ceramic 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. The Commissioner will appoint any officers if the elected official of said officer resigns.
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. 10 members in good standing shall constitute a quorum at any regular monthly meeting.
4. Board Members are to assist the Commissioner in the operations and functions of the CERA Pottery Studio.
 - Membership defined:
 - Must volunteer to serve on committees or volunteer
 - Must participate in quarterly clean up
 - Must practice clean area protocols
 - The Board Member of this activity is:
 - **CERA Commissioner**
 - **Glaze Committee Chair**
 - **Secretary/Treasure**
 - **Publicity Chair**
 - **Newsletter Editor**
 - **CERA Pottery Presents Artisans Market**
 - **CERA & Waterside Presents Artisans Market**
 - **Empty Bowls Chair**
 - **Kiln Chair**
 - **Clay Reclaim Chair**
 - **Class Coordinator**
 - **Display Case Chair**
 - **Housekeeping Chair**

The terms of all volunteers are for the fiscal year for which they are selected and can continue at will.



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All volunteers will serve without remuneration of any sort and will at no time exercise authority over the Commissioner.

- **Commissioner**
 - Commissioner is the chief executive officer of the activity.
 - He/she presides at all meetings of the activity
 - May call a special meeting of the Board Members at any time.
 - Responsible for obtaining speakers and programs for presentation at all regular activity meetings,
 - Coordinating activities beyond the meetings such as Workdays (Quarterly Clean up) and Workshops.
 - Will establish needed fundraising activities to meet the fiscal requirements set by the BOD of CERA
- **Glaze Committee Chair**
 - Is the responsible for the chemical inventory and mixing of glazes.
 - Submit a projected budget for fiscal year
- **Secretary**
 - Will preside at all meetings in the absence of the Commissioner
 - Keeps a record of proceedings of all meetings of all activities
 - Manages Facebook Page
- **Publicity Chair**
 - Managing the calendar, social media platforms, and press releases.
 - Liaise with Newsletter Chair.
 - Welcomes new members with a letter outlining members responsibilities
- **The Newsletter Chair:**
 - Receives Member list and notes who left and are new to the studio.
 - The Newsletter chair is responsible for preparing and publishing the CERA Pottery Studio newsletter.
 - Coordinates with Secretary for sending out minutes after monthly meetings
 - Is responsible for emailing the newsletter out to new members with a “welcome to the studio” letter
- **CERA Pottery Presents Fall Artisans Market**
 - Coordinates annual fundraiser, with Publicity and Commissioner
 - May call on any member for assistance
- **CERA & Waterside Presents Spring Artisans Market**
 - Coordinates annual fundraiser, with Publicity and Commissioner
 - May call on any member for assistance
- **Empty Bowls Chair**
 - Coordinates delivery of bowls to TAFB
 - May call on any member for assistance
- **Kiln Chair**
 - May call on any member for assistance
 - Responsible for inventory of equipment maintenance of kilns



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- 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
 - Money for pugged clay must be put in “black box”.
- **Class Coordinator**
 - Coordinating all classes
 - Sets workshops offered by CERA Pottery Studio.
- **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

6. 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.

● The Executive Committee has general management and supervision authority of the affairs of this Pottery Studio activity under the guidance of the Commissioner.

7. 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.

8. Changes to By-Laws:

- 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. The commissioner has final say in any changes.

9. All classes, or workshops:

- Shall 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.

10. Access to CERA Pottery Studio:



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- a) CERA is defined as an “amateur” studio and by this definition while it supports activities associated with the studio such as Trinity Sale and Waterside sale, it is by no means the sole support of members businesses.
 - o This directive may be subject to disciplinary action, including revocation of membership
- b) Only those persons with a CERA Pottery Studio membership will have full access to the Pottery Studio or the equipment located therein.
- c) Students currently enrolled in a class or workshop will have limited access during class time or when accompanied by a Pottery Studio member.
- d) Students may not get keys from the front desk.
- e) Students must be 16 or older.

11. Any activity member:

- That 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. Or may have suspension of facilities for a set amount of time
- Any activity in the Studio will have a proper clean up. All members are to practice cleaning procedure in the studio

12. Studio equipment:

- Tools and glazes located therein are only to be utilized by members who have had appropriate training.
 - o 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
 - o Kiln space shall be provided to a member, however class students have a priority to such kiln space
 - o Kiln Chair has the authority to restrict any member of Kiln space, per agreement of Commissioner
 - o 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.

13. 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.
- This situation typically occurs during fundraising activities such as auctions, raffles, and sales and is agreed upon between the donor and Commissioner

14. 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.



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15. 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).

16. 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.

17. The Commissioner has the authority to bar a member from the CERA Pottery Studio, and the Commissioner's decision is final. Any appeals shall be directed to the CERA Board of Directors.

18. 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.

19. These policies are in effect until cancelled or superseded by the CERA Pottery Commissioner.

Prepared by:

Janet Pharris

CERA Pottery Commissioner

Date: August 2022