

RSO Constitution Form

Please fill out the sections below, and upload as a digitally signed document at your registration session, saved as “YEAR RSO NAME Constitution”. RSO constitutions are valid until October 2027. DO NOT ALTER OR REFORMAT THIS DOCUMENT. ANY CHANGES MAY DELAY REVIEW AND APPROVAL OF YOUR RSO CONSTITUTION.

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. We are partnered with an off-campus 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.

Article III: Affiliations

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

Article IV: Membership

 (Please review and check 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. **MG**

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. **MG**

Section 3: Associate Membership (Who can be non-voting members of your group- faculty, staff, non-uw, etc)
Only registered students at the UW can join as members (both undergraduate and graduate students).

Section 4: Eligibility Requirements (Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)
There are no additional requirements for membership.

Article V: Officers

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

Director of Operations

Lead meeting with club directors, and manage our partnership with local businesses including the Wet Clay Cafe. Run the website and also keep track of new member sign ups. Continue to make sure studio sessions and events are equitable for all UW students, allowing as many students as possible to learn pottery.

Director of Communications

Engage with the club communication services (email service and Instagram), drafting and sharing posts. In addition, keeping directors up to date with upcoming meetings and events.

Director of Finances

Responsible for applying for grants and scholarships, as well as managing our fundraising. Main goals include finding ways for the club to raise money to host on campus events and seeking out financial avenues to provide scholarship studio access spots. In charge of club venmo and bank account.

Director(s) of Events

Responsible for planning and executing events throughout the school year to engage the student body and drive up membership registration.

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

Enrolled as a UW Seattle Student

An involved member of the club for at least 1 quarter

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 Board of Directors. 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.

Article VI: Elections

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

Officer Elections will be held when necessary, due to vacancies in positions.

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

Members can apply online to fulfill a position, the Board of Directors will hold a review session based upon application merit. 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: Sec.on 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 club will hold monthly studio based sessions as well as additional social events on campus, frequency may vary from month to month to quarterly. Members will be informed about meetings through the club's Instagram page, as well as through email and club website.

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

The full board of directors must be present to vote upon club business.

Article VIII: Non-SAO Advisors *(please review and 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 Recognition Agreement on file with UW Office of 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 the full Board of Directors. 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 Directors 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. *This constitution is valid until October 2027.*

<i>Name, Title of Registering Officer, Email (print)</i>	<i>Date (DD/MM/Year)</i>
Kayla Chun, Director of Operations, kchun21@uw.edu	09/29/2024
Katie Nguyen, Director of Finance, katien22@uw.edu	09/29/2024
Ayden Erickson, Director of Events, aydene@uw.edu	09/29/2024
Lexie Sychanthong, Director of Events, lexiecun@uw.edu	09/29/2024
Margaux Guillet, Director of Communications, msgg765@uw.edu	09/29/2024

If any modification or changes are made before October 2024, please sign and date below, upload to your HuskyLink group account, and submit to saoreg@uw.edu

<i>Name, Title of Officer, Email (print)</i>	<i>Date (DD/MM/Year)</i>
Katie Nguyen, Director of Finance, katien22@uw.edu	09/29/2024
Ayden Erickson, Director of Events, aydene@uw.edu	09/29/2024
Margaux Guillet, Director of Communications, msgg765@uw.edu	09/29/2024
Kayla Chun, Director of Operations, kchun21@uw.edu	09/29/2024
Lexie Sychanthong, Director of Events, lexiecun@uw.edu	09/29/2024

For SAO departmental use only

Document received date:

Staff initials: