

Instructions: Please fill out the sections below, and upload as a digitally signed Word document or PDF at your registration session. **DO NOT ALTER ANY FORMATTING IN THIS DOCUMENT.** If your group has a chapter constitution on file, please cut and paste relevant sections into this document. RSO Constitutions are audited every 3 academic years, beginning 2018.

Article I: Name (please fill in name of your RSO. If you wish to show a UW association, you may **ONLY** use “at University of Washington” or “UW Chapter” at the **END** of your name.)

Registered Student Organization Constitution of: Ceramics Club at the University of Washington

Article II: Group Purpose

Section 1: Ceramics club strives to provide a space for creative individuals who have a passion for ceramics or an interest in learning more about the art form. Long term, we hope to have a studio space with glaze and kiln access available for club members as well as faculty and staff at the UW. We will also work to form a working relationship with the Art Department, in particular the Ceramics Department, on the UW campus. This will allow us to provide additional creative spaces for students and faculty members from the Art Department, as well as host events such as masterclasses taught by graduate students, assistant professors, and professors. It is important to state that the Ceramics Club at the University of Washington is not designed to be a club exclusive to students of the Art Department. All UW students, regardless of previous art experience, are welcome to join the club as long as they are passionate about learning and creating.

Section 2: Does your RSO have a 501(c)3 non-profit status with the IRS? Yes No

Section 3: Does your RSO have a local bank account? Yes No

Article III: Affiliations

(Please state any off-campus local, state or national organizations that your group is officially affiliated)

Article IV: Membership (please initial boxes in Sect. 1&2)

Section 1: We verify that the majority of the membership of this organization are regularly enrolled University of Washington- Seattle students. Only currently registered UW- Seattle students are officers or have voting privileges within our organization. **MP**

Section 2: We verify that selection of members shall not involve hazing of any kind, nor will selection discriminate against others based on race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status. **MP**

Section 3: Associate Membership (Who can be associate members of your group- faculty, staff, non-uw, etc)

Initially, only registered students at the UW can join as members (both undergraduate and graduate students). Once the club becomes more established, we will open membership up to faculty and staff, and hopefully eventually make studio membership available for purchase to community members of the Seattle metropolitan area, including individuals who have no affiliation with the University.

Section 4: Eligibility Requirements (Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)

Initially, we will have no dues or membership requirements. Once we have an established studio space, we will work to develop a pricing plan for members (depending partially on student, faculty/staff, or non-UW status of the member) in order to maintain the space and cover materials cost.

Article V: Officers

Section 1: Officer Description *(Please describe officer titles and duties of the five officers conducting business for your group)*

President - The President is responsible for communicating directly with the University (including the Art Department) for the club. They will also strive to maintain the club's mission of providing a safe creative space for artists of all levels. They will work with the other officers to ensure that all tasks are being completed, and work with them to best plan and provide for the club based on what the members want most from it. They will be responsible for overseeing all club activities and they will be present at all all-member meetings for the club.

Vice President - The Vice President will primarily serve to assist with the roles of the President and fill in for the other officers when they require assistance with their roles. They will also work directly with the University of Washington and the Art Department to ensure that the needs of the club are fulfilled. They will also be responsible for being present at all all-member club meetings.

Director of Communication - The primary role of the Director of Communication is to maintain communication with the members of the club, potential members, and the UW student community in general. They will manage the social media account(s) for the RSO, write and send out any all-member emails, manage club correspondence both through email and direct message over social media, and set up and oversee member group chats.

Director of Finances & Resources - This officer will be in charge of seeking out sources for materials (such as clay and glaze), working with the University to manage allocated RSO funding, working with the Director of Events to plan and coordinate fundraising events, manage and spend club funds, and develop a plan for membership dues once a studio space is acquired.

Director of Events - The Director of Events will communicate with University of Washington affiliated individuals, such as professors and graduate students in the Art Department, to plan all-member events for the club, such as masterclasses taught by them. They will also plan social events for the club, such as all-member meetings, or a trip to the SAM, and work with the Director of Communication to ensure that all members are aware of the opportunity to participate in the event. For fundraising events, they will work with the Director of Finances & Resources to plan the events. In the future, they will also plan pottery sales for the club at local farmer's markets and art fairs.

Section 2: Qualifications *(What are the qualification of each position to hold office?)*

President - Ample ceramics experience (necessary for working with both the Art Department and the members but the ceramics experience does not need to be at the University of Washington), communication skills, organizational skills, enthusiasm for the club and the art form.

