

## West Michigan Potters Guild Information for Prospective Members

Thank you for your interest in West Michigan Potters Guild. The guild is an association of potters founded in 1983, which offers stimulating and inspirational discussion to its members. We focus on our interests, problems, and successes with a goal of mutually improving our ceramic skills. Guild members feel it is important to share ideas and challenges with other artists.

### Dues

The Guild's *fiscal year* runs from *June 1st through May 31st*. For example, the 2010/2011 fiscal year begins June 1, 2010 and ends May 31, 2011. Membership dues are payable by July 31<sup>st</sup>. Membership will automatically lapse if dues are not received by July 31<sup>st</sup>. A new member is required to pay his/her dues with their application to the Guild. For a new member joining after December 1<sup>st</sup>, dues will be half for the *remainder of the fiscal year*. Currently the annual membership dues are as follows:

- Regular membership \$30
- Studio/Family membership \$45
- Newsletter Only \$10

### Website

The Guild also maintains a website at [www.westmichiganpottersguild.com](http://www.westmichiganpottersguild.com) where each member may elect to have their name, address and phone listed and one (1) hyperlink to *either* your email address *or* your website at no extra cost. Member information on the website will be reviewed and updated once a year, at the beginning of the fiscal year to reflect member changes, providing you give the Guild consent to list your information.

### Guild Meetings

The Guild conducts 11 meetings per fiscal year, half of which are board meetings. A year-end general business meeting is held in May for the elections of officers. Members are considered to be in good standing by attending 3 meetings (general or board) each fiscal year. Any member may attend any board meeting, but without voting privileges. Specific items for discussion at any Guild meeting (general or board) should be provided to the president prior to the meeting so that it can be included on the agenda. Most business is conducted at board meetings, unless it involves a major policy decision or revision of the bylaws and requires a membership vote. *Meetings are generally held on the third (3<sup>rd</sup>) Tuesday each month, alternating General Meetings with Board Meetings.* Specific calendar dates are published on-going in the monthly newsletter.

### Workshops

To continue improving our ceramic skills, the guild sponsors one or two workshops each year, bringing well known artists of the ceramic world to this area to show their skills and techniques. Fees for workshops vary depending on the artist selected, venue, etc. Most workshops are reasonably priced to encourage participation.

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### **Guild Shows**

The Guild also sponsors two shows during the fiscal year. These very popular “self-juried” shows are well received by the public. The FALLSHOW, held in mid-November, and the SPRING SHOW, held in early April, are co-operative efforts, chaired by individual members for whom the booth fee is waived. All participants are required to contribute to running the show by signing up for a task(s) in addition to paying the booth fee required. The shows are self-funding and each event must pay for itself.

A member in *good standing* may participate in the Guild shows. The definition of a member in good standing is a member who has paid the current year dues and has attended a minimum of three meetings (either general or board meetings) or has earned an equal number of meeting credits for special activities announced by the Board from time to time during the preceding fiscal year. Members may also combine meeting attendance and activity credits totaling three (3) to achieve “member in good standing” status.

Space allotment in a show is provided first to those members in good standing, and only then to petitioners granted an exemption. Petitions for exemption from this rule of participation may be made to the Board in writing for review and ruling.

#### *Fall Show*

- The fee for a 10' x 10' booth is currently \$150
- The fee for half a booth is currently \$75
- The Guild charges a 6% to 12% sales commission on all sales. The exact commission is set to cover the costs of the show. There is no sales cap on commissions.
- Each participant is responsible for setting up their own booth, but a central sales/cashier configuration accepting, cash, check and credit cards is used, complete with wrappers. This creates the atmosphere of a group show.
- There is space for about 40 artists.

#### *Spring Show*

- The fees for a booth is currently \$150
- No sales commission is charged by the Guild.
- Each participant is responsible for setting up their own booth and handling all aspects of their sales.
- There is space for about 30artists.

### **Mailing Lists**

As the Guild continues to grow, it is important for all members to be aware of the privileges and the responsibilities that accrue as a result of membership. It is hoped that the information provided above concerning the workshops, shows and website are clearly seen as privileges. The bi-annual shows are successful largely because of the Guild's mailing list of over 6,000 names. Each member is encouraged to submit their own mailing list and annual additions to benefit themselves and to build attendance at shows. Tina Doorn is currently maintaining the Guild mailing list. One of the benefits of submitting your mailing list to the Guild is that your customers are mailed a show postcard, thereby reducing your out of pocket costs. Member's mailing lists will not be shared with anyone else.

