

# **BYLAWS OF THE FIRED ART CYBERFLYERS CHAPTER OF IADCCT**

## ***Revised April 2019***

### **ARTICLE 1- NAME**

The organization shall be known as the Fired Art Cyberflyers Chapter of the International Association of Duncan Certified Ceramic Teachers, established in the state of Nevada and incorporated under the laws of the State of Ohio.

### **ARTICLE II - PURPOSE**

The purpose of this association shall be:

The specific and primary purpose is to establish communication among the Certified Duncan Teachers, to share and benefit by the experiences of others, to suggest and implement ways of being of service to local, charitable organizations and institutions, to establish and maintain ethical business practices, and to elevate the level of ceramic education.

### **ARTICLE III - MEMBERSHIP**

SECTION 1 - QUALIFICATIONS. Membership is limited to those who are members of IADCCT., with access to the Internet.

SECTION 2 - ENROLLMENT. New members shall be enrolled following receipt of membership application and fee, verification of IADCCT membership.

SECTION 3 - TERMINATION OF MEMBERSHIP. Any member may withdraw from the organization after fulfilling all obligations to it by giving written notice of such intention to the Secretary of the organization. Membership may be automatically terminated upon failure to pay dues. Membership may be terminated for cause by a unanimous vote of the Executive Board or a 2/3 (two-third) vote of membership in attendance at any regular meeting.

### **ARTICLE IV - FISCAL YEAR**

The fiscal year shall coincide with the fiscal year of IADCCT and shall begin on the first day of December and end on the last day of November each year.

### **ARTICLE V - DUES**

SECTION 1 - ANNUAL DUES. The annual dues shall be determined by the Board of Directors after a review of the financial status of the organization and shall be presented to the membership for vote.

SECTION 2 - PAYMENT OF DUES. Dues shall be payable in advance by the 1st (first) day of December each year.

A member shall be in default if payment of dues is not received within 30 days of the due date, and their membership shall be automatically terminated at that time. When any member shall be in default in payment of dues for a period of 30 (thirty) days from the date that dues become payable, his membership shall be thereupon terminated automatically.

### **ARTICLE VI - MEETINGS**

SECTION 1 - ANNUAL MEETING. Annual meeting shall be held one time per year as determined by the Executive Board.

SECTION 2 - CYBER MEETINGS. Shall be held at least 4 times per year. Date and time shall be set by the Executive Board.

SECTION 3 - NOTICE. Notice of all meetings shall be via email , 30 days in advance.

SECTION 4 - ATTENDANCE AT MEETINGS. Attendance at all meetings shall be open to all Fired Art Cyberflyers members

SECTION 5 - VOTING. Each member in good standing shall have one vote.

SECTION 6 - QUORUM. A quorum for a meeting shall consist of at least 5 members. .

### **ARTICLE VII -BOARD OF DIRECTORS/EXECUTIVE BOARD**

SECTION 1 - MEMBERS. The property, affairs, activities, and concerns of the organization shall be vested in the Executive Board consisting of all elected officers. The members of the Executive Board shall on taking office immediately enter into the performance of their duties and shall continue in the office until their successors shall be duly elected, appointed, and qualified by receiving from their predecessor all books, records, and necessary information to carry out their duties of office. A member of the Executive Board must be 18 years of age or over.

SECTION 2 - DUTIES OF EXECUTIVE BOARD. The Executive Board may:

Hold meetings at such date and time as they deem proper.

Carry on correspondence and communicate with members and other associations.

Devise and carry into execution such other measures as it deems proper and expedient to promote the objects of the organization and to best protect the interests and welfare of the members.

SECTION 3 - QUORUM. At least three voting members of the Executive Board shall constitute a quorum. In the absence of the Chairman of the Board of Directors the quorum present may choose a temporary chair for the meeting.

SECTION 4 - VACANCIES. Whenever any vacancy occurs on the elected Executive Board by death, resignation, or otherwise, a special meeting of the remaining Board shall be promptly called for the purpose of electing a replacement by a plurality ballot vote. The person elected shall hold office until the end of the term of office.

