

BYLAWS
SCOV STAINED and FUSED GLASS CLUB

ARTICLE I
NAME OF ORGANIZATION

The name of this organization is the SCOV STAINED and FUSED GLASS CLUB, a not-for-profit club.

ARTICLE II
MISSION OF ORGANIZATION

The mission of the club is to promote interest in and increase members' skills and knowledge of stained and fused glass and to facilitate fellowship among members.

ARTICLE III
AUTHORITY AND LIMITATIONS

The club will follow all rules and regulations of Sun City Oro Valley Community Association, Inc. Hereinafter referred to as SCOV.

Section 1

As stated in SCOV Clubs' RULES, REGULATIONS AND PROCEDURES (Article 6-SALES POLICIES IN ARTS AND CRAFT FACILITIES Section 6.1-6.3). The sale of merchandise created by members on SCOV equipment shall follow the guidelines outlined in SCOV Board policy OPR-008- Merchandise Service Sales on Association Property.

ARTICLE IV
MEMBERS

Section 1. Membership will be open to any SCOV resident in good standing or, any renter with a SCOV card who successfully completes a beginner's class or proves competency and completes an orientation. Studio access is restricted to members who have completed a Safety Monitor Class, or they can access the studio when a level two safety monitor is available.

A. GUESTS

1. Guests are to be treated equally, but so as not to interfere with the members. Guests are defined as:
 - a) Resident guest: Resident or renter with current facility card and not a member of SCOV Stained/Fused Glass Club, who wishes to visit and ask questions with no use of the facility.
 - b) Guest with a purchased guest card may not use the glass studio.
 - c) Members guests (Household or Community) may occasionally visit when accompanied by the member. They may watch but not participate. The member is responsible for the guest.
 - d) Guest instructor: The Club will not utilize non-member instructors.

Section 2. Annual Dues will be proposed by the Board. Changes to the amount must be approved by a majority vote (more than half of the voting members).

Section 3. Any member is entitled to vote at any regular or special meeting of the club and to participate in club events, club business other than bylaw changes and will be decided by a majority (50% plus 1) vote of those responding either at a meeting, to a paper or electronic ballot.

ARTICLE V OFFICERS

Section 1. The officers of the club shall consist of the following: President, Vice-President, Secretary, Treasurer, Studio Manager and any member-at-large appointed by the Board. Members-at-large may be appointed without voting rights.

Section 2. Term of office: Each office has an elected term of two years and may be re-elected to the same position, but no member shall hold more than one office at a time. Terms of office are from January 1 to December 31.

ARTICLE VI
NOMINATIONS AND ELECTIONS

Section 1. Prior to the December meeting, the Board shall ask for a volunteer or appoint a Nominating Committee Chair and the Chair will recruit at least two (2) members to serve on the committee.

Section 2. The slate of officers proposed by the committee shall be posted on the Social Hall bulletin board and in the Glass Studio and posted on the SCOV Stained and Fused Glass Web site at least two weeks prior to the election meeting in December.

Section 3. Nominations may be made to the Nominating committee by any means of communication with the consent of the nominee.

Section 4. A majority of those members present, and voting shall elect. In the case of multiple candidates for a given office, the vote shall be by a written ballot with proxy votes allowed through another member.

ARTICLE VII
GOVERNING BODY

Section 1. The governing body of the club is the Board of Directors, hereinafter referred to as The Board. The Board consists of President, Vice-President, Secretary, Treasurer, Studio Manager, and any Member(s)—at-large appointed by the Board.

Section 2. It is the duty of The Board to manage and conduct the affairs and business of the club between meetings of the regular membership.

Section 3. MEETINGS: Each Board will determine how often it will meet and the form of that meeting (face-to-face, electronically, telephone or a combination of forms). If needed by any new Board member, there shall be a meeting of outgoing and incoming officers after the election and before the next meeting.

Section 4. QUORUM: If there are no Members—at-Large, three members shall constitute the quorum. If there is a voting Member-at-Large, the closest whole number to 66% (2/3) will be the quorum.

Section 5. VACANCIES: Any vacancy other than President will be filled by Board appointment. Should the President office become vacant, the Vice-President will assume that office.

Section 6. All Board members, upon leaving office, shall give all records, procedures books and other property belonging to the club to The Board.

