

CERAMIC SLIPCASTING CLUB BYLAWS

NOVEMBER 2024

ARTICLE 1

NAME The name of this organization shall be The Ceramic Slipcasting Club.

ARTICLE 2

PURPOSE The purpose of the Ceramic Slipcasting Club is:

1. To manage the Slipcast Studio in accordance with the authority of the Golden Rain Foundation, the Recreation Division, and the Clubhouse 4 staff.
2. To encourage creativity, and fine craftsmanship in the ceramic arts.
3. Establish and maintain a pleasant working environment.
4. Foster the exchange of ideas and information.
5. Promote the appreciation of ceramic arts.

ARTICLE 3

PROGRAM The program of the Ceramic Slipcasting Club is:

1. To recruit and maintain a roster of Volunteer Supervisors.
2. To help keep the studio in good working order.
3. Maintain and keep an inventory of the molds. These molds are not to leave the studio or the official storage. Discarded molds are to be handed over to Clubhouse 4 supervisor.
4. Make available necessary materials and supplies.
5. Prepare and update manuals of procedures and guidelines for all persons using the studio.
6. Arrange demonstrations and workshops highlighting ceramic low-fire and mid-fire SlipCasting methods and techniques.
7. Organize and schedule exhibits to display completed artwork.

ARTICLE 4

MEMBERS, MEMBER FEES & TREASURY

1. Membership shall be open to all residents of Laguna Woods Village who would like to enjoy the art of Slipcasting.
2. A member in good standing is one who is current in their dues and who follows the GRF operating rules of Clubhouse 4 and the guidelines and procedures of the Slipcasting room.
3. A resident cannot be denied membership on account of any physical or mental disability. The Club is unable to provide special assistance to disabled persons but

welcomes anyone who needs special assistance and can provide same for him / herself.

4. The Executive Board recommends the amount of annual club membership dues to the general membership for final approval. The approval of these recommendations shall be presented to the general membership for final approval.
5. Members whose dues are in arrears as of February 1 shall forfeit all membership privileges. A member not in good standing because of non-payment of dues may be reinstated by payment of current dues.
6. The Treasurer will report the bank balance every month at the Executive Board and General Membership meetings.
7. The Purchase chairperson will work closely with the Treasurer to determine adjustment of sale prices.
8. The Treasurer will create and report a quarterly financial statement with a recommendation regarding any adjusted prices at the Executive Board meetings and announce the same at the General Membership meetings.

ARTICLE 5

EXECUTIVE BOARD

1. The Ceramic Slipcasting Club shall be governed by an Executive Board.
2. The Officers of this Board shall be, the President, 1st Vice President, Secretary, and Treasurer. These officers shall be elected by vote of the Club membership.
3. Serving on the Executive Board shall be the Head Supervisor, and the immediate Past President.
4. The active supervisors shall elect one of their own to be Head Supervisor.
5. The Past President is one of the Officers but has no vote except as a "Tie Breaker".
6. When it happens that the position of "immediate Past President" cannot be filled by that person, then a director shall be elected to fill the vacancy, selected from previous officers or members of long standing with long standing experience of the Club.
7. A vacancy in any office of the Executive Board, other than that of President, shall be filled by the President with the approval of the Executive Board.
8. A vacancy in the office of President shall be filled by the 1st Vice President and so on down the line of officers on the Executive Board.
9. The Executive Board shall meet monthly or at the discretion of the Board.
10. The Executive Board meets with a quorum of 5 (five) Board members.
11. The President shall have no vote except as a "Tie Breaker".
12. Each elected position shared or not will have 1 (one) vote.
13. If a Board member misses 3 (three) consecutive meetings, they may be asked to relinquish their position.

ARTICLE 6

STANDING COMMITTEES

1. Chairpersons of the Standing Committees not subject to a vote - will be appointed and removed at any time by the President, with the consent of the Executive Board.
2. Sample of Standing Committees... 1) Demos/workshops 2) Display Window 3) Membership 4) Molds 5) Purchasing/Inventory 6) Room Manager 7) Publicity 8) Bonanza, 9) Special Projects.
3. There may be more or fewer committees, according to the needs of the Club.
4. The Executive Board shall define the duties of the committees.
5. The Committee Chairpersons shall work closely with the Vice President and report as needed to the Executive Board on the activities of their committees.

ARTICLE 7

MEETINGS

1. President with the approval of the Executive Board will schedule at least 6 (six) membership meetings per annum or more.
2. The President shall call a membership meeting within 30 (thirty) days if formally petitioned to do so by no less than 25% (twenty-five percent) of the members. The subject of this meeting shall be published not less than 10 (ten) days prior to the meeting.
3. Any Club member wishing to present a special issue to the Board and recording secretary, shall notify the President prior to the meeting so it can be included in the agenda.
4. A special meeting shall be called if formally requested by a quorum of 5 (five) members of the Executive Board.
5. All Executive Board Meetings are open to members in good standing.
6. Under certain circumstances, such as during discussions of sensitive matters, the President may declare a closed meeting to all but Board members for the period when the confidential matter is being discussed, during regular Board meetings.
7. The President shall allow guests to speak before committee reports and new business portions of the meeting. The President may use his/her discretion in allowing guests to speak at other times.
8. Members at any meeting or while present in the Ceramic Slipcasting Studio will treat each other with courtesy and respect. Hostility, disruptive behavior, or any action that could create a nuisance will be subject to suspension or removal from the Club membership in accordance with rules and policies set by the Laguna Woods Village Clubhouse 4 and Golden Rain Foundation (GRF).
9. At each Board or General membership meeting a Sergeant at Arms will be chosen by the President whose duty is to maintain order.
10. Sergeant at Arms may request the person/s to leave meeting room if disruptive behavior is recognized.

ARTICLE 8

ELECTION OF NEW EXECUTIVE BOARD / OFFICERS

1. Executive Board nominations will be announced at least 2 (two) months before the November elections.
2. The Executive Board will select a nominating committee of not less than three members. (No current board members) at the August Executive Board meeting. The names of the nominating committee will be posted no later than last week of August in the Ceramic Slipcasting studio.
3. The President shall designate a chairman and a committee, who shall be instructed to prepare a slate required by the above paragraphs for presentation to the Executive Board and membership at the November General Membership meeting for election and upon a vote and the approval, the slate will be made public.
4. At the time of elections other nominations may be made from the floor, provided the nominee has previously given approval and assurance if elected to the office.
5. No proxy or absentee voting will be allowed.
6. Newly elected officers shall be invited to and presented at the Board meeting in December and take office on January 1.
7. Executive Board positions shall serve a one-year term beginning January 1st and ending December 31st. and shall be eligible for re-election for one more term.

ARTICLE 9

AUDIT

Each year the President shall appoint two persons no later than January to act as a committee to audit the books of the Club and report their findings to the Executive Board. One of the persons must be a Non-Member of the Club.

ARTICLE 10

AMENDMENTS

1. Any member in good standing may propose an amendment provided it is made in writing, signed by the member, and referred to the Executive Board for consideration and approval.
2. Upon approval by the Executive Board, the amendment shall be presented at the next membership meeting and voted thereon at the next subsequent meeting, which shall not be sooner than one week.
3. Approval of the amendments must be by not less than two-thirds majority of the members present and voting.
4. Approval of Bylaws requires a vote of the club members at a General Membership meeting. All members must be emailed a copy of the Bylaws at least 3 weeks prior to the meeting at which the Bylaws will be voted upon.

ARTICLE 11

DISSOLUTION

In the event of dissolution of this organization, after payment of all claims upon its treasury, all unencumbered funds shall be turned over to Laguna Woods Village Foundation .