

**SUN CITY TEXAS IN GEORGETOWN
CREATIVE CLAY AND CHINA CLUB
BYLAWS
Revision: 2021**

ARTICLE I – GENERAL

Section A The name of this organization shall be the Creative Clay and China Club (hereinafter referred to as the “club”).

Section B The purpose of the club is to operate a studio for its members that will include, but not be limited to, Pottery, China Painting and Ceramics.

Section C Club members may bring a guest to the studio 3 times per quarter.

Section D These Bylaws will fully comply with the Governing Documents (“Documents”) and Chartered Club Rules and Procedures (“Rules”) of the Sun City Texas Community Association, Inc. (hereinafter referred to as the “Association”). In the event of a conflict between these Bylaws and the Documents or Rules, the Documents or Rules will prevail.

Section E The club shall be operated as a nonprofit organization in accordance with the applicable statutes and the Association’s documents.

Section F The club has no legal status independent of the Association. For this reason, all actions by its membership, Executive Board and officers may be appealed by members of the club or others in good standing, to the Board of Directors of the Association who may uphold or overturn such actions. In the absence of such an appeal, actions by the membership, officers and Executive Board of the club, in accordance with the Bylaws, will stand.

Section G The purpose of the club is to provide a safe, friendly and supportive environment where members can enjoy and express their creative talent, make friends, share knowledge and have fun. The goal of the Board is to preserve and build the studio for the benefit of all members. This studio is devoted to the hobbyist and is not intended to be a production studio. The facilities are intended to be shared equally by all members.

Section H No items made in the studio, with supplies purchased from the studio or fired in the studio can be sold for personal gain in shops, on the web, at art fairs or at any other venue that is not club sponsored. Members found in violation of this rule will be suspended from using the club, including buying supplies, for 6 weeks and must immediately remove items from said venue. A second violation will result in membership being revoked. When events are Association or club sponsored, or in club exhibitions, members are allowed to sell items provided the club benefits from the sales and all members are allowed to participate. Members who want to make and sell items for non-club sponsored events must make and fire them at a facility other than the club, as well as purchase their supplies from a different source other than the club.

ARTICLE II – MEMBERSHIP

Section A Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, sexual orientation, ethnic culture or national heritage.

Section B There shall be no precondition for membership nor will members be required to join any national, state or regionally affiliated organization.

Section C Membership shall be conditional upon the payment of dues. Membership dues are paid yearly. New members are required to attend orientation before working in the studio.

Section D Guests of a resident will NOT be eligible for the rights and privileges afforded to members.

1) Nonresident guests, being all other individuals who are accompanied by an Association member or otherwise sponsored by an Association member, are considered nonresident guests and do NOT qualify for club membership.

2) Developer guests – during the period of community development and as long as the developer has the capability to annex land into the community, “Vacation Getaway (VG)” visitors or prospective homebuyers - MAY BE PERMITTED to participate in club programs. It is incumbent upon sales associates to inquire into club policies and rules before advising developer guests that they may use club activities and programs. Sales associates may only use Association/club facilities when accompanying a prospective homebuyer.

3) Any use of the club by guests shall conform to the rules and regulations established by the club.

Section E The Board of Directors determines annual dues. Any changes in dues the Board proposes must be approved by a simple majority of members attending a convened business meeting. All other fees are established annually by the Board. Renewing membership dues are payable in full by January 31st. The Board reserves the right to lower membership dues in July. The Executive Board may establish fees for participation in special activities and for use of club facilities to defray costs, as provided for in the Sun City Texas Chartered Rules and Procedures.

ARTICLE III – EXECUTIVE BOARD AND OFFICERS

Section A There shall be an Executive Board of the club consisting of the President, Vice President, Secretary and Treasurer.

Section B All officers shall be elected by a vote of the general membership and they shall serve without monetary compensation. During their term of office, officers will have the use of a full

size locker at no cost. In consideration of the extenuating circumstances of 2021, the officers of 2021 are given a full size locker at no cost for as long as they remain a member of the club.

Section C The President, Vice President, Secretary and Treasurer are elected yearly. Officer terms begin on January 1st and end on December 31st.

Section D The responsibilities of the officers and the Executive Board shall be as follows:

President - Shall preside over all club meetings and be responsible for the administration of all club business, shall appoint committees as deemed necessary and shall ensure the financial and administrative integrity of the club. The President shall issue notices of all Executive Board and membership meetings and approve communications sent to members.

Vice President- Shall perform the duties of the President in the latter's absence and shall perform such other duties as may be assigned by the President. The Vice President will be responsible for ordering supplies for the club in a timely manner. All club supply orders must be approved by the Vice President.

Secretary- Shall keep all records and minutes of the meetings of the membership and Executive Board and send club communications if authorized by the President. The Secretary will make certain minutes are posted on the club website and are archived for 3 years.

Treasurer- Shall deposit with the Association any money paid to the club and make certain the payment of all bills. The Treasurer will maintain appropriate books and other accounting records reflecting the financial transactions of the club and its current financial condition and shall furnish the Association with any necessary reports including an annual budget. A report to the membership on the financial condition of the club will be made at the Annual Business Meeting.

The Executive Board- Shall establish rules and procedures for operation of the club. Shall review and approve annual budgets and all changes thereto including purchases of goods and services. Shall recommend annual membership dues (Article II –B) and review and approve monthly financial status reports from the Treasurer. It will carry out other duties as are normal for the Board of Directors of a nonprofit organization that are not specifically restricted or pre-empted by other articles of these Bylaws or by the rules of the Association. The Executive Board must approve all requests for member participation and/or requests for usage of club facilities.

