

THE KILN CLUB OF WASHINGTON D.C., INC.
A non-stock corporation

The bylaws were voted on and approved on March 12, 2023, by the Board of The Kiln 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 engage with the broader community by promoting local opportunities in the ceramic arts through outreach and coordination with educators.
- C. To manage and operate the Scope Gallery, a cooperative, through which Juried Members may exhibit and sell their work - encouraging excellence in ceramic arts by maintaining a high standard for Juried Members showing in Scope Gallery.

ARTICLE III: MEMBERSHIP

A. Application and Eligibility

Membership in The Kiln Club shall be open to anyone with an interest in the ceramic arts, and shall consist of four categories:

1. General Member

Applications shall be made in writing on forms provided for that purpose. May be admitted at any time during the year. Every member is expected to be willing, if requested, to serve on a committee or as an Officer of the Club each year and to be willing to undertake other leadership or volunteer roles that may arise.

2. Juried Member

Applicants shall be sponsored by a Juried Member of at least two years standing, must be Members in good standing for at least 12 months, and have attended at least 2 meetings in the last 12 months or hold a volunteer position in lieu of meeting attendance. 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 Chair, or find one online. Annually, in March and September, the Kiln Club Board, the applicants' sponsors, and up to two preceding Scope Gallery Representatives will convene a special meeting to select new Juried Members. 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 Chair shall notify any Juried Member who has maintained their Membership 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, and may hold offices of Recording Secretary, Corresponding Secretary, Treasurer, and Program Chairperson.
- c. 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; receive the Directory, Newsletter and be listed on the Kiln Club website.
- d. Eligible to apply for Juried Member status after having been a member in good standing for 12 months, and attended 2 meetings in the last 12 months or held a volunteer position in lieu of meeting attendance. Effective 2021, Ceramic Guild members are not eligible to jury into Scope as Kiln Club members.

2. Juried Member

- a. To become a Juried Member of the Kiln Club one must be a Member in good standing for at least 12 months before being juried.
- b. Privileges: may vote at regular meetings; may hold office in any position on the Board, 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, Newsletter, and be listed on the Kiln Club website and Torpedo Factory Scope page.
- c. Responsibilities: act as a representative to the greater community, act as a mentor to Members who wish to become Juried Members, fulfill Scope Gallery duties, participate in annual Juried Member meetings, and participate in Kiln Club activities.
- d. Juried Members must attend 2 Kiln Club membership meetings annually and participate in a TFAA (Torpedo Factory Artist Association) event or hold a volunteer position for 12 months in place of TFAA participation.
- e. Juried Members who are inactive in Scope Gallery for 2 years or more must be re-juried into Scope and follow the same procedures as stated in #2 of Article III, Membership Section. Active TFAA members are exempt from being re-juried but must attend 2 Kiln Club meetings and be retrained within a year before showing at Scope Gallery.

3. Juried Member Emeritus

- a. Eligible after 25 continuous years as a Juried Member.
- b. Same privileges as a Juried Member.

4. Honorary Member

- a. Conferred to recognize outstanding achievements coinciding with The Kiln Club's objectives.
- b. Receives Directory and Newsletter.
- c. Is not an active member of the club, cannot hold office, participate in shows, or attend workshops that are free to the general membership.

C. Dues

- a. Effective 2022, annual dues are payable January 1-31 or upon application. Membership of those not paid shall be voided after the third reminder email is sent and unanswered. Juried Members who lose their membership must reapply in accordance with Article III of these Bylaws to be reinstated.
- b. Members joining after August 1st will pay a 50% rate for the remainder of the year.
- c. Members joining after December 1st will pay 100% toward the next calendar year's membership.

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 its designated agent, orally or in writing. The expulsion notice shall be delivered by certified mail and 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 to elect officers, approve the budget, and establish dues.
- C. The Board may call special meetings at any time. Meetings of the Board may be conducted as authorized by a majority vote of the Board Members through electronic means, including but not limited to teleconferences, use of Internet meeting services or other electronic means deemed acceptable to the Board.
- D. A quorum shall consist of 10 Members eligible to vote.

