

## BY-LAWS OF GLASS CRAFTERS CLUB

### A. OFFICERS

- The officers shall be elected at the March meeting.
- The term of officers shall be from date of election through the following March meeting.
- In the event of a vacancy, the executive committee shall appoint a temporary replacement after which the club will elect a replacement.
- For organizational continuity, officers are encouraged to serve more than one year and may not hold the same office for more than three consecutive years.
- It shall be the duty of the officers to keep all expendable equipment in good supply.

### B. FUND RAISING

- No fund raising activities shall be entered into without approval of the club membership at a scheduled meeting.

### C. MEETINGS

- Regular monthly meetings will be held on the 2<sup>nd</sup> Monday of each month.
- The president has the authority to schedule a special meeting whenever he/she deems necessary.
- Club members may request a special meeting by presenting a petition, signed by three or more members, to the President.
- If the President is absent, the Vice President may call the meetings.
- All meetings shall follow a prior posting of one week.
- A majority of those in attendance shall be required to pass a motion.

### D. MEMBERSHIP

- Membership is \$10.00 per person per season.
- The season will be from October 1<sup>st</sup> to September 30<sup>th</sup>.
- With each request for membership, a waiver of liability form must be signed.

### E. PURCHASES

- Expenditures will be made with the following procedure:  
No supplies are to be purchased by a club member without the approval of the President. Any purchases between \$300-\$1,000 shall require unanimous approval by the club officers and purchases over \$1,000 shall require a quorum approval of the members and all present officers at a scheduled meeting.

### F. MONITORS

- Operation of the shop will be supervised by instructors or monitors who have been properly trained.
- Monitors are authorized to collect dues and class fees.
- Monitors have the authority to require any member to stop operating machines that he/she deems are being operated in an unsafe or improper manner.

### G. CLASSES

- Classes will be provided for beginners and for special interest areas.
- The size of the class, timing, and cost will be set by the instructor.

- When a class is in session the instructor will be in control of the glass shop.
- Non-class members must get permission of the instructor before using the shop during class time.

#### H. SHOP USE

- Hours: 9:00-12:00 a.m. and 1:00-4:00 p.m. plus some evenings.
- Everyone who enters the shop to work must sign in and out on the register.
- Name tags must be worn when working in the shop.
- New members are required to take an orientation session to learn shop procedures and rules.
- Members should not use any equipment unless properly trained in its use.
- Members using the shop must clean up their work area before leaving.
- Members are encouraged to help in the weekly cleaning of the shop.

#### I. ASSIGNMENT OF LOCKERS

- Prioritization will be used in assigning lockers as follows:  
officers, committee chairpersons, instructors, then club members.

Adopted: March 8, 2010