Pottery Club Constitution of Westfield State University

Article I

Name:

Section 1: This organization shall be known as the Pottery Club of Westfield State University,

hereby known as the Pottery Club.

Article II

Purpose:

Section 1: This club has been created as a space for those that enjoy making pottery and that

wish to delve deeper into the art and construct their own pieces outside of a regular

classroom setting. The Pottery Club will be an atmosphere of creativity among peers

and will work for members of the Westfield State art community.

Article III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of

Westfield State University who have paid their student activities fee for the current

academic semester. Students must show that they have experience with pottery and

the equipment that is used.

Section 2: Members are considered to be active if they attend and participate in fifty percent

(50%) of all club meetings and activities

Article IV

Officers:

Section 1: The Pottery Club officers will consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2: The duties of the Pottery Club officers will be as follows:

1. President:
   * 1. Will be responsible for presiding over the club meetings.
   1. Vice President:
      1. Will stand in as back-up to preside over the meetings when the President is unable to attend.
   2. Secretary:
      1. Will keep track of all Pottery Club records, including attendance and the Sign-In sheet for the studio.
   3. Treasurer:
      1. Will keep track of all Pottery Club funds.

Section 3: Any member that has completed one (1) full semester of Pottery Club may hold

office.

Section 4: Each of the four (4) officers will hold office for a full academic year. Elections will be

held at the end of the Spring semester. If, for any reason, an officer must end their

term prematurely, a special election will be held for that vacant position.

Article V

Advisors:

Section 1: Advisors are open to any faculty, staff, or librarian.

Section 2: The advisor functions as a guide to club officers when needed. The advisor also helps ensure members are upholding the clubs’ policies and guidelines, as well as keeping the club focused on its’ goals. The advisor is not required to attend all club meetings unless their presence is needed by the officers.

Section 3: The advisor is chosen by the officers of the Pottery Club.

Article VI

Elections:

Section 1: Any member of the club may nominate another member for office if that person

qualifies for the position. Members may also self-nominate. Nominations will take

place at a specified club meeting.

Section 2: Votes will be cast through ballots and tallied by a predetermined non-voting member.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club

members plus one (1) present at the meeting.

Section 4: In the event of a tie, it will be broken by the predetermined non-voting member.

Section 5: Elections for new officers shall be held at the end of each spring semester. Officers

will hold their positions for a full academic year.

Article VII

Meetings:

Section 1: The club will meet two time a month. Members will spend this time creating their

pieces at their own pace.

Section 2: Officers may hold separate meetings from the rest of the Pottery Club, as well as

meetings without the advisor.

Section 3: The President of the Pottery Club, as well as the advisor, may call special meetings if

they are needed.

Article VIII

Vacancies:

Section 1: If an officer resigns or leaves, a special election will be held for that vacant position.

Section 2: If an advisor resigns or leaves, a new advisor will be sought out by the Pottery Club

and ultimately chosen and agreed upon by the rest of the Pottery Club officers.

Article IX

Amending Procedure:

Section 1: This constitution may be amended by a two-thirds (2/3) majority vote of active

Pottery Club members and if approved by the Rules and Regulations Committee of

the Student Government Association.

Article X

Removal from Office:

Section 1: If an officer is not performing their duties, club members will vote on their removal.

Fifty percent (50%) of the votes plus one (1) is needed in order for an officer to be

removed.

Section 2: If an advisor is not performing their duties, club members will vote on their removal.

Fifty percent (50%) of the votes plus one (1) is needed in order for an advisor to be

removed.

Article XI

Recognition of Safety and Waiver of Liability:

Section 1:

1. The Student Government Association (herein, SGA) and this club, the Pottery Club, recognize that the overall safety and wellbeing of its club members is a priority function of the club.
2. This club is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this club’s specific activities.
3. Each club member, as a material condition of membership, understand, accepts, and agrees that his/her participation in this club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation. Each club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted in connection with or in any way related to the participant’s participation in the club.
4. Once approved the SGA acts as an administrative resource for the club and is not responsible for managing club activities. The club must be under proper supervision (by an advisor or coach or certified facility manager) while performing club activities which may include but are not limited to practices, meetings, and competitions.
5. Any and all injuries, whether incurred or inflicted in connection with club activity, must be reported to Westfield State University Public Safety (413) 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the club’s file.
6. After a report of such an injury has been made, all club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and an assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2: Failure to adhere to these conditions may result in sanctions, up to and including,

revoking the club’s active status as determined by the Rules and Regulations

Committee.