SECTION 5 - REMOVAL OF OFFICERS. Members of the organization may petition the Executive Board for a vote by ballot on the removal of any Board member. Said petition shall be signed by fifty percent (50%) of the members and shall be presented to the Chairman and the Secretary.

SECTION 6 - EXECUTIVE OFFICERS. Executive officers shall be the currently elected officers with the President serving as the Chairman of the Board. The Chairman of the Board shall preside at all Board meetings.

SECTION 7 – APPOINTED BOARD ADVISORS - PARLIAMENTARIAN. The Parliamentarian shall act as an advisor to the Board of Directors on protocol and procedure and must be well versed in parliamentary law. The Parliamentarian is appointed by the President with the confirmation of the Board of Directors for a period to coincide with the term of office of the Executive Board.

#### **ARTICLE VIII - OFFICERS**

SECTION 1 - OFFICERS. The elected officers of this organization shall be President, Vice-President, Secretary, and Treasurer.

SECTION 2 - The general membership shall elect the President, Vice-President, Treasurer, and Secretary for a term of 2 (two) years by email ballot. Chapter Officers' term must coincide with IADCCT's Officers' terms. The nominating committee shall present a slate of candidates, by email. Nominations may be made by a petition signed by 10 (ten) members. Said petition is to be received by the Secretary no later than July 31<sup>st</sup>. Ballots shall be distributed to members no later than September 1st of the election year and returned by the date specified on the ballot as determined by the Executive Board to facilitate IADCCT's election reporting requirements. The candidate receiving the plurality of votes for that office shall be considered elected and will be installed prior to January.

SECTION 3 - DUTIES AND POWERS. Duties and powers of officers shall be as follows:

- A. PRESIDENT: The President shall preside at and establish the order of business (agenda) for all meetings. He/she shall appoint committees and perform such other duties as are necessary and incident to the office of President.
- B. VICE-PRESIDENT: The Vice-President shall render the President any assistance as may be reasonably requested and shall perform the duties of the President in the event the President is absent, incapacitated, or otherwise unable to act.
- C. SECRETARY: The Secretary shall take, prepare, and maintain the minutes of all meetings as well as all meetings of the Executive Board. He/she shall perform such other duties as are incident to the office of Secretary.
- D. TREASURER: The Treasurer receives annual dues, prepares and presents an annual financial statement, conducts the financial business of the organization and makes recommendations to the Executive Board regarding financial matters. He/she shall assure that accurate records of membership are maintained and make a yearly accounting to the Executive Board of all monies received and expenses incurred.

SECTION 4 - COMPENSATION OF OFFICERS. The officers of this organization shall receive no salary or compensation, but any expenses incurred on behalf of the organization may be reimbursed upon approval of the majority of the Board.

SECTION 5. FINANCIAL SIGNATORIES. Signers on IADCCT International financial accounts shall not be a family member, member of the same household, business partner, or in any way personally associated with any other board member authorized to sign checks or banking documents on IADCCT financial accounts.

#### **ARTICLE IX - COMMITTEES**

The President of the organization with the approval of the Board of Directors may from time to time appoint such committees as deemed necessary except that the powers relegated to the Board of Directors may not be conferred upon a committee.

#### **ARTICLE X - AMENDMENTS**

The bylaws may be amended by an email vote of the membership, provided the proposed change(s) have been submitted to the Executive Board in writing for prior approval. Then the proposed amendments to the bylaws are to be emailed to the membership, along with a ballot to be returned within thirty (30) days. The passage of the amendment(s) shall require the affirmative vote of a plurality of the ballots returned.

#### **ARTICLE XI- PARLIAMENTARY PROCEDURES**

Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings except as otherwise covered in these bylaws.

#### **DISSOLUTION OF CHAPTER**

In the case of dissolution of the chapter all assets remaining after payment of authorized expenditures shall be given to the International Association of Duncan Certified Ceramic Teachers Board of Directors.