

# **THE STAINED GLASS CLUB OF SUN CITY TEXAS BY-LAWS**

## **ARTICLE I – GENERAL Policy for Stained Glass Club**

### **Section A. Name of Organization and Purpose**

The name of this organization shall be The Stained Glass Club of Sun City Texas, herein after referred to as “Club”.

From this point forward in this By-Laws document, whenever the term “Member(s)” is used, it is understood to mean “a member(s) in good standing in the Club”, as defined in The Stained Glass Club of Sun City Texas Operating Rules and Procedures (“Club Rules”).

### **Section B. Purpose of Organization**

The purpose of the Club is to manage and fund operations of the Club for use by its Members in Sun City Texas. The Club shall provide facilities and essential equipment for Members to use. The Club will support the crafts of glass among its Members by:

- sponsoring programs, lessons, demonstrations and workshops for Members, conducted by instructors who may be Members or outside professionals.
- encouraging fellowship and friendship among Members and others interested in the craft.

### **Section C. Community Association Compliance**

These Bylaws will comply with the Association’s Governing Documents (documents) and the Policy for Chartered Clubs (Policy). In the event of a conflict between these bylaws and the Documents or Policy, the Documents or Policy will prevail.

### **Section D. Non-Profit**

This organization shall be operated as non-profit Club in accordance with applicable statutes and the Association’s Documents.

## **ARTICLE II – MEMBERSHIP AND PARTICIPATION**

### **Section A. Membership**

Membership shall be open to any Association member and renter in good standing without discrimination as to race, religion, color, sexual orientation or national heritage.

Since Members use equipment and materials that might prove hazardous to them and others around them, they are required to successfully complete the “Requirements of Membership” stated in the Club Rules.. All Members agree to the provisions of these By-Laws and the Club Rules, and to abide by the policies established by the Association.

### **Section B. Rights and Responsibilities**

There shall be no precondition for membership, nor will members be required to join affiliated national, state or regional organizations.

## **Operating Rules and Procedures**

The Club has established and published the Club Rules and shall operate in accordance with the same, as they may be amended from time to time. Club Bylaws and Operating Rules will be conspicuously posted on Club websites. All Club documents, including Bylaws, Rules and Procedures, Policies, and Meeting Minutes shall be made accessible to all Club members and the appropriate CA Board-appointed Committee, as requested.

### **1. Special Interest Groups (SIG)**

Please refer to Sun City Texas Chartered Club policy 5.2.6 for special interest groups.

### **2. Program Rights, Responsibilities, Supervision and Safety**

- a. The Board is responsible for establishing a Safety Committee, who will write safety rules and post on the Club's bulletin board and website.
- b. Club members have access to equipment that might prove hazardous to the facility or participants, therefore a trained monitor will ensure that Association and Club operating policies and rules are satisfied. If Club members are unwilling, or unable to properly monitor a facility, the studio will be closed until a monitor is present.
- c. All incidents or accidents occurring on Club facilities (whether requiring medical attention or not) will be immediately reported to the respective Club facility monitor, if available, using Form CC-6, "Incident/Accident Report". The monitor is responsible for documenting pertinent details on the report. The monitor will provide the report to the President or another officer of the club. The President or other officer will ensure that the report is sufficiently detailed to allow for a meaningful review. If no monitor is available, the President or another officer of the board will be responsible to fill out and report the incident/accident on the Form CC-6. The report will be delivered to the Association Management within 24 hours of a reported incident or accident.
- d. If emergency medical attention is required for any accident occurring on Association facilities, the Club facility monitor or designated Club Officer will immediately call 911, and then notify the CA office. A member of the CA Management may respond to the scene to personally review the circumstances and assist the Club monitor in the preparation of the report. In the case of a Club member's death, CA Management will be immediately notified.
- e. Club officers will ensure that Club monitors follow all rules of the Monitor Policy regarding equipment. Monitors shall have the authority to deny the use of equipment to any individual who, in the monitor's judgment, is either unable or unwilling to abide by posted rules and regulations. Individuals denied use of equipment by the Monitor may file an appeal to the Club's Executive Board on the Form CC-10. If the member is not satisfied with the decision of the Board, he/she may file an appeal to the appropriate CA Board-appointed Committee in accordance with the procedures outlined in this policy.
- f. If, in the eyes of the Club's Safety Committee or Executive Board, a Club member cannot physically comply with operating rules and procedures, the Club Board may temporarily suspend that member's facility use privileges, related solely to the non-compliance issue. Prior to taking such action, the Club should make every effort to provide additional training, instruction and assistance. A suspension of this nature will be made solely to protect the well-being of the member and the best interests of the Association and Club. The appropriate CA Board-appointed Committee will consider the