Vice President - Communication skills, some ceramics background (only basic skills and understanding required), organizational skills, and enthusiasm for the club and art form.

Director of Communication - Communication skills, writing skills, basic technological skills (eg. mass email development), social media management, and the individual must be a friendly and warm face for club members to turn to for assistance and questions.

Director of Finances & Resources - Money management background, some business experience (does not have to be through the Business Department at the University of Washington), basic awareness of the materials and resources required for ceramics.

Director of Events - Communication skills, writing skills, planning and organizational skills, and a willingness to reach out to organizations and companies outside of the UW to plan events.

Section 3: Term of Office *(Please describe length of term of office for officers)*

Officers will retain their officer position until they leave the University or choose to step down.

Section 4: Removal Provisions *(What are the reasons and process for removing officers from positions?)*

If there is an issue with an officer, the members can bring the issue to the President (or the Vice President if the President is the issue), and if the issue cannot be dealt with through conversation with that Officer, an election can be held to elect a new member to that position. This election will have the sitting Officer as one of the candidates that members can vote for, and all running individuals will be given a chance to state their position and make an argument for their candidacy.

Article VI: Elections

Section 1: Selection of Officers *(When are officer elections held?)*

Officer elections will be held at the beginning of Winter Quarter for each academic year (this will give all students a chance to join the club in the fall and get to know the officers) for any new Officer positions. If a member is graduating or leaving the University, the election to fill their position will be held midway through their last quarter holding the position. In the event of removing an officer, the election will be held as soon as possible following the decision to offer the position to new members. For any election, all running candidates will be given the opportunity to state their position for the voting members. For smaller, new officer positions, such as a newly introduced position of Assistant Director of Communication, any interested members will send an application to the sitting President and Officers for their review, and if necessary an interview process can be conducted (this will prevent all all-member meetings from being just voting).

Section 2: Procedures for voting *(What are your voting procedures, and how are results/winner determined?)*

Voting will be held anonymously on slips of paper at the next possible all-member meeting. The winner will be determined based on the person who receives the most votes.

Section 3: Procedures for filling officer vacancies

Detailed in Article VI: Section 1. An election will be held during the Officer's final quarter holding that position to replace them. If they leave unexpectedly, the election will be held at the next meeting.

Article VII: Meetings

Section 1: Calendar *(What types of meetings does your group hold? When does your group hold meetings and when/where are members told about meetings?)*

The Ceramics Club will start out by holding events, such as pottery masterclasses, in addition to social events, such as an all-member trip to the SAM. When necessary, the club will hold all-member meetings or incorporate them into the other events, for things such as officer elections. Long term, the club hopes to provide a constant studio space for all members and faculty and staff, which will have independent hours when it is open to all members. These times would be optional and not considered meetings. Members will be informed about meetings through the club's Instagram page, as well as through email and potentially a club group chat.

Section 2: Quorum *(What is minimum attendance to vote on club business in meetings?)*

A minimum of all sitting officers except one and at least half of the members must be present to hold a vote.

Article VIII: Non-SAO Advisors *(please check box in Sect. 1)*

Section 1: We verify that non-SAO advisors to our organization are selected by our organization's voting membership, and that they serve ex-officio without voting privileges. ✓

Section 2: If you are a Federal Title IX exempt fraternity or sorority with an operating agreement on file with UW Fraternity and Sorority Life, please indicate powers granted to your chapter adviser regarding club business from your national affiliate


Article IX: Constitutional Amendments

Section 1: Process *(Please describe your process for amending your constitution)*

Any constitutional amendments can be made at the beginning of a quarter, with approval from all of the sitting Officers. For amendments to be made to the club's stated mission or requirements for membership (aside from the addition of a requirement for members to pay dues, this decision can be made by the Officers alone), the change requires the approval of a majority vote from the members (at least half of the members must be present at the meeting to hold the vote, or it can be held remotely/digitally as long as at least half of the members vote).

Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements.

Mikayla Puska, , President of the Ceramics Club at the University of Washington 10/25/21

Name, Signature, Title of Registering Officer (may use Adobe Digital signature) Date (DD/MM/Year)

This constitution is valid from date of signature above for three academic years. If any modification or changes are made, please sign and date below and upload to your RSO HuskyLink account.

Name, Signature, Title of Officer Date (DD/MM/Year)

For SAO departmental use only

Document received date:

Staff initials: