

# BYLAWS

## ARTICLE I

The Name of this Organization shall be the CERAMIC LEAGUE OF THE PALM BEACHES, INC., a non-profit organization, hereinafter referred to in these BYLAWS as CLPB.

## ARTICLE II - OBJECTIVES

The Purpose of this organization shall be to advance the education of its members in the aesthetic, historical, scientific, business and social features of ceramics; to offer education to the general public and to promote interest, appreciation, and enjoyment of ceramics; to hold meetings, workshops, seminars and exhibitions in the furtherance of these purposes; to award scholarships; to engage, as incident to any of these purposes named herein, in any lawful activity consistent with the public interest which will further and advance ceramics.

## ARTICLE III - MEMBERSHIPS

**Section 1.** Memberships shall be General, Professional Artist, Exhibiting Member, Friend, Life Member.

**a. General** membership includes privileges of newsletter, voting, priority to attend workshops, notices of upcoming activities, seminars and special events.

**b. Professional Artist** includes all of the above plus publicity of their upcoming shows and exhibits in the newsletter.

**c. Exhibiting** Membership includes the above features of General Membership plus the privilege to exhibit. This membership requires the jurying of five current pieces of the artist's work by five members of the Executive Board, who shall vote on the applicant's competency in Clay Art. Acceptance shall require favorable votes by four of the five voting members. Jurying occurs in the months of ; January, April, June, September and November.

**d. Sponsor** includes the features of General Membership plus publicity (advertising, recognition) in the newsletter and wherever appropriate.

**e. Friend of the League** may attend meetings, participate in discussions, but may not vote. Their names must be submitted to the membership at a regular meeting. The approval of their membership shall be by a majority of the members present at that meeting. The membership committee shall then contact the Friend. This category is bestowed.

**f. Life Members** have all the privileges of General Membership without payment of dues. This is an honorary membership.

## **ARTICLE IV - DUES**

**Section 1.** Annual dues shall be established at a general membership meeting by two-thirds vote of those present and voting upon recommendation of the Board of Directors; such recommendation to be published in the CLPB Newsletter prior to said meeting.

**Section 2.** For new members, annual dues are pro-rated by one-half for any period of time less than six months remaining in the fiscal year.

**Section 3.** Dues are due and payable by October 1, the beginning of the fiscal year.

## **ARTICLE V - MEETINGS**

**Section 1.** General Meetings of the CLPB shall be held regularly at a place, time and date set by the Board. A minimum of seven meetings shall be held each year. Special meetings shall be held upon call of the President or at the request of ten members in good standing.

**Section 2.** The Board of Directors shall by resolution, set up a tentative schedule of their meetings. Each meeting shall adjourn to a definite time and place for the next meeting, subject to an earlier call. Upon call by the President or at the request of majority of the members of the Board of Directors, special Board of Directors' meetings may be held. Any member wishing to address the Board of Directors may do so by making a request of the Chairman to be placed on the agenda.

## **ARTICLE VI - ORDER OF BUSINESS**

meetings the order of business so far as the character and nature of the meeting permits shall be as follows:

- a. Reading of the minutes of the last meeting, and action thereon.
- b. Reports of the officers.
- c. Reports of the Standing Committees.
- d. Reports of the Special Committees.
- e. Unfinished business.
- f. New business.
- g. Programs

## **ARTICLE VII - OFFICERS, ELECTIONS, VACANCIES**

**Section 1.** The officers of CLPB shall be as follows: President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

**Section 2.** Nomination and election of officers shall be made in the following manner: A Nominating Committee of three (3) members, excluding the President, shall be

appointed by the Board during the month of April. The Nominating Committee shall elect its own chairperson. It shall be the duty of the committee to nominate at least one candidate for each elective office. The nominations of the committee shall be published in the newsletter prior to the June meeting at which time nominations from the floor been obtained. Elections shall be held at the June meeting. All officers shall be installed at the September meeting to take office by October 1. Proxy votes by Active Members in good standing will be received by the Secretary prior to the start of the meeting and will be counted at the June election meeting.

**Section 3.** In the event of a vacancy among the officers, the Board of Directors shall have the power to fill such vacancy for the unexpired term. This shall be done by nomination and election at the next regular Board Meeting.

## **ARTICLE VIII - DUTIES of OFFICERS, COMMITTEE CHAIRPERSONS AND STANDING COMMITTEES**

### **Section 1. Officers**

**The President** shall preside at all meetings of the CLPB and shall appoint all Standing Committee chairpersons and Special Committee chairpersons as needed. The President is a member ex-officio of all committees except the nominating committee.

**The Vice President** shall be chairman of the Program Committee and in the absence of the President shall assume all of the duties of that office.

**The Secretary** shall keep a record of the proceedings of the meetings of the general membership and of the Board of Directors. The Secretary shall attend to all correspondence of the CLPB as directed by the President and shall act as liaison with Florida Craftsmen and other organizations involving CLPB participation. The Assistant Secretary shall assist the Secretary where possible and in the absence of the Secretary shall assume all the duties of the Secretary

**The Treasurer** shall be custodian of the funds of the CLPB and shall keep account of receipts and expenditures in records open to inspection by any member in good standing. All financial records may be subject to examination by an accountant at the discretion of the Board.