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### **Other Benefits**

The Guild publishes and sends out a monthly newsletter, the purpose of which is to keep its members informed on Guild schedules and activities. Other activities may include sponsoring field trips, announcing educational/workshop opportunities not sponsored by the Guild, gallery invitations, and community service opportunities.

We request that all members complete a Member Profile. The profiles are available for viewing at the annual and potluck dinner meetings and are one way that members can get to know about each other. Member Profiles also help the Guild understand the needs of its members.

### **Getting Started**

If you are interested in joining this dynamic organization, it is as simple as completing the checklist below.

- *If you have received this information via email, first **print both the MEMBERSHIP ENROLLMENT FORM and the MEMBER PROFILE FORM.***
- Complete the **MEMBERSHIP ENROLLMENT FORM**
- Complete the **MEMBER PROFILE FORM**
- Include a check payable to: **WMPG** in the amount from the Membership Enrollment Form.
- Mail the Enrollment Form, Profile Form, and your signed check to:

**Julie Devers WMPG New Member Coordinator**  
**34722 County Road 390**  
**Gobles, MI 49055**

If you have any **questions**, contact **Julie Devers at (269) 628-1024**

### **Attachments:**

- [MEMBERSHIP ENROLLMENT FORM](#) (page #4)
- [MEMBER PROFILE FORM](#) (page #5)
- [WMPG Constitution & By Laws](#) (pages #6-9)

## West Michigan Potter's Guild Member Registration

Name \_\_\_\_\_

Studio Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ or \_\_\_\_\_

E-mail \_\_\_\_\_

Web Site \_\_\_\_\_

Your membership dues will automatically list you on the WMPG web site. If you do NOT wish to have your contact information on the site please contact Dawn Soltysiak [dawn@khnemustudio.com](mailto:dawn@khnemustudio.com) . Updates to the web site are completed bi-annually, if your dues are not up-to-date you will be removed from the site.

### Membership renewal deadline is yearly by July 31st

*Please renew as soon as possible to maintain your "membership in good standing" position*

Individual Membership \$30.00 \_\_\_\_\_

Studio Membership \$45.00 \_\_\_\_\_

Newsletter Only \$10.00 \_\_\_\_\_

Would you like to receive your newsletter via e-mail attachment? Yes\_\_ No\_\_

Please mail this completed form and your membership dues to:

Julie Devers, WMPG Membership Coordinator  
34722 CR 390  
Gobles, MI 49055

## ***West Michigan Potters Guild Member Profile Form***

Name

Date

Address

Phone

Email

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1. Describe your current work

2. In what areas of ceramics do you have the most experience? Include forming or decorating techniques, firing methods, etc.

3. Where have you studied ceramics?

4. Do you have teaching experience, past or current?

5. What information (demonstrations, marketing, technology, exhibitions) would you be willing to share with individual guild members or the group? Would you feel comfortable providing a presentation at a general meeting?

6. How do you wish to participate in or contribute to the Guild? (officer, show chair...)

7. What events (workshops, exhibits) would you like to see the Guild sponsor?

8. On the back side, please provide a brief (3-5 sentence) biography that may be used as an introduction in the monthly newsletter.

# West Michigan Potters Guild Information for Prospective Members

## WMPG Constitution & By-Laws

### Constitution 08-22-06

#### Article I –Name

The name of this organization shall be the “West Michigan Potters Guild.”

#### Article II – Objectives

##### 1. Aims

- a. To provide a stimulating and inspirational discussion of problems, interests, and successes; toward the goal of mutual improvement of ceramic skills.
- b. To arouse interest and acquaint the general public with standards, ethics, and appreciation of ceramic art.
- c. To work for the improvement of standards in all areas where ceramic art is involved.

##### 2. Means

- a. Lectures
- b. Discussions, seminars, and workshops
- c. Group exhibitions.

#### Article III - Membership

**1. Membership is open to all persons interested in the aims of the organization.**

**2. Memberships shall be “Individual,” “Studio” and “Newsletter Only.” “Individual” Membership is defined as one person; “Studio” Membership is 2 persons sharing a common address; and “Newsletter Only” is one person, who is on the mailing list to receive the monthly newsletter. Studio membership shall entitle the studio members to one copy of the newsletter to be shared.**

#### Article IV – Officers

##### 1. Board

- a. The governing board of the organization shall consist of the elected officers.
- b. The retiring president shall serve on the board for one additional year (beyond the regular term) in an advisory capacity, with voting privileges.
- c. The retiring vice-president shall serve on the board for one additional year (beyond the regular term) in an advisory capacity, with voting privileges.
- d. The governing board of the organization shall consist of the elected officers and those additional members appointed to the board by the officers, including the immediate past president, the immediate past vice president and the Spring and Fall Show chairpersons. A minimum of 8 persons will make up the board, with voting privileges.

