



KAWARTHA POTTERS GUILD THE CONSTITUTION AND THE BYLAWS

I NAME:

The name of this organization shall be the "Kawartha Potters Guild."

II TYPE:

The Kawartha Potters Guild shall be a non-profit organization.

III PURPOSE:

The purpose of this Guild shall be to assist members achieve and maintain standards of excellence in the creation of pottery through association, education and raising professional standards. Specifically:

1. To encourage the growth and development of ceramics as an art form.
2. To encourage and maintain a high standard of artistic expression and craftsmanship.
3. To act as a medium for the exchange of ideas and technical information.
4. To organize and promote pottery exhibitions, demonstrations and workshops.
5. To foster in the public, awareness and appreciation of ceramic works and the artistry of the potters craft,

IV MEMBERSHIP:

Membership in the Guild shall be open to any person interested in furthering their knowledge of pottery: form, formation, function and artistry. Such persons may be enrolled as a member upon receipt of application and fee in accordance with the by-laws of the Guild.

V OFFICERS:

The Officers shall consist of Chair, Recording Secretary, Treasurer, Program Chair, Membership Chair, Past Chair, Standards Committee Chair, Sale Committee Chair and Chair of any other committee, ad hoc or otherwise formed by the membership. These Officers shall constitute the Executive Committee. The Officers shall be elected from the membership for a one year term during the May meeting, taking effect with the June meeting

VI BY-LAWS:

1) MEMBERSHIP:

Written application for membership shall be made to the Membership Chair, stating full name, address, telephone number, e mail address and enclosing the appropriate fees.

2) FEES:

1. The Guild fiscal year shall be from September 1 to August 31.
2. The annual fees are to be set by the members at the Annual General Meeting.
3. A member of the Guild may resign at any time. No refund of fees to be made.
4. Membership fees shall be due by September 30.
5. A late fee will be charged to members who have not renewed after October 1.
6. A member who is in arrears of any debts to the Guild shall not be allowed to participate in Guild activities.

3) DUTIES OF MEMBERS:

1. The duties of members are to uphold the purposes of the Guild and to conform to the Constitution and By-Laws of the Guild.
2. The Guild being a co-operative organization, members are expected to participate actively in Guild functions, devoting time and energy to work on the Executive, its Committees and activities.
3. In line with the Guild Purpose, members are strongly urged to attend all the Meetings in the year.
4. Any member who fails to comply with the constitution and other rules and regulations of the Guild, or acts in a manner detrimental to the Guild, may be expelled from membership in the Guild by a majority vote of the Executive, subject to the right of appeal to the Executive and to the General membership.

4) GENERAL MEETINGS OF MEMBERSHIP

1. At any General Meeting twenty five percent (25%) of the current membership shall constitute the quorum.
2. In order that legislation may be passed at a General meeting a quorum must be present. However, this limitation shall not apply to legislation proposed in writing to the members at least ten (10) days prior to the meeting.
3. There shall be at least six (6) General Meetings of the Guild in any year.
4. Notice of all general meetings shall be sent to all members indicating time, place and date of the meeting, by e-mail or phone at least ten (10) days prior to the meeting.
5. The meeting shall be chaired by the Chair or person appointed by the chair, in the chair's absence another Officer shall chair the meeting.

6. Normally the Chair shall not vote. However, that person may have the casting vote in the event of a tie.

5) ANNUAL GENERAL MEETING

- The June General Meeting shall be the Annual General Meeting.

6) EXTRAORDINARY GENERAL MEETING

- An extraordinary General Meeting may be called at any time by the Chair or at the written request of five of the general members or three Officers.

7) ELECTIONS

1. The election will take place at the May meeting.
2. The Past-Chair, or in the event said person is unavailable to act, one Officer shall chair the Nominating Committee.
3. Additional members may be appointed by the membership if required.
4. The list of nominations shall be published and mailed, electronically or posted, to the membership at least ten (10) days prior to the election.
5. Additional nominations, duly seconded, must be accepted from the floor at the meeting.
6. The members of the new Executive shall be elected by a majority vote of the members present.