**The Assistant Treasurer** shall collect annual dues, issue Membership cards, assist the Treasurer, and act as Treasurer in the absence of the Treasurer.

**Section 2.** Committee Chairpersons shall appoint and direct the committees as provided in the Bylaws or as directed by the President, shall submit plans and recommendations to the Board for approval, shall keep an accurate record of all pertinent files, shall be responsible for returning said files to CLPB offices, and shall submit an annual report in duplicate at the October meeting, one copy to be attached to the Minutes and one copy to be given to the incoming chairpersons.

**Section 3:** Standing Committees: Budget and Finance, Education, Newsletter, Seminars and Programs, and Membership.

**Budget and Finance:** Shall consist of the Treasurer, the Assistant treasurer the President and a medial Past President shall convene at the beginning of the Fiscal Year as soon as the prior year's books are closed. Shall analyze the prior year's income and expenses, and establish a new budget. This budget shall be reviewed quarterly at the Board of Directors meeting, and a report given at the next membership meeting.

**Education:** Shall make arrangements for CLPB to fulfill requests of the community for educational projects and keep a record of the CLPB members who participate in these projects; plan research and study projects for the advancement and skill of the members.

**Seminars and Programs:** Shall organize and supervise presentations of programs and seminars for members. Shall work with Education Chairman where possible.

**Membership:** Shall furnish prospective members with the application for membership, present applicant's work to the Board for consideration, notify applicant of acceptance or rejection, provide new members with a roster and copy of Bylaws.

**Newsletter:** Shall edit and supervise the preparation and mailing of the monthly Newsletter to all members, and Past Presidents who are no longer members.

**Special Committees:** Archives, Library, Publicity, Standards, Fairs and Exhibitions, Hospitality.

**Archives:** Shall keep a scrapbook record of all publicity and printed material relevant to CLPB activities, and be responsible for the care and custody of CLPB archives.

**Library:** Shall take charge of books, publications, films and reference materials that are the property of or on loan to CLPB and arrange for purchasing additional materials.

**Publicity:** Shall prepare and direct to the news media all publicity relating to CLPB activities and supervise all paid advertising.

**Standards:** Shall consist of the Executive Board, which shall jury for quality and craftsmanship. A total of four approvals shall be required for acceptance.

**Fairs and Exhibitions:** Shall organize and direct CLPB's fairs and submit plans for approval to general membership meetings. Shall appoint Hospitality Host or Hostess for said fairs and show.

**Hospitality:** Shall act as host at meetings and special functions of the CLPB such as exhibitions.

## **ARTICLE IX - AUDITING**

The Auditing Committee shall be three members elected by the Board from the membership at large who shall sit with the Budget and Finance Committee to audit the previous years books. They shall convene when the books have been closed for the period fiscal year. They shall report at the following membership meeting upon the scope and accuracy of the treasurer accounts.

## **ARTICLE X - BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of the elected officers, the immediate Past President and the appointed Chairpersons of the standing Committees.

**Section 2.** The Board of Directors shall have the general supervision of the affairs, funds, property, and activities of the CLPB, make recommendations to the membership and perform such other duties as are specified in these Bylaws.

**Section 3.** An Executive Committee, consisting of the six (6) elected officers shall have the power of the Board of Directors when action of urgency is required that cannot wait for a Board of Directors meeting. A report of such action shall be made to the Board at its next meeting.

## **ARTICLE XI - PROCEDURES**

**Section 1.** The Bylaws Committee, appointed by the President, shall consist of three members, including the Vice President who shall be chairman. The committee shall study the Bylaws annually and present any proposed amendments for the CLPB membership in writing at least ten (10) days prior to any general meeting.

**Section 2.** Amendments may be proposed to the President in writing by five (5) Active Members, such amendments to be presented to the general membership in accordance with the above Section 1.

**Section 3.** The Bylaws of CLPB may be amended by two-thirds (2/3) vote of the members at any regular meeting or at any special meeting called for the purpose. Such adoption shall take place on written notice to members not Less than ten (10) days in advance.

**Section 4.** The Articles of Incorporation may be amended at any regular or special meeting called for that purpose, by a two-thirds (2/3) vote of members voting in person or signed proxy, provided there be fifty percent (50%) of the active membership voting. Written notice ten (10) days in advance is required.

**Section 5.** The rules of Parliamentary practices as comprised in ROBERT'S RULES OF ORDER, REVISED, shall govern proceedings of CLPB in all cases in which they are applicable and not inconsistent with these Bylaws, subject to the special rules which have been or may be adopted.

## **ARTICLE XII - QUORUM**

Twenty five percent 25% of the active membership shall be a quorum at a general or special meeting. A majority of the Board of Directors shall be a quorum at a Board meeting.

These Bylaws were amended on April 22, 1992, January 5, 1994 and June 17, 1998.

Margery M. Eaton  
Assistant Secretary  
Advisor 2008