ARTICLE V: ELECTION

- A. 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 on January 1 for a term of two years with the option of renewal.
- F. Officers must find and train their replacement if they cannot complete their two-year term, and help find and train their replacement after their term is complete.

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 Co-Chairs, Recording Secretary, Corresponding Secretary, Treasurer, and Program Chair. Both Scope Co-Chairs shall be included in the Kiln Club Board Meeting, casting 1 shared vote.
- 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. Board Members unable to attend may provide written proxies.

ARTICLE VII: REGISTERED AGENT

The state of Virginia requires the 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 KILN CLUB 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, including Board meetings.
2. Establish all committees and appoint a chairperson except those defined elsewhere in the Bylaws.
3. Be responsible overall for coordinating the functions and operations of the club and its activities.
4. Maintain records of minutes, motions, and responsibilities of the Kiln Club.
5. Maintain an updated job description of the office of the President.
6. Maintain a permanent file of newsletters.
7. Maintain a permanent file of the bylaws.
8. Maintain a permanent file of all Kiln Club policy papers.

B. The Vice President shall

1. Take the role of President when the position becomes vacant, thus maintaining some continuity on the Board.
2. Preside at meetings in the absence of the President.
3. Share duties with the President.
4. Maintain an updated description of the job of Vice 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 and January Newsletters.
4. Receive membership applications, renewals, and dues payments.
5. Process applications for those being sponsored for Juried Member status.
6. Coordinate the March and September Board meetings for selecting new Juried Members. Ensure 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 quarterly.
8. Maintain an updated description of the job of the Membership Chair.

E. The Recording Secretary shall:

1. Keep records of all business proceedings of the Kiln Club and maintain a permanent file of such records.
2. Provide meeting minutes to the Kiln Club Board for approval, and then to membership by including them in the newsletter following each Membership meeting and Board meeting.
2. Compose correspondence to be distributed outside The Kiln Club, when requested.
3. Maintain an updated description of the job of the Recording Secretary.

F. The Corresponding Secretary shall:

1. Edit, publish, and distribute the newsletter.
2. Maintain permanent records of each membership newsletter.
3. Compose correspondence to be distributed outside The Kiln Club, when requested.
3. Maintain an updated job description of the office of the Corresponding Secretary.

G. 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. Manage refunds, payments, deposits, and withdrawals from the Club's bank account.
4. Be the signatory on the Club's bank account, responsible for writing and depositing checks.
3. Prepare a proposed annual budget and submit it to the Board of Directors.
4. File all appropriate tax forms. Submit the Kiln Club's accounts for review and audit at the time of tax preparation.
5. Maintain an updated job description of the office of the Treasurer.

H. The Program Chair 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. Work in coordination with the Treasurer to request and collect dues for any programs that require payment prior to attendance.
4. Maintain an updated job description of the office of the Program Chair.

ARTICLE IX. - SCOPE REPRESENTATIVES:

A. The Scope Co-Chairs shall:

1. Be responsible for exhibits at Scope Gallery.
2. Coordinate gallery operation, e.g. schedules, supplies, display, and task appointments.
3. Organize and moderate bi-annual Scope Board meetings. This responsibility alternates annually between The Kiln Club and The Ceramic Guild.
4. Act as Recording Secretary during the Scope Board meetings. Compose the minutes, which have been approved by the Scope Board, into *Scope Scoop* and distribute it to all juried members. This responsibility alternates annually between The Kiln Club and The Ceramic Guild.
5. Act as the coordinator/organizer for the annual Scope Cleanup. This responsibility alternates annually between the two clubs.
6. Act as Kiln Club/Scope Gallery liaison and sit on the Scope Board.
7. Appoint juried members to jobs such as Scheduler and Outside Juror Selector.
8. Maintain permanent records of *Scope Scoop*.
9. Maintain an updated job description.

ARTICLE X: AMENDMENTS

These Bylaws may be amended by a majority vote of attending members at the first membership meeting following the publication of the proposed changes in The Kiln Club newsletter.