

We, the students at the University of Delaware, do hereby form the organization known as Pottery Club for the purpose of expanding our knowledge of pottery and experiencing the camaraderie of other potters.

Articles:

- I. The organization shall be known as the Pottery Club.
- II. The club will provide clay for its members, allowing those who could not otherwise afford it to take part in throwing. In addition, we will share our knowledge and skills with each other when we meet. Our main intention is to provide a creative outlet for those interested in ceramics, particularly art majors, but who are not currently taking a class.
- III. Qualifications for membership are as follows: an interested candidate must be a full time, matriculated undergraduate student, and due to concerns about space and materials, the candidate must be either a declared minor or major in Art.
- IV. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- V. Depending on the level of funding and fundraising on the part of the club, dues may be necessary in order to pay for kiln fees.
- VI. Policies and Procedures for Disciplining/Removing Members: If a member is found to be disrespectful of the equipment or other members, it may be put to a vote of the executive board about whether this member should be removed from the club.

VII. Officers:


President: This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. If the president has been removed from office, it will be the responsibility of the vice president or another member of the executive board to train a replacement. The presidency may be a shared position.

Treasurer: The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The treasurer will be responsible for determining kiln fees and clay allocations. . If the treasurer has been removed from office, it will be the responsibility of the vice president or another member of the executive board to train a replacement. The treasury may also be a shared position.

- VIII. **Election of Officers:** Elections will be held near the end of the spring semester for the following year. It will be done in a secret ballot manner, with each member writing his or her choice on a piece of paper. A non-position holding member will do the counting.
- a. **Procedure for Disciplining/Removal of Officers:** Grounds for removal include negligence of duties and disrespect for equipment or other members.
 - b. **Resignations:** If an officer chooses to resign, his or her co-officer will assume his or her duties. If there is no co-officer, an election will be held to chose another officer.
 - c. **Officer Transition:** The current officer will train the new officer in any duties necessary.
- IX. **Meetings:** Club meetings shall be held weekly, and executive board meetings will be held twice a month.
- X. **Dues:** Dues may be necessary if funding is not enough to cover kiln fees and clay. If this is the case, the treasurer will be responsible for collecting these dues in cash form.
- XI. **Procedures for decision-making:** When possible, the group will come to a consensus, with a majority vote. If this is not feasible, the executive board will make a collective decision.
- XII. **Selection of an Advisor:** The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor shall preferably have some knowledge of pottery. He or she shall be encouraged to take part in group activities, but not required to.

- XIII. Disbursal of organizational assets should the group become defunct
The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XIV. Quorum: At least 50% of the members must be present in order for formal decisions to be made, and 75% of the executive board must be present.
- XV. Approval of changes to the constitution requires a 2/3 vote of the executive board, and approval by the Activities and Programs Office.
- XVI. **Rules for amending the Constitution** - Adding articles/sections to the constitution requires a 2/3 vote of the executive board, and advance notice to all members of the proposed change.

Signatures:

Presidents: 

Activities & Programs Staff: 

Date: 4/29/2010