8) CHANGE OF CONSTITUTION:

1. The Constitution and or By-Laws of the Guild may be revised, amended or altered by a majority vote of membership present at the Annual General Meeting or at a General Meeting where due notice has been given
2. All proposed changes of the Constitution and or By-Laws of the Guild shall be proposed and seconded and be circulated in written form to all members together with notice of the meeting, and be mailed, electronically or posted, at least ten (10) days prior to the meeting.

9) OTHER RULES AND REGULATIONS

- In addition to the Constitution and By-Laws, other Rules and Regulations may be enacted by the Executive. Such Rules and Regulations are subject to approval at any General Meeting.

10) EXECUTIVE MEETINGS:

1. Meetings of the Executive shall be called by the Chairperson, at least seven (7) full days notice of proposed meetings are to be given to all Officers.
2. An Executive Meeting may be called at any time by the Chairperson or, if formally requested by at least two Officers.
3. At any Executive Meeting forty percent (40%) of the Executive Committee shall constitute the Quorum.

4. No Executive Meeting shall proceed without a quorum.
5. The meeting shall be chaired by the Chairperson or, in that person's absence, another executive officer.
6. The Chairperson shall not vote except that the Chairperson shall have a casting vote in the event of a tie.
7. All decision made at executive meetings shall be approved by the membership at the next General meeting.

11) COMMITTEE MEETINGS.

1. Meetings of all Guild committees shall be called by their respective chairs.
2. At least seven (7) full days notice of proposed meetings are to be given to all committee members.
3. A list of the Committee members shall be made available to the membership at all times.
4. Chairs of Committees are responsible to the membership and decisions made shall be ratified by the membership at the next meeting

12) REMOVAL OF OFFICERS

1. Should any officer of the Guild die, resign from office or move from the area, or otherwise be unable to perform the duties of the office, a successor shall be forthwith elected.
2. An officer of the Guild may be removed from office for cause deemed sufficient by the Guild by a majority vote of the members present at a regular General Meeting of the Guild provided that notice of motion to hold such vote shall have been circulated throughout the membership.

13) DUTIES OF OFFICERS

Chairperson:

The Chairperson is the chief executive officer of the Guild and shall preside at all meetings. The Chairperson shall report annually on the activities of the Guild at the Annual General Meeting. The Chairperson is an ex-officio member of all committees. The Chairperson shall represent the Guild in the liaison with the City and in other public capacities.

Past-Chairperson:

The Immediate past-Chairperson shall provide continuity, pass on the benefit of past experiences to the Executive, and serve as Chair for the Nominating Committee.

Recording Secretary:

The Recording Secretary shall record the number of members present and maintain records of proceedings at meetings, and have custody of all documents and records pertaining to the Guild..

Treasurer:

The Treasurer shall be responsible for the safe-keeping of the Guild funds and for maintaining adequate financial records. The Treasurer shall deposit all monies received with a reliable banking company and in the name of "Kawartha Potters Guild". Monies shall be paid out by numbered cheques signed by two of the three named Officers, one of whom is to be the Treasurer. The Treasurer shall obtain approval for all disbursements in excess of three hundred dollars (\$300.00) from the membership. Excepted from specific authorization as above shall be payment to individual potters at the end of a sale. A year end cash flow statement should be presented to the membership.

All Committee Chairs:

Committee chairs shall be responsible for carrying out the mandate that the committee was struck for. The Chairs can work alone or with a committee formed from the membership. The general membership shall be notified of the committee members and activities at all times.

a) Sale Committee Chair:

The Sale Committee Chair shall be responsible for the organization and coordination of the sale of members wares.

No sales chair will cancel a sale without consulting all the membership

b) Membership Chair:

The Membership Chair shall be responsible for maintaining membership files, processing new memberships, and collecting all membership fees.

c) Program Chair:

The Program Chair shall be responsible for the programs at General Meetings and other events of interest to the members.

d) Standards Chair: shall be responsible for organizing the standards committee to maintain the KPG standards guide lines, revisions and checking work at guild functions.

Dated 17 August 2004
Proposed revision May 27th 2011.
Revision 3 August 2011.
Ratified September 12, 2011