

GLASS CRAFTER'S CHARTER

I. PURPOSE

The Glass Crafters Club provides instruction in many aspects of stained glass work and provides a well equipped shop in which members can learn, practice, and create glass projects. Use of the shop shall be limited to residents or guests of Roadhaven who are members of the Club.

II. CLUB ORGANIZATION

- A. The Club shall have four officers elected annually by the members.
- B. The officers are: President, Vice President, Secretary, and Treasurer which comprise the executive committee.
- C. Any disciplinary action will be handled by the executive committee.

III. CLUB MEETINGS

The Club holds regular monthly meetings, for all members, from November through March.

IV. CLUB FINANCES

- A. The fiscal year runs from April 1 to March 31st.
- B. Funds are derived from dues, classes, fundraisers, and other sources.

V. OFFICERS, COMMITTEES, AND THEIR RESPONSIBILITIES

A. OFFICERS

1. President

- Appoint committee chairpersons and advise them of their responsibilities.
- Purchase, or approve purchasing, of supplies and equipment.
- Supervise activities of the shop.
- Submit plans for the future of Glass Crafters.
- Submit articles monthly for the Roadhaven Review.
- The President, or a member designated by the President, shall attend the monthly meetings of the Recreation Council.

2. Vice-President

- Obtain, schedule and supervise the monitors.
- Assign lockers.
- Preside in absence of President.

3. Secretary

- Take minutes at monthly meetings.
- Create and maintain a roster of members.
- Notify members of meeting and club activities.

4. Treasurer

- Deposit collected money into the Activity Office.
- Pay bills, and maintain records of finances

B. COMMITTEES

1. Scheduling

- Secure teachers for beginning and other classes. ___
- Post sign up sheets for available classes and kiln use.
- Make and post a monthly calendar of all activities and shop hours.

2. Fund Raising

- Encourage members to make projects.

- Manage fund raising activities.
- 3. Library
 - Establish a filing system and file patterns.
 - Maintain a project photo album.
- 4. Nominating
 - Prepare a slate of officers to present at the March meeting.
 - Find volunteers for the committees.
- 5. Maintenance
 - See that necessary repairs and maintenance is done on shop equipment.
- 6. Social
 - Register, at the activity office, the date and location for the pot luck.
 - Plan, publicize, set up, and clean up after events.
 - Plan and supervise the park wide Passport Open House.
 - Submit club information (additions & changes) to the Roadhaven webmaster. Submit to the webmaster photos of club activities.
- 7. Recreation Council Representative
 - Attend meetings of the Recreation Council to relay the Glass Crafter's activities and report Council matters to the club members.

VI. AMENDMENTS

Additions and/or corrections to this charter, and the By-laws, may be made at any meeting.

Adopted: March 8, 2010