

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

## **ARTICLE I – GENERAL**

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

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

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

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”).

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 teachers 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 By-Laws will fully comply with the Sun City Texas Community Association’s Governing Documents (“CA Documents”), and the Sun City Texas Community Association Policy for Chartered Clubs (“CA Policy”). All financial transactions will follow the Community Association Deposit and Purchase Procedures (“CA Procedures”).

In the event of a conflict between these By-Laws and the CA Documents, CA Policy or CA Procedures, the CA will prevail.

### **Section D. Grievance Procedures**

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 in the CA Policy for procedures and forms to use when filing the grievance.

### **Section E. Non-Profit**

The Club shall be operated as a non-profit club in accordance with applicable statutes and the CA Documents and the CA Policy.

### **Section F. Operating Rules and Procedures**

The Club shall establish and publish the Club Rules and shall operate in accordance with the same, as they may be amended from time to time.

## **ARTICLE II – PARTICIPATION**

### **Section A. Membership**

Membership in the Club is open to all residents, permanent or renters, of Sun City Texas, who are members in good standing of the Association, without discrimination as to race, religion, color, ethnic culture, 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. Members will not be required to join any national, state, or regionally affiliated organization.

### **Section B. Dues and Fees**

Membership shall be conditional upon the timely payment of dues and fees as provided in the Club Rules.

### **Section C. Guest Privileges**

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 the social activities of the Club.

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

### **Section A. Board Members**

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.

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

### **Section B. Terms of Office**

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

### **Section C. Responsibilities**

**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 (CC/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.

**EXECUTIVE BOARD:** The Executive Board shall:

- a. 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 Meeting. Club members will be notified of Club Rules changes before they take effect.
- b. Appoint all members of standing and ad hoc Committees and define the purpose and responsibilities of such Committees.
- c. Appoint a person to authorize all requisitions and purchases of Studio supplies.
- d. Prepare, review and approve the annual budget.
- e. Set fees for Club activities, services and supplies, as specified in the Club Rules.
- f. Review and approve reports from any committee.
- g. 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.

## **Section D. Nominations**

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 his 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.

## **Section E. Elections**

1. 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.
2. 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.
3. 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 or director, 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.
4. 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 F. 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 and Frequency of Meetings**

1. Executive Board: The Executive Board shall meet at least every other month and as requested by any Board member. A quorum shall consist of three members of the Board, each with one vote. Board meetings are open to all Club members.

2. Membership Meetings shall be held at least five (5) 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.
3. 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/Parliamentary Procedure**

All meetings shall be conducted in an informal but business-like manner. Newly Revised Roberts Rules of Order shall govern the conduct of meetings except when such rules conflict with the By-Laws of the Club. The President may appoint a Parliamentarian if desired. 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 – BUDGETS and EXPENDITURES**

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.

## **ARTICLE VI – AMENDMENTS**

### **Section A.**

An amendment to these By-Laws may be initiated by any Member at a regularly scheduled Membership Meeting or at the Annual Meeting. The amender 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.

### **Section B.**

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.

### **Section C.**

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 timeframe, and the result of the balloting when complete.

## **Section D.**

The approval of an amendment requires a favorable vote of two-thirds of the ballots cast. If the proposed amendment is approved, it will be submitted to the Association for approval. If approved by the Association, the amendment 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 – DISSOLUTION**

Prior to club dissolution and after all debts are satisfied, all property and assets shall be turned over to the Association.

FOR THE CLUB

FOR THE ASSOCIATION

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Name/Signature

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Name/Signature

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Date

\_\_\_\_\_

Date