##### 2. Officers

- a. President; Vice President/Chairperson of Program; Secretary, who shall also act as Chairperson of memberships; and Treasurer.
- b. All officers will assume the duties of their office as set down in the by-laws
- c. All officers will continue in office for one term. (Two years.)
- d. Officers must not serve again for a minimum of one year before being considered for re-election.

## West Michigan Potters Guild Information for Prospective Members

### *WMPG Constitution & By-Laws*

#### Article V –Meetings

##### 1. General Meetings

- a. All general meetings shall be called by the President with advanced notification sent to all members a minimum of 10 (ten) days prior to the meeting.
- b. A minimum of five general meetings shall be held, including the annual meeting, which shall be held in May of each year and a fall meeting in September for the discussion of programs and plans.
- c. The maximum number of meetings shall be at the discretion of the acting officers of the group.

#### Article VI - Quorum

##### 1. General Meetings

- A. A simple majority of those present at a general meeting shall constitute a quorum at any general meeting.

#### Article VII – Amendments

1. **This constitution may be amended at any general meeting. The proposed amendments must be submitted in writing at a previous meeting or received in mail by the membership 10 (ten) days before the vote. A simple majority of the quorum of the members present is necessary.**

## *AMENDMENTS TO THE CONSTITUTION*

### First Amendment

#### Article VIII. Proper Dissolution Clause

- Section 1.** No Dividend shall be declared or paid to any member of the guild nor shall any member upon dissolution of the guild for any reason be entitled to receive a distribution or any share of the assets then owned or held by the guild.
- Section 2.** It is expressly understood that the guild is not formed for profit and does not contemplate monetary gain, profit, or dividends for its members.
- Section 3.** The guild shall be operated exclusively for charitable and educational purposes and no part of its activities shall attempt to influence legislation. **Section 4.** Upon liquidation, dissolution, or abandonment of the guild, all assets of the guild shall be distributed to such organization or organizations as determined by the board of directors which are then tax exempt under section 501(c)(3) of the 1954 Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue Law.

# West Michigan Potters Guild Information for Prospective Members

## *WEST MICHIGAN POTTERS GUILD - By Laws*

### Article 1 -Membership and Dues

#### 1. Members

- a. A “member in good standing” is one who has paid dues for the current fiscal year, and attends a minimum of three general or board meetings or earns an equal number of meeting credits for special activities announced by the Board from time to time during the preceding fiscal year. Members may also combine meeting attendance and activity credits totaling three (3) to achieve “member in good standing” status. A “member in good standing” may apply to participate in any Guild-sponsored show and will be given priority in acceptance of application over other members in accordance with the application process and procedure in effect for that show.
- b. A member who has not attended sufficient meetings or earned the equivalent meeting credits in the preceding fiscal year to be considered “in good standing” may apply for participation in a guild-sponsored show, however, a higher booth fee may apply. The member can send a written appeal to the board three months prior to the guild-sponsored show for a waiver of the higher fee. The Board shall consider each petition individually on a case-by-case basis.

#### 2. Privileges of Members

- a. To participate in and vote in the general meetings of the guild.
- b. To receive notices and information distributed by the guild.
- c. To attend meetings and functions of the guild.
- d. Members may vote by absentee ballot. e. A presenter at a general meeting will receive double meeting credit for that meeting.

#### 3. Dues

- a. The Membership year (also referred to as the Guild’s Fiscal Year) runs from June 1 to May 31 of the following calendar year.
- b. Membership dues are payable on June 1. Each member is responsible for the timely payment of dues. The Guild may publish dues reminder notices in the newsletter, but no individual invoices or notices will be sent or reminder calls made for dues collection.
- c. Amount of dues shall be established by a majority vote of the membership at the annual May business meeting. Any proposal to change the dues structure or amount shall be published in the newsletter before the business meeting to facilitate absentee voting by members unable to attend the meeting in person.
- d. Dues for members joining after December 1 shall be one-half of the annual dues.
- e. Membership shall be considered lapsed if dues for the fiscal year are not received by the Treasurer on or before July 31. Lapse of membership will result in the member being dropped from the Guild’s mailing and membership list and deletion of any contact information and images published on the Guild’s website. A member may reinstate a lapsed membership at any time by remitting full payment of annual dues to the Treasurer, however, “member in good standing” status will not apply to any Guild shows during that fiscal year. Membership status shall be re-established for the year that dues are paid and prior membership shall not be considered for priority acceptance of application to a Guild-sponsored show.

