

GVR CLAY STUDIO OF GREEN VALLEY

BYLAWS

ARTICLE I NAME

The name of the Club shall be "GVR Clay Studio of Green Valley", a non-profit organization (hereinafter known as the "Studio").

ARTICLE II PURPOSE

The purpose of the Studio shall be:

- To continue, in cooperation with GVR, to provide and operate a well-equipped, safe facility for GVR members who are interested in working in clay.
- To provide instruction, workshops and "open" Studio time in an atmosphere conducive to the development and expansion of members' talents.

ARTICLE III MEMBERSHIP

1. All GVR members holding membership or tenant cards in good standing with GVR are entitled to become members and participate at any meeting or activity of the Studio after completing the requirements for joining as established by the Studio.
2. Guests must meet GVR definition of a guest. Guests of a member must be accompanied by that member and if 18 years of age or older must hold a GVR guest card.
3. All members and their guests shall abide by published GVR Rules and Regulations and the member Code of Conduct. Violations may jeopardize the privileges of the offending individual through GVR suspension procedures. All members and their guests are expected to abide by the policies of the Studio. Violators may be subject to disciplinary action by the Board.

ARTICLE IV BOARD OF DIRECTORS

1. The governing body shall consist of a Board of Directors composed of nine (9) members in good standing. Three (3) Directors shall be elected at the Annual Meeting, for a three (3) year term. The Board shall appoint a member in good standing to fill any vacancy for the remainder of that member's term.
2. The immediate Past President of the Board of Directors may serve as a nonvoting advisor for one year.
3. A Nominating Committee shall consist, each year, of the three (3) outgoing Directors, who shall prepare a slate of Nominees for election to the Board of Directors. They shall submit this list to the Board of Directors not less than 60 days in advance of the next Annual Meeting.

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4. Directors shall not hold office for more than two consecutive terms, but may be eligible for election again after a lapse of one year. Director terms shall run from February 1 through January 31.
5. Five (5) voting members of the Board of Directors shall constitute a quorum for the transaction of business provided due notice of the meeting has been given to all members of the Board.
6. The Board of Directors shall meet monthly, or at the call of the President. Notice of meeting shall be given in writing, in person, by telephone, or by email. All meetings shall be valid if the President verifies that notice was given and this is so noted in the minutes. Meetings are open to all members.
7. The general membership may request a special meeting of the Board of Directors, by written request to the President, signed by ten (10) members in good standing, and stating the purpose of the meeting. Only business as stated in the purpose of the special meeting may be conducted at said meeting.
8. Robert's Rules of Order for Small Boards shall govern the meetings in all applicable cases and in which they are not inconsistent with the Bylaws or any special rules of order that the Board may adopt.
9. The duties of the Board of Directors shall be to supervise the affairs of the Studio including but not limited to:
 - a. To determine policy for the operation of the Studio,
 - b. To approve instructors, schedules and guidelines for classes in cooperation with GVR,
 - c. To establish the hour and place of business meetings,
 - d. To maintain and publish records necessary for the operation of the Studio.
 - e. The Board may assign other Directors to sign checks in addition to the President and Treasure, as needed.
10. The Board of Directors shall, each year, arrange for a review of the Studio's financial records.
11. Any Director missing more than three (3) consecutive meetings may be removed by vote of the Board of Directors.
12. The Board of Directors shall establish limits on expenditures.
13. The Board of Directors shall establish an annual budget.

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ARTICLE V OFFICERS DUTIES AND RESPONSIBILITIES

1. PRESIDENT.

- a. The President shall preside at meetings of the members and the Board of Directors.
- b. The President shall act as a liaison officer between the Studio and GVR.
- c. The President may assign duties for Directors.
- d. The President shall have the authority to sign checks.

2. VICE-PRESIDENT.

- a. In the absence of the President the Vice-President shall preside at meetings of the members and the Board of Directors and assume duties of the President.
- b. The Vice-President shall be responsible for the arrangement of time and location of all meetings.
- c. The Vice-President shall be responsible for applying for and obtaining any necessary approvals from GVR, governmental agencies, etc. for any activities or events requiring such approval.

3. SECRETARY.

- a. The Secretary shall record all minutes of membership and Board of Director meetings.
- b. These minutes shall be published on the website and distributed to all members of the Board of Directors.
- c. The Secretary shall retain all routine correspondence and other administrative records for three years prior to the current year and retain permanent records for the life of the organization.

4. TREASURER.

- a. The Treasurer shall oversee all financial procedures and functions of the Studio.
- b. The Treasurer shall arrange for a bank account in an FDIC insured Financial Institution and shall arrange for the appropriate signatures annually.
- c. The Treasurer shall record all income and expenditures of the Studio and regularly deposit monies to the Studio Accounts. With Board approval, the Treasurer may hire a Bookkeeper to maintain a journal of income and expenses and prepare such reports as required by law and by the Board.
- d. The Treasurer shall prepare annual financial reports, have records available upon request by GVR and make available those materials necessary for the annual review.
- e. The Treasurer shall retain all financial records in accordance with legal requirements.
- f. The Treasurer may, if approved by the Board of Directors, use the services of an Assistant Treasurer.
- g. The Treasurer, Assistant Treasurer and the Studio President shall have authority to sign checks.