Club's action temporary, pending review and final action. A suspension of Club member's privileges may be appealed by providing written justification to the appropriate CA Board- appointed Committee within 14 days of the written notice to suspend. The CA Board- appointed Committee will provide a final notice of decision within 30 days of receiving the written appeal.

### **Section C. Guest Policy**

Guests are welcome to visit and observe Club activities and programs as administered by the Club. Visits and observation in Club facilities may occur only when the area is open for use by Members. Guests are not permitted to use any equipment or Studio facilities. Guests are welcome to attend social activities of the Club.

### **Section D. Dues**

Dues are required for joining the Club. Dues are paid each year by the membership. Dues are managed through the Club Rules.

## **ARTICLE III – OFFICERS AND EXECUTIVE BOARD**

### **Section A. Executive Board Members and Officers**

The Officers shall consist of a President, Vice President, Secretary and Treasurer. The Executive Board ("Board") shall consist of the Officers and the immediate Past President. The responsibility for management of the Club's activities shall be vested in the Board. The Board shall set the long-term goals and objectives of the Club.

### **Section B. Electing Officers**

All Officers shall be elected by a vote of the general membership and shall serve without compensation.

The election of Club Officers will be conducted in accordance with the Club's election procedures outlined in the Club's Bylaws. Elections may be accomplished by electronic voting or by paper ballot or both. If electronic voting is used, paper ballots must be made available for those members who cannot, or are unavailable, to vote electronically. Election results will be recorded in the Club's meeting minutes.

### **Section C. Terms of Office and Responsibilities**

Terms of Office shall be for a period of 1 year, beginning the first day of January, ending the 31st day of December. No Member may hold the same office for more than three consecutive years.

#### **1. Responsibilities of the Board**

- a) The Executive Board has the responsibility of overseeing all aspects of a Club's operation and administration. Chartered Club Officers will abide by the Code of Conduct and Business Practices for CA Officials Policy.
- b) The Executive Board is responsible for transition to the incoming board.
- c) All new Club Executive Board members, especially Club Treasurers, are encouraged to attend the CA training sessions. Attendance by at least one Club Officer is mandatory.

- d) Establish the Club Rules. Members will be notified of potential changes to Club Rules via email, and have the opportunity to comment and discuss at the next Member Meeting. Club members will be notified of Club Rules changes before they take effect.
- e) Approve all members of Standing and Ad Hoc Committees, and define the purpose and responsibilities of such Committees.
- f) Prepare, review and approve the annual budget.
- g) Set fees for Club activities, services and supplies, as specified in the Club Rules.
- h) Review and approve reports from any committee.
- i) Perform such other duties and exercise the powers normally reserved to an Executive Board that are not prohibited by these By-Laws, the CA Documents or the CA Policy.

## **2. Responsibilities Per Role**

### **PRESIDENT:**

The President shall act as the general spokesperson and representative of the Club. The President shall:

- a) Preside at all meetings.
- b) Call meetings of the Board and of the Club as necessary to conduct business of the Club.
- c) Coordinate with other Officers of the Club to assure timely execution of their duties.
- d) Approve the chairperson of any committee established to serve the Club's interests.
- e) Greet visitors and Members at Club functions.
- f) Oversee the reporting and preparation of articles for the Sun Rays, micro-site, announcements, e-mails and a club brochure.
- g) Serve as an ex-officio member of all committees of the Club.
- h) Appoint assistants to the Secretary and/or the Treasurer as he/she deems necessary.

### **VICE PRESIDENT:**

The Vice-President shall assist the President as necessary and act when the President is absent.