ARTICLE VIII DUTIES OF OFFICERS

Board member job descriptions are detailed in the Club Policies and Procedures.

Section 1. PRESIDENT:

President Job Description: The President is the chief administrator of the club and will preside over all Regular Membership and Board meetings. The President shall appoint any special committees as needed including an audit committee as needed, be ex-officio (member of all committees except the Nominating committee) and will schedule the studio.

Section 2. VICE-PRESIDENT:

Vice President Job Description: The **Vice President** will assist the President in their absence to perform the duties of that office. The Vice-President will oversee the Volunteers to maintain the general functioning of the studio facilities.

Section 3. SECRETARY:

Secretary Job Description: Will attend and record the minutes of all regular meetings and board meetings. Responsible for correspondence as required by The Board; place articles in the Tipster; and make available any reports required by SCOV.

Section 4. TREASURER:

Treasurer: Job Description: The chief financial officer of the club is responsible for collection of the annual dues of the membership and other monies; pay all bills owed by the club; present a financial report at each meeting of the board and general membership meetings.

Section 5. STUDIO MANAGER:

Studio Manager: Job Description: Will be the main purchaser of supplies and equipment, the one responsible for keeping the inventory, the person who sees that the bulletin boards are current and neat, maintain the instructional tools and tips manual, plus handles donations of glass and other items to the club.

ARTICLE IX
COMMITTEES

Section 1. Committee chairs will be appointed by the President with Board approval.

Section 2. Members of each committee can be appointed by the committee chairperson.

Section 3. Each committee will develop and/or maintain records of their activities which might include methods, procedures, actions, and recommendations for the future and any other information deemed pertinent to the function of the club.

ARTICLE X
FISCAL AND FINANCE

Section 1. The Fiscal Year shall be the Calendar year (January 1 thru December 31).

Section 2. The Treasurer shall prepare a budget after the fiscal year end (December 31) The new budget should be prepared and presented by the Treasurer at the first Club Board meeting in January. The board will review and approve a budget for the current Fiscal year. The budget will be presented for review and approval by the membership at the first general meeting of the year. Adjustments to the budget may be made at this time.

Section 3. BUDGET: No single unbudgeted expenditure in excess of 25% of the budget shall be made without the approval of the membership.

Section 4. An independent financial review of the Clubs Finances, financial records and bank statements shall be made after the conclusion of the fiscal year. An independent financial review can also be done if there is an incoming Treasurer.

Section 5. The Treasurer and at least one (1) other officer shall be authorized to sign checks.

Section 6. No member of the club shall receive compensation for services rendered.

Section 7. An independent audit of studio inventory items (equipment and tools) shall be performed within the first 3 months of each calendar year and compared to previous inventories.

ARTICLE XI MEETINGS

Section 1. Meetings shall be held as necessary as the Board and Membership desire with a yearly minimum of two (2). A general business meeting may be combined with a social event.

Section 2. Special meetings and events may be called at any time by the President, or three (3) elected members of The Board provided notice has been given to each member at least 5 days prior of proposed date.

ARTICLE XII PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the authority on all questions of Parliamentary Law unless in conflict with the BYLAWS of SCOV or with the laws of the state of Arizona.

ARTICLE XIII AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the members present at a meeting. Voting may take place electronically. Written notice of each proposed amendment will be made available two (2) weeks prior to the meeting by email and posting on the website.

Section 2. All proposed Bylaws are subject to final approval by SCOV-Board.

ARTICLE IV DISSOLUTION

If dissolution is contemplated, the membership must be notified at least two weeks in advance.

All members must be advised that they are liable for any debts incurred by the club and must satisfy them in full prior to the club's dissolution.

President may direct any and all assets to satisfy outstanding debts, provided the majority of membership has voted for the President to do so.

Dissolution is mandatory if membership drops below the required level. In the event of dissolution of The Club, all assets will be sold or given to members. Members can decide where any remaining assets or monies should be distributed or donated.

Adopted by Membership: (Date)

Amended by Membership: (Date) 3/30/2021

SIGNATURES

Jo Anne Bowman

4/6/2021

Club President

(Date)

Dan Stasi

4/7/2021

Club Secretary

(Date)

Approved by SCOV Board

(Date)