# West Michigan Potters Guild Information for Prospective Members

## Article II - Governing Board of Officers

- 1. The officers of the Guild shall constitute the Governing Board.**
- 2. The Governing Board shall have general supervision over the affairs of the Guild between business meetings. It is subject to the orders of the Guild membership, and none of its acts shall conflict with the orders of the Guild.**
- 3. Elected officers have priority in booth space assignments at any guild-sponsored show.**

## Article III - Duties of the Officers

### 1. President

- a. To call meetings of the Governing Board.
- b. To correlate the activities of the Governing Board.
- c. To preside at all general and business meetings.
- d. To appoint committees as necessary.
- e. To arrange for the place, time and date of the general meetings.
- f. To give information about meetings to the secretary.

### 2. Vice-President/Program Chairperson

- a. To attend all meetings.
- b. To organize the program of all general meetings.
- c. To provide a projected program schedule, with dates at the Fall meeting.
- d. To oversee grant writing.
- e. Stand in for other board members in their absence.
- f. Will vote to break a tie vote at an officer election.

### 3. Secretary and Membership Chairman

- a. To attend all meetings.
- b. To keep and file all the minutes of the previous meetings and board meetings.
- c. To read the minutes of the previous meetings and proposals of the Board and the General meetings.
- d. To keep a copy of the Constitution and By-laws available at all meetings.
- e. To keep an up-to-date list of members for mailings and other purposes.
- f. To direct all special mail to Committee Chairpersons.
- g. To enroll new members.
- h. To print and mail meeting notices 10 (ten) days in advance of each meeting.
- i. To publish the guild newsletter monthly with the possible exception of July. The newsletter shall contain:
  - Calendar of meetings and upcoming events
  - Quarterly financial statements and any special financial statements. of meetings.
  - Proposals for consideration prior to a vote of the general membership.
  - Up-dated membership list, published annually in September. • Other general information of interest to the membership.

### **WMPG Constitution & By-Laws**

#### **4. Treasurer**

- a. To receive and disburse funds, and keep adequate financial records.
- b. To renew legal organizational papers annually.
- c. To make the Treasurer's books available for audit if the membership request them.
- d. To act as committee-person of any sales conducted by the membership.
- e. To present a proposed budget for the coming year at the Fall meeting.
- f. To provide a quarterly financial statement for publication in the newsletter.

#### **5. Annual Reports**

- a. Written annual reports shall be made by the officers, and placed on permanent file by the secretary.
- b. These reports shall be available to the incoming officers.
- c. A written summary, with proposals for changes, must be prepared by the officers and committee chairpersons and distributed at the annual May meeting.
- d. A committee appointed by the governing board shall submit an annual audit of treasurer's books at the annual meeting.
- e. An outside auditor shall be hired to audit bookkeeping on an annual basis.

### **Article IV - Execution of Instruments**

- 1. The Governing Board shall be empowered to establish and utilize any necessary bank accounts.**
- 2. Any withdrawals on these accounts shall be required to carry the signature of two members of the governing board.**

### **Article V -Elections**

- 1. Nomination and election of officers shall be made in the following manner: A nomination committee of three, including a chairperson shall be appointed by the President. The nominating committee will have its first meeting in March, prior to the May annual meeting. The nomination committee must secure consent of the nominees, prior to mailing the slate to the members 10 (ten) days prior to the annual meeting. Nominations for the floor shall be in order, providing the consent of the nominee has first been obtained.**
- 2. Elections of vice president and treasurer for a two-year term will be made in odd/even fiscal years and elections of president and secretary in even/odd years to provide continuity in the board.**

### **Article VI – (Deleted) incorporated in Article 1 Article VII - Shows and Events**

- 1. Each guild event will be self-funding; that is, the workshop fees will fund the workshop, spring show fees will fund spring show, etc.**
- 2. The both fee is waived for Fall and Spring show chairpersons.**

**RATIFIED 8/22/2006 BY UNANIMOUS VOTE**