In addition, the Vice-President shall:

- a) Greet visitors and Members at Club functions.
- b) Perform any special duties assigned by the President.

### **SECRETARY:**

The Secretary shall be responsible for the general administrative activities of Club and shall substitute for the President or Vice President in their absence. In addition, the Secretary shall:

- a) Maintain all Club correspondence.
- b) Record and publish the minutes of all Club meetings.
- c) Coordinate with Membership Chairperson.

**TREASURER:** The Treasurer shall be responsible for the general financial functions of the Club and shall serve in lieu of any other Officers in their absence. The Treasurer shall:

- a) Collect all dues and other income, and facilitate disbursement of all Club expenditures in compliance with the CA Procedures and the CA Policy.
- b) Utilize the financial records and reports provided by the Chartered Clubs/Neighborhoods (C/N) Support Services to 1) post the monthly financial report in the Studio, 2) coordinate with the Webmaster to post the statement on the micro-site, and 3) report summary financial results to the Members at the Membership Meetings.

- c) Maintain the official records of dues-paying Members and provide a list to the chair of the Membership Chairperson.

## **Section D. Nomination and Election Procedures**

1. The President and two Members appointed by the President shall serve as the Nominating Committee for Officers. The President shall appoint the two Members 60 days in advance of the Annual meeting. At the Membership Meeting immediately prior to the Annual Meeting in November, the Nominating Committee shall present a slate of Officer candidates containing at least one nominee for each office.
2. Any member wishing to stand for office must submit her or her name to the Nominating Committee no fewer than seven (7) days prior to the meeting at which the slate of candidates will be presented.
3. Nominations may be made from the floor at the meeting where the slate of candidates is presented. Individuals nominated in absentia will not be included on the ballot unless the nomination is accompanied by a signed, written acceptance from the nominee.
4. The Webmaster will prepare the voting list of nominations on the Community Association website for the purpose of conducting electronic voting. Voting will begin at least 10 days before the scheduled annual business meeting and conclude by midnight the day before the meeting. Members will be informed by email of the electronic voting timeframe.
5. Members who do not participate in electronic voting will be able to vote by paper ballot at the annual business meeting. The nominations committee will confirm that the member has not previously voted electronically.
6. Election of Officers shall be decided by a majority vote of the total of those members voting by either electronic voting or paper ballot. In the event of a tie vote for an officer, the members present at the annual business meeting shall immediately vote again to break the tie. Should a tie vote again ensue, two slips containing the names of the nominees in the tie will be entered in a container and a member of the audience, chosen at random, will draw one of the slips, which shall then break the tie.
7. Any candidate appearing unopposed on the ballot shall be considered elected. If the entire ballot consists of unopposed candidates, no election shall be held and each candidate shall be considered elected.

## **Section E. Vacancies and Recall of Officers**

1. Vacancy – In the event an Officer cannot complete the term of office for any reason, the Executive Board, by majority vote of the Board members present and voting, shall elect a Member to the vacancy for the remainder of the term.
2. Recall of an Officer - In order to recall an Officer, the following process shall apply:
  - a) A petition calling for the recall of the Officer, containing the signatures of one third of the Members, must be submitted to a member of the Executive Board.
  - b) The signatures must be verified by the Executive Board, excluding the Officer who is the subject of the petition.

- c) Following such verification, the Webmaster will prepare a recall ballot, including the petition contents, on the Community Association website for the purpose of conducting electronic voting. Voting will begin at least 5 days after the recall petition has been verified and will run for at least 10 days. Members who do not participate in electronic voting will be able to vote by paper ballot. Members will be informed by email of the electronic voting timeframe and the result of the balloting when complete.
- d) If a simple majority of the Members vote to recall the Officer, Section F.1 above shall apply.

## **ARTICLE IV – MEETINGS-**

### **Section A. Types, Frequencies and Voting Procedures**

#### **1. Types and Frequencies:**

- a) Executive Board: The Executive Board shall meet at least 6 times per year and as requested by any Board member. A quorum shall consist of three Officers of the Board, each with one vote. Board meetings are open to all Club members.
- b) Membership Meetings: Meetings shall be held at least four (4) times per calendar year, not including months that social events are held, and may be called more frequently by the President or by a majority of the Executive Board (unless weather or other unforeseeable acts occur that are out of the Board's control).
- c) Annual Meeting: The Club shall hold an Annual Meeting in November for the purpose of electing Officers. The time and place of this meeting shall be determined by the Board and notice will be posted at least 60 days in advance in the Sun Rays, on the bulletin board in the Studio, on the Club's micro-site and by email to Members who have provided an email address to the Club.

### **Section B. Conduct of Meetings and Voting**

- 1. All meetings shall be conducted in an informal but business-like manner.
- 2. Newly Revised Roberts Rules of Order shall govern the conduct of meetings except when such rules conflict with the Bylaws of the Club.
- 3. The President may appoint a Parliamentarian if desired.
- 4. The President shall conduct all meetings. In the absence of the President, the next Officer in line in attendance shall conduct the meeting.

## **ARTICLE V – GRIEVANCE PROCEDURES**

### **Section A. Grievance Procedures, Disciplinary Actions, and Appeals**

The Club follows all Community Association guidelines regarding Grievance procedures. A Club member who has a grievance against the Club's policies, Club Rules or actions, should consult Section 5.2.4 and 5.2.5 in the CA Policy for procedures and forms to use when filing the grievance.

## **ARTICLE VI – FINANCES, BUDGETS and EXPENDITURES**

### **Section A. Financial Controls**

1. Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.
2. Club Bylaws and Operating Rules will specify the level of control and reporting that is needed. The following controls and procedures will be included in the development of operating guidelines:
  - a) Check and balance procedure to preclude a single individual from ordering, receiving and dispersing equipment or inventories.
  - b) Periodical inventory and reconciliation of retail and asset inventories.
  - c) Approval for a single expenditure greater than \$1,000 requires two signatures, as specified in the CA Procedures.

### **Section B. Budgets**

The club will prepare and maintain annual financial operating budgets using Form CC-8. Operating budgets will be submitted to the CC/N Support Services Office annually during the CA's budget process. The budgets will also be made available to Club membership by being posted on the Club's website

### **Section C. Revenues and Expenses**

1. The revenues and expenses of the Club are included in the revenues and expenses of the Association for financial reporting and tax purposes. All donations are the property of the club and no one may take or distribute. The Executive Board will determine how to manage all donations.
2. Club revenues in excess of expenses in a calendar year, unless tagged for future expenses, place a federal tax obligation on the CA. To ensure that this obligation is met by the appropriate Club(s), rather than by the CA, the Association will levy a charge on any Club with unjustified excess net revenues greater than \$2,500. This charge will be set at the prevailing maximum federal income tax rate, which is currently 35%.
3. The Executive Board must approve all expenditures of Club funds. Expenditures may be included in the annual budget by categories (e.g. equipment, supplies, etc) and are deemed approved upon approval of the budget. Approval of the Executive Board for single expenditures greater than the amount specified in the CA Procedures, even if included in the annual budget, is required.

### **Section D. Property, Equipment and Supplies**

1. All equipment and supplies used solely by the Club (Club Assets) belong to the Association whether initially provided to a Club or subsequently purchased by or donated to the Club. A Club may acquire new assets with their own funds under certain restrictions as specified herein.
2. Prior to the purchase or donation of new assets, a Club must submit a detailed description of the proposed new purchase or donation to the CA's Facilities Department to ensure the new asset is compatible with existing equipment system guidelines and requirements.

3. All Clubs must follow Association policies when purchasing or disposing of items of Club Assets and must provide proper documentation to the CC/N Support Services Office. Any equipment borrowed or rented from an outside source must be done at the Club's expense. If the equipment is leased, the Club must follow the Association's approval procedures on leases.
4. The Club shall submit to the CC/N Support Services Office, by January 31st. an annual inventory listing of Club Assets.
5. Contract for Services and Instructional Classes
  - a) Please refer to Sun City Texas Chartered Club Policy 5.3.5
6. Association Oversight
  - a) As part of its oversight responsibilities, the appropriate CA Board-appointed Committee and/or the CA Accounting Department may periodically request to review Club financial records. The CA Board-appointed Committee may review Club related documents and oversee Club meetings and activities. Any attempts by the Club's Executive Board or its members to delay or disrupt such a review could place the Club's Charter at risk or warrant sanctions on the Club.

