THE KILN CLUB OF WASHINGTON D.C., INC.

A non-stock corporation

Changes to the by laws were voted on and approved February 17, 2016 by the members of the Kiln Club present at the regular meeting of the Club.

ARTICLE I: NAME

The name of this non-stock corporation shall be The Kiln Club of Washington D.C., Inc., hereinafter known as “The Kiln Club.”

ARTICLE II: PURPOSE

The Kiln Club is a professional organization for working ceramic artists, serious continuing students and supporters of the ceramic arts. Its objectives are:

A. To promote an exchange of knowledge and information about all types of ceramic arts, to provide mutual support, encouragement and education for its members, and to serve as a professional liaison to the public, galleries, businesses, publications and arts agencies.

B. To encourage excellence in the ceramic arts by maintaining a high standard for Juried Members, by providing a mentor program for those seeking Juried Member status, and by sponsoring periodic exhibitions juried by noted local, national or international ceramic artists.

C. To manage and operate the Scope Gallery, a cooperative, through which Juried Members may exhibit and sell their work.

ARTICLE III: MEMBERSHIP

A. Application and Eligibility.

Membership in The Kiln Club shall be open to anyone in the Washington, D. C. Metropolitan area with an interest in the ceramic arts, and shall consist of four categories:

1. Members.

Applications shall be made in writing on forms provided for that purpose. May be admitted at any time during the year.

2. Juried Member

Applicants shall be sponsored by a Juried Member of at least two years standing, and must be Members who have attended at least 4 meetings within the past 24 months. It is the Member’s responsibility to find a sponsor among the active Juried Members of the Kiln Club. Applicants can request an application packet from the Membership Director. Annually, in March, the Kiln Club Board and sponsors, will convene a special meeting for the purpose of selecting new Juried Members. Up to 2 applicants will be selected at that time. Each sponsor shall notify the applicant of the results of the selection meeting. New Juried Members and their work will be introduced at the regular meeting of the Kiln Club following the selection meeting.

3. Emeritus Juried Member

The Membership Director shall notify any Juried Member who has maintained their status for 25 years.

4. Honorary Member

Nominations for Honorary membership may be made through the Board at any time. The nomination shall be published in the newsletter, and may be approved at the next business meeting by a majority vote of attending members.

B. Privileges and Responsibilities

1. Member

a. Anyone interested in supporting the objectives of the Kiln Club.

b. Privileges: may vote at regular meetings, may hold office\*, may chair or participate on committees except where any of these activities involve Scope Gallery, may attend workshops, may participate in any Kiln Club sponsored sale outside of Scope; receives the Directory and Newsletter.

Eligible to apply for Juried Member status after having attended 4 meetings within 24 months and upon finding a sponsor among active Juried Members. Ceramic Guild members are not eligible to jury into Scope.

\* Recording Secretary, Corresponding Secretary, Treasurer, and Program Chairperson

2. Juried Member

a. To become a Juried Member of the Kiln Club one must be a Member in good standing for at least 24 months prior to being juried.

b. Work has been judged to be of superior quality.

c. Privileges: may vote; may hold office, may chair or participate on ALL committees, may attend workshops and participate in any Kiln Club sponsored sale outside of Scope, may apply to exhibit in Kiln Club sponsored shows at Scope Gallery; receives Directory and Newsletter.

Responsibilities: act as a representative to the greater community, act as mentor to Members who wish to become Juried Members, fulfill Scope Gallery duties, and participate in Kiln Club activities.

   Juried Members must attend 2 meetings within the year prior to showing at Scope AND  participate in a TFAA (Torpedo Factory Artist Association) event, OR hold a job.

Juried Members who are inactive in Scope Gallery for 5 years or more must be re-juried into Scope and follow the same procedures as stated in #2 of Article III, Membership Seciton. Active TFAA members are exempt from being re-juried but must attend 2 Kiln Club meetings and be retrained within a year prior to showing at Scope Gallery.

3. Juried Member Emeritus

   a. Eligible after 25 continuous years as a Juried Member.

   b. Same privileges as Juried Member.

   4. Honorary Member

   a. Conferred to recognize outstanding achievements coinciding with The Kiln Club objectives.

   b. Receives Directory and Newsletter.

C. Dues

Annual dues are payable January 1 through March 31 or upon application. Membership for those not paid by March 31 shall be voided. Juried Members who lose their membership must reapply in accordance with Article III of these Bylaws to be reinstated.

D. Expulsion

A member may be expelled by the Board 15 days after giving the member written notice of the expulsion and the reasons for the act. At least 5 days before the effective date of the expulsion, the Member shall be given an opportunity to be heard by the Board or it’s designated agent, orally or in writing. The expulsion notice shall be delivered by certified mail, sent to the last known address of the Member shown in the corporation’s records. The decision of the Board or its designated agent shall be final, and shall not be subject to any review or appeal by any court or other persons. Any Member who brings suit against The Kiln Club automatically forfeits his/her membership permanently.