Section E The officers and directors shall be elected by electronic ballot. At least 30 days prior to the election, the president shall appoint a Nominating Committee of no less than 2 members. The committee shall propose a slate of officers for the coming year. This slate will consist of at least one candidate to be placed in nomination for each office and will be submitted to membership. Submission of additional nominations should be made to the nominating committee. The committee will verify that any nominee has agreed to placement on ballot. The club webmaster will be responsible for preparing the voting list of nominations on the club website. Voting will begin at least 10 days prior to the year end meeting and conclude by 12:00am the day prior to the meeting. Election results will be determined by a majority voting electronically. Members may use the club computer to vote electronically. The secretary and an appointed member will tabulate votes. The results will be announced to the membership before the close of the end of the year meeting.

Section F Should the office of the President become vacant, the Vice President will succeed to that position. Should any other office become vacant, the president will fill the vacancy by appointment of members eligible to hold that office, subject to approval by a majority of the Executive Board. In the event more than one office becomes vacant, interim officers will be appointed by the Executive Board until an election can be held to fill these positions.

Section G An officer may be removed from office by a vote of membership after the Board has followed guidelines of a removal petition containing signatures of at least 10% of membership.

ARTICLE IV – MEETINGS

Section A Business meetings of the membership will be held at least annually at times and locations determined by the Executive Board.

The President may call other business meetings of the membership and must call them when directed to do so by a majority vote of the Executive Board.

The President shall provide at least 10 days notice of all business meetings of the membership by posting such notice by email.

The Secretary shall record in minutes the proceedings of all business meetings of the Membership. The minutes shall be approved by the Board of Directors and will be posted on the club website.

Roberts Rules of Order Newly Revised shall govern the proceedings of all business meetings of the membership.

A quorum for actions at Executive Board meetings shall consist of at least 3 members of the Executive Board. Board members who cannot attend a meeting may give another Board member a written proxy authorizing that board member to vote on his/her behalf.

A majority vote of the total of those voting is required to resolve any matter on which the Executive Board acts.

ARTICLE V – FINANCIAL

Section A Annual dues for membership in the club shall be determined by the Executive Board. Any change in dues must be voted on by membership. (See Article II - E)

Section B All other fees charged to members and guests for club activities and of club-administered facilities shall be established by a vote of the Executive Board.

Section C The Executive Board must authorize all expenditures of club funds, including those in approved budgets. If an expenditure is for something other than a replacement for “depreciated/ non-functioning equipment” and exceeds \$2000, it must have member approval.

Section D Financial records may be reviewed biennially by 1 or more individuals. The President shall appoint these individuals or group members. A report of this review shall be presented at a business meeting and approved by a vote of the members present.

Section E The accounting year will be January 1 to December 31.

Section F The President, Vice President, Treasurer and Secretary shall have authority to sign checks drawn against the checking account established for the club.

Section G Two (2) officers must approve all reimbursements over \$1,000.

Section H Financial procedures for collection, deposit and expenditures of funds will comply with the procedures outlined in the Administrative Policy for Chartered Clubs.

ARTICLE VI – COMMITTEES AND SPECIAL INTEREST GROUPS (SIG's)

Section A Committee Chairpersons shall be appointed each year by the President and may include Membership, Education, Kiln Management and other committee chairs as deemed necessary. The Executive Board and/or President may also appoint **ad hoc** committees from time-to-time to deal with specific issues.

Section B Special Interest Groups (SIGs) shall be considered to be committees of the club, organized to pursue activities on behalf of members sharing in the special interest. Membership shall be open to all members of the club. SIGs will normally elect their own Chairperson and other such officers as they may need to function. They will devise their own Mission Statements and arrange their own program of activities. The Executive Board must approve the formation of a SIG.

ARTICLE VII – PROGRAM SUPERVISION AND SAFETY

Section A The club must designate a member to act as a monitor to ensure that the club's operation policies and rules are satisfied. If there is no monitor available, the studio **MUST BE CLOSED**.

Section B Club officers will ensure that monitors are reasonably well-qualified and trained to carry out their assigned duties.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

Section A Proposed Bylaw changes shall be decided by a majority vote of the total membership voting electronically. In cases of a tie in voting on revisions, members will vote at the end of the year meeting. Results will be announced by the secretary.

Section B The President shall send copies of the proposed Bylaw changes to members by email and they will be posted on the club website.

Section C Any member may propose an amendment to the Bylaws.

Section D Proposals to amend must be submitted to the Secretary in writing and must be signed by the person making the proposal. A statement of rationale for the amendment must accompany the proposal.

Section E An amended copy of the Bylaws shall be given to the Community Association Office and will be posted on the club website.

ARTICLE 1X – GRIEVANCE PRODEDURES

Section A The club has no legal status independent of the Association. For this reason, actions by its membership, Executive Board and officers may be appealed by members of the club or others in good standing, to the Board of Directors of the Association who may uphold or overturn such actions. In the absence of such an appeal, actions by membership, officers, and Executive Board of the club, in accordance with the Bylaws, will stand.

ARTICLE X – DISSOLUTION

Prior to the Creative Clay and China Club dissolution and after all debts are satisfied, all property and assets shall be turned over to the Association.

BYLAWS APPROVAL SIGNATURES

Creative Clay & China Club

Community Association

Club President

CA Officer

Date _____

Date _____