### **Section E. Resale of Club Items**

1. As a convenience service to members and guests, resale operations related directly to the membership program are permitted.
2. Additionally, a Club may sell supplies related to Club purpose to its membership and retain a reasonable return on investment to assist in Club operations.
3. Supplies may be displayed in Club areas as a convenience to members but should not be displayed to give the appearance that they are available to the general public.
4. Collection of any sales tax is the responsibility of the Club sponsoring the activity.
5. Club assets should not routinely be used for individual Club member financial gains.
6. Clubs that provide the space and opportunity to make goods for resale should establish a percentage split between Club and its members.

### **Section F. Club Financial Programs**

1. Club financial programs are developed to ensure basic self-sufficiency.
2. With few exceptions, Club income should not greatly exceed expenses (operating expenses and capital requirements) resulting in a net operating gain. An annual net gain in the Club's bank balance places a Federal Tax obligation on the CA and should be avoided if no purpose exists.
3. Where revenues do exceed expenses, the net gain should be used to foster continued Club growth and activity.
4. Over time, small gains can accumulate into larger gains, resulting in excess balances. A Club should determine the appropriate balance that is needed for working capital purposes which should include an amount sufficient to meet short term operating needs.
5. A Club generating a sizable balance should consider allocating the excess to the Club (first), the Association (second), and to local community service organizations (third).



## **Section G. Fees and Charges**

A Club's primary source of revenue is membership dues. Dues are set to cover basic operating requirements of the Club. Special assessments will not be levied in any Chartered Club without the approval of the CA Board of Directors.

## **Section H. Profit Making Activity**

When a Chartered Club conducts a profit-making activity using CA facilities, the Club will be required to pay a fee as set by the Reservation and Rental of Facilities Policy.

## **Section I. Lotteries and Raffles Prohibited**

1. Clubs are prohibited from raising funds through lotteries, raffles, 50-50 type events or any other event in whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win anything of value.
2. Clubs are allowed to have drawings and award prizes at Club activities, such as dinners and holiday affairs, where the participants have not been required to purchase a ticket for a chance to win any prize.

# **ARTICLE VII – AMENDMENTS TO THE BYLAWS**

## **Section A. Approval, Notice, Quorum and Procedures**

1. An amendment to these By-Laws may be initiated by any Member at a regularly scheduled Membership Meeting or at the Annual Meeting. The Member shall submit the proposed amendment as a motion, in writing, to the Secretary. The Secretary shall read the motion. If the motion is seconded, the process shall proceed as specified below. If there is no second to the motion, the process stops, the proposed amendment "dies" and an amendment that is substantially the same cannot be proposed until twelve (12) months have elapsed from that date.
2. The proposed amendment will be discussed at the Membership Meeting following the meeting at which it was proposed. At least fourteen days prior to the second membership meeting, the Secretary shall post the proposed amendment on the bulletin board in the Studio, on the Club's micro-site and by email to Members who have provided an email address to the Club.
3. In order for an amendment to be voted upon, the Webmaster will prepare a Bylaws amendment ballot on the Community Association website for the purpose of conducting electronic voting. Voting will begin at least 5 days after the amendment discussion Meeting and will run for at least 10 days. Members who do not participate in electronic voting will be able to vote by paper ballot. Members will be informed by email of the electronic voting time frame, and the result of the balloting when complete.
4. The approval of an amendment requires a favorable vote of two-thirds of the ballots cast. If the proposed amendment is approved, it will become part of the By-Laws and will take effect immediately. The amended By-Laws will be posted on the bulletin board in the Studio, on the Club's micro-site and by email to Members who have provided an email address to the Club. If the proposed amendment is not approved, an amendment that is substantially the same cannot be proposed until twelve (12) months have elapsed from that date.

**ARTICLE VII – CLUB DISSOLUTION**

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association. For more information, see Policy for Chartered Clubs, 5.3.11

**REVISION RECORD**

Rev #	Date Approved	Change Description
1	4/10/2024	Updated entire document to conform with CC-3. Added references to CA policy for Clubs.