

# **New Hampshire Potters' Guild Bylaws**

<b>Bylaws</b>	<b>ARTICLE I – NAME</b> <b>ARTICLE II – PURPOSE</b> <b>ARTICLE III – MEMBERSHIP</b> <b>ARTICLE IV – BOARD OF DIRECTORS</b> <b>ARTICLE V – OFFICERS</b> <b>ARTICLE VI – GENERAL ADMINISTRATION AND MEETINGS</b> <b>ARTICLE VII – NOMINATIONS AND ELECTIONS</b> <b>ARTICLE VIII – AMENDMENTS</b>
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## **ARTICLE I - NAME**

### **Sec. 1. Name**

The name of this organization shall be The New Hampshire Potters' Guild.  
It shall be a non-profit organization.

## **ARTICLE II - PURPOSE**

### **Sec. 1. Purpose**

Its purpose shall be to get together in the interest of ceramics whenever necessary or desirable for:

- a) Fellowship and good times
- b) Exchange of ideas and methods
- c) Collaboration in work and exhibition
- d) Encouragement to students
- e) Promoting standards of ethics, aesthetics, and craftsmanship

## **ARTICLE III - MEMBERSHIP**

### **Sec. 1. Eligibility**

Any person who subscribes to the purpose of this organization shall be eligible for membership upon payment of annual dues.

### **Sec. 2. Dues**

Dues or change in dues shall be proposed by the Board of Directors, but must be voted upon by the General Membership for acceptance at the Annual Meeting.

## **ARTICLE IV - BOARD OF DIRECTORS**

### **Sec. 1. Number, Manner of Selection, and Term of Office**

The Board of Directors shall consist of the officers of the Guild and no more than six members appointed by the Chairman. The officers shall serve for a term of two years, or until their successors have been elected. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

### **Sec. 2. Vacancies**

Any vacancy occurring in the Board of Directors by reason of the resignation or death of an officer may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors.

### **Sec. 3. Powers and Duties**

The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the General Membership. It shall plan and direct the work necessary to carry out the programs of the Guild.

### **Sec. 4. Meetings**

There shall be at least one regular meeting of the Board of Directors annually in order to facilitate the planning for the Guild.

## **ARTICLE V - OFFICERS**

### **Sec. 1. Enumeration and Election of Officers**

The officers of The New Hampshire Potters' Guild shall be a Chairman, a Vice-Chairman, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The Chairman, Vice-Chairman, and Recording Secretary shall be elected on odd-number years and the Corresponding Secretary and Treasurer shall be elected on even-numbered years.

### **Sec. 2. The Chairman**

The Chairman shall preside at all meetings of the organization and of the Board of Directors. The Chairman may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The Chairman shall have such usual powers of supervision and management, as may pertain to the office of the Chairman and perform such other duties as may be designated by the Board.

### **Sec. 3. The Vice-Chairman**

The Vice-Chairman shall, in the event of absence, disability, or death of the Chairman, possess all the powers and perform all the duties of that office. The Vice-Chairman shall perform other such duties as the Chairman and Board may designate.

### **Sec. 4. The Secretary**

The Recording Secretary shall keep minutes of all meetings of the Guild and of the Board of Directors and shall perform other such functions as may be designated by the Board. The Corresponding Secretary shall be responsible for notifying the membership of all meetings, workshops, and special events, and for such other functions as may be incident to the office.

### **Sec. 5. The Treasurer**

The Treasurer shall collect and receive all moneys due and be the custodial of these moneys. The Treasurer shall present an annual report at the Annual Meeting.

## **ARTICLE VI – GENERAL ADMINISTRATION AND MEETINGS**

### **Sec. 1 Fiscal Year**

The fiscal year of The New Hampshire Potters' Guild shall commence on the first day of January each year.

### **Sec. 2. Dues**

Annual dues shall be payable January first. Any member who fails to pay the dues within one year after they become payable shall be dropped from the membership rolls.

### **Sec. 3. Membership Meetings**

Time, place, and number of membership meetings shall be determined by the Board of Directors.

### **Sec. 4. Annual Meeting**

An annual meeting shall be held between January 1 and March 31, the exact date to be determined by the board of Directors. The Annual Meeting shall elect officers and transact other business as may properly come before it.

### **Sec. 5. Rules**

The meetings shall be conducted by Robert's Rules of Order.

## **Sec. 6. Call of Meetings**

The Chairman of any five members may call a meeting but no policy for the organization may be made without a quorum present.

## **Sec. 7. Quorum**

Ten percent of the General Membership shall constitute a quorum at all meetings of the NH Potter's Guild. no policy may be made, elections held, or amendments to the Bylaws be voted upon unless a quorum is present.

# **ARTICLE VII – NOMINATIONS AND ELECTIONS**

## **Sec. 1. Nominating Committee**

The Nominating Committee shall consist of a Chairman and two members who shall not be members of the Board and shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. Suggestions for nominations for officers may be sent to this committee by any voting member. The Nominating Committee shall meet not more than three months, or less than one month, before the Annual Meeting, for the purpose of drawing up a slate.

## **Sec. 2 Report of the Nominating Committee and Nominations from the Floor**

The report of the Nominating Committee shall be sent to all members two weeks before the date of the Annual Meeting. The report of the Nominating Committee shall be presented to the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured.

## **Sec. 3.Elections**

A majority vote of those present shall constitute an election.

# **ARTICLE VIII - AMENDMENTS**

## **Sec. 1. Amendments**

These Bylaws may be amended by a two-thirds vote of the voting members present at any Membership Meeting, provided the amendments were submitted to the membership in writing at least two weeks in advance of the meeting.