

CCA Mission Statement

The purpose shall be to provide a venue for people interested in working with clay to gather and share their interests.

CCA BYLAWS Of CASCADE CLAY ARTISTS

Adopted October 2006 Revised October 2015

Article 1: Name & Purpose

- 1.1 The name of the organization shall be Cascade Clay Artists (CCA)
- 1.2 The purpose shall be to provide a venue for people interested in working with clay to gather and share their interests.

Article 2: Membership & Dues

- 2.1 Membership shall be open to anyone interested in clay, obtained by payment of annual dues.
 - 2.1.1 Members shall be entitled to one vote on all matters before the general membership as well as access/eligibility to all CCA functions, shows and workshops.
 - 2.1.2 A member may resign at any time for any reason by giving notice the Secretary.
- 2.2 Dues shall be as established by the Board of Directors and shall be due at the March General Meeting. If dues are not forthcoming by the May meeting, the member shall be dropped from the member list.
- 2.3 General membership meetings shall generally be once a month with the actual number per year to be decided by the Board of Directors. The focus of the meetings shall be clay with the business portion being kept to a minimum.
- 2.4 An Annual Meeting shall be held once per year for the purpose of electing officers & directors, delivering the annual financial report and conducting any other required business.
- 2.5 Voting may occur at any scheduled membership meeting.
 - 2.5.1 A quorum shall consist of those members present at the meeting. Action is taken by an affirmative vote of a majority of a quorum.

Article 3: Board of Directors

- 3.1 The Board of Directors (The Board) shall consist of the Officers (President, Vice President, Secretary & Treasurer), 4 Directors, and a Past President.
 - 3.1.1 Duties
 - 3.1.1.1 The President shall preside over all meetings of the membership and The Board. The president shall appoint such committees as may be necessary and shall in general perform the usual duties of this office.
 - 3.1.1.2 The Vice President shall be the President-Elect and shall aide the President and shall perform the duties of President in the absence of the President.
 - 3.1.1.3 The Secretary shall keep and maintain a record of all proceedings of the General Membership meetings and of The Board meetings. The Secretary shall give notice of all meetings and shall cause the minutes of all meetings to be distributed to the membership. The Secretary shall keep and maintain all files and records of CCA.
 - 3.1.1.4 The Treasurer shall keep and maintain adequate financial books and records of CCA, maintain bank accounts, and shall prepare a financial report for the annual meeting.

- 3.2 Standing committees and Special committees shall be appointed by the President as may be required for CCA. Regular reports from Committee Chairs shall be presented to The Board.
- 3.2.1 No committee may take any action committing CCA to contractual or financial liabilities.
- 3.3 Elections for members of the Board of Directors shall occur once a year at the Annual Meeting.
- 3.3.1 Each member of the Board of Directors shall serve a 2 year term. Terms shall be staggered so that the Officers are elected one year and the Directors are elected the next.
- 3.3.2 A Nominating Committee consisting of 3 members shall be formed each year to present a slate of proposed Board members to The Board for that year's election. The President shall present the slate at the Annual Meeting for voting by the general membership.
- 3.4 Should the position of President be unexpectedly vacated, the Vice President shall assume the duties of President. Other vacancies of members of The Board shall filled by the Board for the remaining period of the term of that member.
- 3.5 Meetings of the Board of Directors shall be held a minimum of three times a year and more often as required by CCA.
- 3.5.1 A quorum shall consist of those members of The Board present. Action of The Board is taken by an affirmative vote of a majority of a quorum.
- 3.5.2 Any member of CCA may attend meetings of The Board, but may not vote on an action of The Board.
- 3.5.3 Attendance of Board Members at Board Meetings is required. No Board Member shall miss more than 3 consecutive Board Meetings without loss of membership. Replacement shall follow procedure stated in Article 3, item 4.
- 3.6 The dissolution of the organization and the disposition of the assets and liabilities of CCA shall be an action of The Board after an affirmative vote of the membership.

Article 4: Contracts and Banking

- 4.1 Contracts, either written or verbal, and other obligations of the organization shall be executed only after approval of the Board of Directors.
- 4.2 Banking in all forms is the sole responsibility of the Board of Directors.
- 4.2.1 Treasurer may authorize expenditures up to \$50.
- 4.2.2 Treasurer and President may authorize expenditures up to \$100.
- 4.2.3 Board of Directors (a quorum) may authorize expenditures up to \$300.
- 4.2.4 Expenditures in excess of \$300 must be authorized by the affirmative vote of a majority of a quorum of the membership.
- 4.3 The fiscal year for the organization shall be the same as the calendar year.

Article 5: Bylaws

- 5.1 These Bylaws are the only governing document for the organization and copies of such shall be made available to all members.
- 5.2 These Bylaws may only be amended by the affirmative vote of two-thirds of **all** members after a notice of such amendments have been made to members at least thirty days prior to a regular meeting. Members may vote via email up to 3 days prior to the scheduled membership meeting or in person at said meeting. If two-thirds of all members are not present at the meeting, or have not voted by email, the vote shall be taken at the next regularly scheduled meeting, where the affirmative vote of two-thirds of **a quorum** of members are required to amend Bylaws.