



Collar City Clay Guild Bylaws

ARTICLE I -- Name

The name of this organization is the Collar City Clay Guild, hereinafter the “Guild”.

ARTICLE II -- Offices

The Guild has been organized in the City of Troy, County of Rensselaer, and State of New York. As provided by the Executive Committee, it shall maintain a post office address and an electronic mail address (e-mail).

ARTICLE III -- Purposes

The Guild is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Guild has been organized as an informal community of clay artists and potters in upstate New York to share ideas, education, and techniques through workshops, exhibitions, lectures, publications, and discussion programs. The Guild shall also endeavor to support community activities that are supportive of civic, educational, and public service efforts, including charitable contributions to organizations which provide financial support and relief to persons in need, including potters and ceramic artists.

The Guild’s revenues shall not be distributed to officers, directors, or other private individuals, except to pay compensation for goods and supplies, services rendered, and for the furtherance of the purposes set forth in this Article.

No part of the activities of the Guild shall be lobbying, or otherwise attempting to influence legislation, and the Guild will not participate in any political campaign for public office.

ARTICLE IV- Membership

There shall be two classes of members of the Guild: Regular and Honorary. Regular members are individuals who share an interest in clay art. Honorary members are individuals who are supportive of the Guild and its purposes, and who have been selected by the Executive Committee. Regular and Honorary members shall each be entitled to one vote on all matters that are required to be determined by a vote of the membership by these Bylaws.



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The annual dues for Regular members shall be \$25 payable on the first day of September. This amount may increase or decrease as determined by the Executive committee in any given year. The dues for a new member who joins the Guild after the first day of February thereafter shall be \$12.50 for the remainder of that calendar year. Existing members will pay the full amount (\$25.00) each year.

ARTICLE V – Meetings

The guild shall meet on the fourth Sunday of every month. The place of the monthly meeting will be determined by the host of that meeting.

The Annual Meeting of the Guild shall be held in the month of September on a date and at a site selected by the Executive Committee. The Secretary shall notify the membership with notice and the agenda at least seven (7) days prior to such annual meeting.

Business conducted at the Annual Meeting shall include the adoption of an annual budget, and the election of officers when appropriate.

The quorum at each Annual Meeting shall consist of a minimum of twenty (20) percent of the Guild's membership and a majority vote of members present shall determine of all ballot issues.

Other business meetings of the Guild shall be held quarterly at such times and places as the Executive Committee shall determine.

Notices of meetings may be provided by ordinary mail, telephone, electronic mail (e-mail), or by website.

ARTICLE VI – Officers

The officers of the organization shall be the President, Vice President, Treasurer, Secretary, Activities Chair and Archivist. The Executive Committee may determine to combine the offices of Secretary and Treasurer.

Officers shall be elected at the Annual Meeting for terms of two years. Thirty (30) days prior to an Annual Meeting at which officers of the Guild are to be elected, they shall appoint a nominating committee to recommend a slate of candidates to fill vacancies occurring by expiration of term.

The President shall be the chief executive officer of the Guild; shall preside at all business meetings of the Guild and the Executive Committee; keeps abreast of all guild committees; and prepare the agendas for all business meetings.



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The Vice President shall assist the President and assume the duties thereof in the event the President is unavailable or there is a vacancy in the office of President. Additional duties include collecting mail from guild P.O. Box and e-mail account and distributing such to appropriate guild officers.

The Secretary prepare the minutes of all business meetings, prepare and send monthly newsletter and provide necessary notices to the membership.

The Treasurer shall maintain the membership records, collect all dues and revenues and deposit such funds in a bank account in the name of the Guild, and shall make prompt payment of all liabilities of the Guild. The Treasurer shall provide a summary of the Guild's finances at each business meeting and, with in consultation with the Executive Committee, shall prepare a budget of anticipated revenues and expenditures for the forthcoming year. The budget shall be submitted to the membership at the Annual Meeting for its approval, with such revisions as the membership determines.

The Activities Chair shall solicit activities for meetings of the membership and; and provide a calendar of Guild events; organize and be a liaison for guild activities outside of guild meetings exclusive of guild activities that have their own committees.

The Archivist shall maintain records and documents relating to the Guild and organize them annually into an electronic format. Membership is encouraged to support and contribute.

In the event of a vacancy in any office, it shall be filled by the Executive Committee for the remainder of the officer's term of office.

Article VII. Executive Committee

The Executive Committee shall consist of the Guild's officers, exclusive of the Archivist. In addition to the powers and duties provided in these Bylaws, the Executive Committee shall supervise the management of the Guild's affairs between business meetings. Past guild officers may be called upon by the Executive Committee for their expertise and/or assistance when the Executive Committee deems necessary. The Executive Committee shall meet at least quarterly, or upon the call of the President.

ARTICLE VIII: Amendments

These Bylaws may be amended by a majority vote of the Executive Committee.

ARTICLE IX: Dissolution

Upon the dissolution of the Guild, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code,



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or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X: Effective Date

These Bylaws shall take effect immediately upon their approval by majority vote of the membership of the Guild present at the 2007 Annual Meeting at the end of September..