

Club Constitution
Brandeis Pottery Club
Brandeis University

Amended Apr 14, 2022

Article I: Name

Section 1: The name of this organization shall be the Brandeis Pottery Club.

Article II: Purpose

Section 1: The Brandeis Pottery Club strives to engage interested members of the Brandeis community in the Ceramic arts by providing activities, access to the studio, and materials. In addition to the studio facilities, we strive to host artist lectures, demonstration, trips, sales/fundraisers, and socials to give members different opportunities to learn about ceramics as a professional career, creative expression, or hobby.

Article III: Membership

Section 1, Statement of Non-Exclusivity: Brandeis Pottery Club is open to all members of Brandeis University Community regardless of sex, gender identity, gender expression, race, color, religion, creed, sexual orientation, class, age, ancestry, national or ethnic origin, genetic information, physical ability, political affiliation, ideology, veteran status or any other category protected by the law.

Section 2: An active member is anyone who attends at least three meetings or studio hours per semester and is registered to receive club emails

Section 3: An Instructor is appointed, after volunteering, by the Executive Board (E-board), to hold studio hours.

Clause 1: Instructors are appointed by the E-board to hold open studio hours during the semester. Instructors are responsible for maintaining the state of the studio during their hours including keeping up with the recycling of clay. If Instructors fail to keep the state of the studio in clean working order they may be subject to removal of Instructor status at the discretion of the E-board.

Clause 2: The E-board will review the instructor application based on a portfolio, a written personal statement, and assessment of professional leadership.

Section 4: The faculty advisor is welcome to all club functions to oversee proper use of materials and space.

Article IV: Meetings

Section 1: Meetings shall be called by the President whenever necessary to update members of new events, relevant information regarding the studio, to socialize, to share knowledge, or share ongoing projects. Meeting times and locations must be posted publicly.

Section 2: Studio Hours are scheduled times during which members and those wishing to become members may visit and make use of the Pottery Studio facilities.

Clause 1: Instructors will hold Studio Hours weekly, biweekly, or as agreed upon in the schedule set at the beginning of the semester.

Clause 2: Instructors will make every effort possible to attend their agreed upon hours and if they must cancel hours they will do so as far in advance as possible. Instructors will attempt to get coverage for any hours they know they will be missing ahead of time.

Article V: Elections and Terms of Service

Section 1: Elections are held at the end of the spring semester for all officer positions of the subsequent year.

Clause A: All active members are eligible to run for official positions within the club.

Clause B: All active members are eligible to take part in the vote.

Clause C: Officers are elected by a majority vote

Clause D: All elected or appointed officers must accept their positions in written or electronic form prior to assuming their office. Upon written or electronic acceptance of any role, elected or appointed, members will be held to the Constitution.

Section 2: Elected officers will serve for the following Fall and Spring semesters or for the remainder of the academic year if elected during the academic year.

Clause A: Individual positions may be elected at any time by 2/3 or greater vote of all active members at the time proposed

Clause B: If an elected official will only present on campus for one of the two semesters an election will be held to fill the vacant role.

Article VI: Officers

Section 1:

Clause A: The club E-board officers will consist of President, Vice President, Treasurer, Vice Treasurer, Secretary and Communications Director, Event Coordinator, and Technical Director.

Clause B: The President may choose to create new officer positions as needed.

Section 2: President

Clause A: Powers and Responsibilities

Subsection 1: The duties of the President include appointing Instructors, scheduling and leading Club Meetings, maintaining studio facilities, and acting as a representative of the club to all other Brandeis organizations.

Subsection 2: The President is responsible to ensure that all mandatory Student Union meetings and trainings are attended by a club officer.

Subsection 3: The President is responsible for any unfulfilled duties of any club officers.

Subsection 4: The president is ultimately responsible for all of the club's decisions.

Section 3: Vice President

Clause A: Powers and Responsibilities

Subsection 1: The Vice President is responsible for assisting the President in above-mentioned duties.

Subsection 2: The Vice President is responsible for overseeing sending emails to the mailing list and official social media platforms

(<https://linktr.ee/brandeispottery>,
<https://www.instagram.com/brandeispottery/>,
<https://www.facebook.com/brandeispottery>) to update active members of the studio's schedule, new events, opportunities, and any studio related information. The Vice president may delegate any communication tasks to the Communications Director

Subsection 3: If for any reason the President cannot perform their duties, the Vice President has the power to assume those duties.

Section 4: Treasurer

Clause A: Powers and Responsibilities

Subsection 1: Under supervision of the President, the Treasurer is responsible for maintaining the finances and supplies of Pottery Club, and for attending any mandatory Club Treasurer meetings called by the Student Union.

Section 5: Vice Treasurer

Clause A: Powers and Responsibilities

Subsection 1: The Vice Treasurer is responsible for learning how treasury works.

Subsection 2: The Vice Treasurer is responsible for assisting the treasurer in their duties as necessary.

Section 6: Secretary and Communications Director

Clause A: Powers and Responsibilities

Subsection 1: The Secretary and Communications Director is responsible for sending emails out to the mailing list and updates to the official social media platforms (<https://linktr.ee/brandeispottery>,
<https://www.instagram.com/brandeispottery/>,
<https://www.facebook.com/brandeispottery>) to update active members of

the studio's schedule, new events, opportunities, and any studio related information with approval of the Vice President.

Subsection 2: The Secretary and Communications Director is responsible for taking minutes of each E-Board meeting and sending them out to the Vice President within 24 hours.

Section 7: Event Coordinator

Clause A: Powers and Responsibilities

Subsection 1: The Event Coordinator is responsible for the following:

Planning all official Brandeis Pottery Club events.

Assisting the treasurer in expenditures for events and food requests.

Submitting appropriate space requests and forms as necessary for events and meetings.

Section 8: Technical Director

Clause A: Powers and Responsibilities

Subsection 1: The Technical Director is responsible for the following:

Assisting the Treasurer with reports of necessary supplies.

Creating, testing, and adjusting glazes in a safe manner.

Educating the club on special techniques and skills.

Article VII: Amendment Process

Section 1: Amendments to this Constitution must begin with a proposal from an active member.

Section 2: Amendments will be ratified with a $\frac{2}{3}$ or greater vote of all attending active members at the time proposed.

The following members approve the constitution amendments at the meeting on 4/14/2022:

Ido Dinnar



Leah Farinella



Ada Wagar



Sydney Schur



Brianna Pascarelli



Lauren Lederer



Lucca Raabe



Jasper Lincoln



Dani Madan

