



CERA Pottery Bylaws

Effective December 2022

CERA Pottery Bylaws:

- Any historical or previously existing policies, constitutions, and/or bylaws 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.
- In the event of any questions regarding the CERA Pottery Studio policies, the CERA bylaws and policies shall take precedence.
- Pottery Studio members may request changes to these Bylaws via written request to the Pottery Studio Secretary, which will then be submitted to the Pottery Executive Committee for review. The Executive Committee's decision, with concurrence of the Commissioner, will be presented to the CERA Board of Directors for final approval.
- The Board of Directors may independently update the Pottery Bylaws if necessary.
- The approved, updated bylaws will be presented to the membership in the next monthly activity meeting and published on the CERA website.
- Bylaws are in effect until cancelled or superseded by the CERA Board of Directors.

Pottery Membership:

- The goal of the CERA Pottery Studio is to promote a spirit of fellowship among members and to promote interest and education in the ceramic arts.
- The CERA Pottery Studio is defined as an "amateur" studio. While it supports activities associated with the studio such as the Trinity and Waterside Sales, it is not to be the sole support of members' businesses. Violation of this rule may subject the member to disciplinary action, including revocation of membership.
- Members must follow appropriate safety and glaze procedures and kiln and wheel care in the Pottery Studio and during any CERA sponsored activity or event. Failure to follow procedures may subject the member to disciplinary action, including suspension or revocation of membership.
- Members must practice proper clean up procedures in the studio.
- Any member who is disruptive, disrespectful, or abusive to an Officer, class instructor, or any other member or exhibits harassing behavior in any form is subject to disciplinary action, including verbal and/or written warnings and revocation of membership.
- 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.
- Commissioner and CERA Manager have the authority to bar a member from the CERA Pottery Studio. Appeals may be directed to the CERA Board of Directors.

Access to CERA Pottery Studio:

- Only CERA Pottery Studio Members will have full access to the Pottery Studio and the equipment located therein.



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- Non-members who are currently enrolled in an Introductory class or workshop will have access only during class time or when accompanied by a Pottery Studio member.
- Only members may get keys from the front desk.
- Class students and members must be 16 or older.

Classes and Workshops:

- Shall be paid for in advance in order 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 is a family or medical emergency which prevents attendance, the student shall present an explanation to the Commissioner, by written letter or email, for determination of refund or credit toward a future class.*

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 that some members may create items for eventual sale, this practice should be minimized.
 - Class students have priority to kiln space during class times.
 - Kiln Chair has authority to restrict member use of kiln space if necessary.
 - Items made for sale to benefit the CERA Pottery Studio or CERA may be allowed with Commissioner consent.
- Excessive or inappropriate use of the equipment or tools may result in disciplinary action, including revocation of membership.

Financial Transactions:

- Commissioner is responsible for all monies collected on behalf of and supplied by CERA.
- All financial transactions, including sales of display case items, locker rentals, classes and workshops, fundraisers, art shows, etc. must be made through the CERA Front Desk or Accounting Department.

Monthly Meetings:

The CERA Pottery Studio holds monthly business meetings on the first Thursday of each month beginning at 6:30pm. These meetings are conducted under Robert's Rules of Order and in accordance with CERA bylaws and policies. Ten members in good standing shall constitute a quorum at any regular monthly meeting.

Pottery Studio Board Members:

Board Members are to assist the Commissioner in the operations and functions of the



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CERA Pottery Studio. Officer terms are for the fiscal year for which they are selected and can be continued at will.

- **Officer Expectations:**
 - Volunteer to serve on committees or volunteer groups
 - Participate in quarterly clean up
 - Practice clean area protocols
- **Board Officers and Responsibilities:**
 - **Pottery Studio Commissioner**
 - Appointed by the CERA Board of Directors as the trustee of the Pottery Studio
 - Responsible for all operations of the Pottery Studio in accordance with Pottery and CERA Bylaws/policies
 - Serves as ex officio member of all committees of the Pottery Studio
 - Presides at all Pottery meetings
 - Obtains speakers and programs for monthly Pottery meetings
 - Coordinates activities such as Workdays (Quarterly Clean up) and Workshops
 - Establishes fundraising activities needed to meet annual budget goals
 - Appoints replacement officers as needed
 - **Secretary**
 - Presides at all Pottery meetings in absence of Commissioner
 - Records and stores meeting minutes; sends to Newsletter Chair
 - Manages Facebook page
 - **Publicity Chair**
 - Manages Pottery calendar, social media platforms, and press releases
 - Submits articles and information to Newsletter Chair
 - Sends welcome letter to new members, including member responsibilities
 - **Newsletter Chair**
 - Maintains updated Pottery Member list
 - Prepares and distributes CERA Pottery Studio newsletter, including meeting minutes and information
 - **Class Coordinator**
 - Coordinates all classes and workshops
 - Maintains Pottery Studio schedule
 - **Glaze Committee Chair**
 - Maintains chemical inventory and mixing of glazes
 - Submits projected budget for fiscal year
 - **Kiln Chair**
 - Maintains inventory of equipment and maintenance of kilns
 - Submits projected budget for fiscal year



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- Calls on members for assistance as necessary
 - **Clay Reclaim Chair**
 - Coordinates reclaim process and maintains pug mill
 - Sets price for pugged clay for members and manages payment process
 - **Display Case Chair**
 - Coordinates with members to display items for sale in case
 - Coordinates with CERA Accounting department on inventory and pricing
 - **Housekeeping Chair**
 - Coordinates quarterly clean-up of studio
 - Ensures availability of supplies for studio clean-up
 - **Fall Artisans Show Coordinator**
 - Coordinates annual fundraiser with Publicity Chair and Commissioner
 - Calls on members for assistance as necessary
 - **Spring Artisans Show Coordinator**
 - Coordinates annual fundraiser with Publicity Chair and Commissioner
 - Calls on members for assistance as necessary
 - **Empty Bowls Chair**
 - Coordinates delivery of bowls to Tarrant Area Food Bank
 - Calls on members for assistance as necessary
- **Pottery Executive Committee:**
 - **Consists Of:**
 - Pottery Commissioner
 - Secretary
 - Glaze Committee Chair
 - Publicity Chair
 - Newsletter Chair
 - Chairpersons of any intact standing committees will be invited as needed.
 - Executive Committee has general management and supervision authority of Pottery Studio, led by Commissioner.
- **Other committees or volunteers:**
 - May be established with the approval of the Executive Committee
 - Commissioner may appoint such additional committees and Chairman as needed for effective Pottery operations

Display Items:

- For items donated on consignment to benefit the Pottery activity, a percentage of the sale revenue may be provided back to the donor.
 - Revenue percentage will be agreed upon between the donor and Commissioner.

Bylaws approved by CERA Board of Directors on _____