ARTICLE IV: MEETINGS

A. The membership shall be given advance notification via the newsletter of the date and location of each meeting.

B. The November meeting shall be the Annual Meeting of The Kiln Club for the purpose of electing officers, approving the budget, and establishing dues.

C. The Board may call special meetings at any time.

D. A quorum shall consist of 10 Members eligible to vote.

ARTICLE V: ELECTION

At the September Meeting the President shall discuss officer candidates for the following year.

B. All nominees for the offices shall be Kiln Club members.

C.The election of officers shall be at the November Annual Meeting.

D.A majority of votes cast shall decide the election of each officer.

E.Officers shall take office January 1 for a term of one year.

ARTICLE VI: BOARD OF DIRECTORS

A. The elected officers shall serve as the Board of Directors and shall consist of the President, Vice President, Membership Chair, Scope President, the Recording Secretary, the Corresponding Secretary, the Treasurer and the Program Chairman.

B. The immediate past president will be a non-voting member of the Board serving in an advisory capacity. As appropriate, representative(s) to the Creative Crafts Council, the Publicity Chair, the Chair of the Summer Sale, the Hospitality Chair and the TFFA Representative will provide counsel to the Board of Directors on issues under consideration.

C. Votes on the Board are apportioned by office, each of which carries one vote, regardless of whether responsibilities are shared.

D. Action is taken by an affirmative vote of two-thirds of the Board members. Members unable to attend may provide written proxies.

ARTICLE VII: REGISTERED AGENT

The state of Virginia requires designation of a Corporate Registered Agent. The Registered Agent must be a resident of Virginia, and shall be appointed by the President for an indefinite term of office.

ARTICLE VIII: DUTIES OF OFFICERS

The officers of the corporation and their duties are as follows:

A. The President shall:

1. Preside at all meetings of The Kiln Club.

2. Establish all committees and appoint chairperson except those defined elsewhere in the Bylaws.

3. Preside at Board meetings.

4. Be responsible overall for coordinating the functions and operations of the club and its activities.

5. Maintain records of minutes, motions, and responsibilities of the Kiln Club.

6. Maintain an updated job description of the office of president.

7. Maintain a permanent file of newsletters.

8. Maintain a permanent file of the by laws.

9. Maintain a permanent file of all Kiln Club policy papers.

B. The Vice President shall:

1. Preside at meetings in the absence of the President.

2. Share duties with the President.

C. Membership Chair shall:

1.Be the custodian of all membership records, and maintain a permanent membership file.

2.Provide forms for membership applications.

3.Issue a dues notice in the December, January, February and March Newsletters.

4.Receive membership applications, renewals and dues checks; record checks and forward them to the Kiln Club Treasurer.

5.Process applications for those being sponsored for Juried Member status.

6.Coordinate the March and September Board meetings for selecting new Juried Members. Insure that the new members and their work are presented at the following general meeting of the Kiln Club.

7.Update and publish the Membership Directory.

8.The Membership Director of the Kiln Club may not sponsor an applicant for Juried membership.

9. Maintain an updated description of the job of Membership Director.

C. The Scope Gallery President shall:

1. Be responsible for Kiln Club shows and exhibits at Scope Gallery.

2. Accept contracts for each show, and coordinate gallery operation, e.g. schedules, supplies, display and task appointments.

3. Act as Kiln Club/Scope Gallery liaison and sit on the Board of Scope Gallery.

4. Maintain an updated job description.

D. The Recording Secretary shall:

1. Keep records of all business proceedings of the Kiln Club and maintain a permanent file of such records.

2. Submit a summary of each business meeting to the President for the files and to the Corresponding Secretary for publication in the newsletter

E. The Corresponding Secretary shall:

1. Edit, publish and distribute the newsletter.

2. Compose correspondence to be distributed outside The Kiln Club.

3. Maintain an updated job description of the office of Corresponding Secretary.

F. The Treasurer shall:

1. Be the custodian of the Kiln Club’s funds and manage the Kiln Club’s accounts in line with the approved budget.

2. Keep all financial records, including all receipts for expenditures and present reports when called upon.

3. Prepare a proposed annual budget and submit it to the Board of Directors.

File all appropriate tax forms. Submit the Kiln Club’s accounts for review and audit at the time of tax preparation.

Maintain an updated job description of the office of Treasurer.

G. The Program Chairman shall:

1. Chair the Program Committee, which makes arrangements for programs at meetings.

2. Notify the Corresponding Secretary of the date and place of meetings and program for inclusion in the newsletter.

3. Maintain an updated job description of the office of Program Chairman.

H. The Scope Treasurer shall:

1. Be custodian of Scope Funds.

2. Pay all Scope bills.

3. Issue artist consignments and Club commissions and sales tax.

4. Reconcile accounts.

5. Maintain an updated description of the job of Scope Treasurer.

ARTICLE IX: AMENDMENTS

These By laws may be amended by majority vote of attending members at the second meeting following publication of the proposed changes in The Kiln Club newsletter.