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ARTICLE VI MEMBERSHIP MEETING

1. The Annual Membership Meeting shall be held during the month of January, as determined by the Board of Directors, at such time and place as convenient for the assembly of the members.
2. Notice of the Annual Membership Meeting and Board Candidates shall be given by the President, at least 30 days in advance, by Newsletter, or email and posted in the Studio.
3. The Membership will elect three (3) members to serve a three (3) year term. Prior to voting, nominations from the floor will be accepted if the nominee is present and accepts the nomination. If there are more candidates than vacancies, a vote via paper ballot will be taken. Cumulative voting is not permitted. The President will assign two members to count the votes. In case of a tie, the President shall cast the deciding vote.
3. A quorum at all membership meetings shall consist of those members present.
4. A Membership Meeting may be called by the membership upon request to the President. The request shall be signed by not less than 20 members in good standing of the Studio, stating the purpose of the meeting.
5. Robert's Rules of Order shall govern the meetings in all applicable cases and in which they are not inconsistent with the By Laws or any Special rules of order the Board may adopt.

ARTICLE VII DUES AND FISCAL PERIOD

1. The fiscal year shall be the calendar year, January 1 through December 31.
2. Annual dues shall be determined by the Board of Directors.
3. Dues are due and payable for the following year no later than January 1 of each year. Non-payment of dues shall result in cancellation of membership. If such a canceled member pays the full annual dues within one year, that Person's membership shall be renewed for that calendar year.

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ARTICLE VIII COMMITTEES AND MEMBERS SERVICES

1. The Board of Directors shall establish committees as needed to ensure the safe and appropriate operations of the Studio. These shall include, but not limited to the following standing committees:
 - a. **EDUCATION COMMITTEE.** This committee shall be responsible for reporting to the Board on matters of class scheduling, class reviews and class waivers.
 - b. **FACILITY MAINTENANCE & SAFETY COMMITTEE.** This committee shall report to the Board on matters of housekeeping, repairs, security and safety.
 - c. **FINANCE COMMITTEE.** The Finance Committee shall make recommendations to the Board regarding any and all Studio financial policies and practices.
 - d. **MEMBERSHIP COMMITTEE.** The Membership Committee shall be responsible for reporting to the Board on matters of member records, new member applications, renewals and member communications.
 - e. **MONITOR COMMITTEE.** This committee shall establish a Monitor Training Program, recruit monitors and schedule monitors.
 - f. **SUPPLIES COMMITTEE.** This committee shall be responsible for purchasing and stocking the necessary Studio Supplies, and managing inventory.
 - g. **SOCIAL EVENTS COMMITTEE.** This committee shall be responsible for planning all aspects of social events including the membership meeting.
 - h. **INFORMATION TECHNOLOGY COMMITTEE.** This committee shall oversee all member information services and Studio Information Technology.
 - i. **KILN OPERATIONS COMMITTEE.** This committee shall be responsible for all aspects of firing including Raku.
 - j. **BYLAWS COMMITTEE.** This committee shall be is responsible for preparing needed documents for consideration by the Board including but not limited to modification of the studio bylaws.
 - k. **GLAZE COMMITTEE.** This committee shall maintain, test, and approve glazes.
 - l. **SERVICE COMMITTEE.** This committee verifies that members are fulfilling their required service.
 - m. **NEWSLETTER COMMITTEE.** This committee prepares and publishes the monthly newsletter.

2. The Board of Directors may authorize the subdivision or reorganization of any of the standing committees as they deem appropriate.

ARTICLE IX AMENDMENTS

1. Proposed amendments of the bylaws shall be submitted in writing to the Board of Directors who shall submit them to GVR for approval. When approved by GVR, the Board of Directors shall place them on the agenda for the next general or special membership meeting. Amendments to the bylaws must be approved by a majority vote of the membership in good standing and who are in attendance at the general or special

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membership meeting for which notice of bylaw amendment vote has been given in advance.

2. Written copies of any proposed amendments must be made available to the membership at least one (1) month in advance of the meeting at which a vote is to be taken.

ARTICLE X COPIES OF BYLAWS

A final copy of the approved and signed bylaws and all subsequent amendments shall be made available to members and to GVR. Copies shall be available in the Studio and on the Studio website.

ARTICLE XI DISSOLUTION

Upon dissolution of the Studio, any assets after all bills have been paid shall be transferred to GVR.

Amended 11/2003
Amended 9/30/2005
Amended 1/5/2006
Corrected 3/23/2006
Amended 11/14/2008
Amended 11/12/2010
Amended 11/20/2015
Amended 12/12/2020

President:
Name:

Julie Jacques

Date:

12/16/2020

Approved by GVR:
Name:

Jen Morningstar

Date:

12/30/2020