

MAY 12 2026



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# CHARTERED CLUB BYLAWS

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SUN CITY WEST CLAY CLUB

## Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
01	Article 1 General Section F	9/08/2022	Lynn Kellas	10/20/2022
02	Article II Membership Section I Club Monitoring	9/08/2022	Lynn Kellas	10/20/2022
03	Article III Code of Conduct Section B	9/08/2022	Lynn Kellas	10/20/2022
04	Article IV Officers Section A Club Board	9/08/2022	Lynn Kellas	10/20/2022
05	Article IV Officers Section E Terms	9/08/2022	Lynn Kellas	10/20/2022
06	Article IV Officers Add Section I Nominating Comm	9/08/2022	Lynn Kellas	10/20/2022
07	Article VII Committees Non Permanent Committee	9/08/2022	Lynn Kellas	10/20/2022
08	Article VII Committees Section D Duties of Safety Comm.	9/08/2022	Lynn Kellas	10/20/2022
09	Article VII Committees Section F Other committees and their Duties-Quality Control	9/08/2022	Lynn Kellas	10/20/2022
10	Article VII Committees Section F - Maintenance	9/08/2022	Lynn Kellas	10/20/2022
11	Article VII Committees Training & Education	9/08/2022	Lynn Kellas	10/20/2022
12	Article VII Committees Section F - IT Committee	9/08/2022	Lynn Kellas	10/20/2022
13	Appendix A – Club Officer Role Descriptions - President	9/08/2022	Lynn Kellas	10/20/2022
14	Appendix A -Club Officer Role Descriptions 1 <sup>st</sup> Vice President	9/08/2022	Lynn Kellas	10/20/2022
15	Appendix A – Club Officer Role Descriptions 2 <sup>nd</sup> Vice President	9/08/2022	Lynn Kellas	10/20/2022
16	Appendix A – Club Officer Role Descriptions - Secretary	9/08/2022	Lynn Kellas	10/20/2022
17	Appendix A – Club Officer Role Descriptions	9/08/2022	Lynn Kellas	10/20/2022
18	Article VII – Club Officer Role Descriptions – ADD Club Board	9/08/2022	Lynn Kellas	10/20/2022
19	Article I – General Section F	4/18/2024	Lynn Kellas	6/14/2024
20	Article II Membership Section E 3 <sup>rd</sup> paragraph	4/18/2024	Lynn Kellas	6/14/2024
21	Article IV Officer Duties/Responsibilities Section E	4/18/2024	Lynn Kellas	6/14/2024
22	Article V Meetings Section C 3 <sup>rd</sup> paragraph	4/18/2024	Lynn Kellas	6/14/2024
23	Article VII Section F Nominating Committee	4/18/2024	Lynn Kellas	6/14/2024
24	Appendix A Club Officer Role Descriptions 1 <sup>st</sup> VP	4/18/2024	Lynn Kellas	6/14/2024
25	Appendix A Club Officer Role Descriptions Secretary	4/18/2024	Lynn Kellas	6/14/2024
26	Appendix A Club Officer Role Descriptions Treasurer	4/18/2024	Lynn Kellas	6/14/2024
27	Update Article V – Meetings Section A & G	4/18/2024	Kasey Huhta	N/A

<b>REVISION NUMBER</b>	<b>DESCRIBE CHANGE(S)</b>	<b>CHANGE DATE</b>	<b>CHANGE(S) MADE BY</b>	<b>DATE MEMBERSHIP APPROVED</b>
28	Article IV Officers – Section E	9/20/2024	Lynn Kellas	10/30/2024
29	Update FULL bylaws – remove “CR” to original name	5/1/2026	Kasey Huhta RM	N/A
<p>Use of a superseded or obsolete document is prohibited.  The reader is responsible for verifying that this document is current prior to each use.  Refer to Appendix B – Bylaws Amendments on page 25 for amendments made to this document.</p>				

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Clay Club

### Section B - Purpose of Organization

Its purpose is to provide facilities for and to encourage the pursuit of the hobby of working in clay.

### Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

### Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a **501(c)7** Social non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws

### Section E – This organization will provide for:

1. Safety and care in use of facilities.
2. Scrupulous respect for, and restraint in handling other members' work
3. Promotions of interest in clay art and craft within the community.
4. Fostering a spirit of good fellowship among Club members and guests.
5. Responsibility for handling the Club's financial report.

### Section F

The fiscal year of the Club shall be April 1 to March 31. The Board will serve a term from April 1 to March 31.

### Section G

Use of the Club and/or its facilities for any part of a commercial venture is strictly prohibited.

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## Article II – Membership

### Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

### Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

### Section C – Membership Roster

The Annual Membership Roster must contain each Club Member's name and Recreation Card number as of December 31. This is a part of the Annual Financial Statement.

### Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

### Section E – Recreation Card Holder Guest/Visitor Privileges

Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article III.

The Recreation Centers of Sun City West, Inc. distinguishes a “Recreation Card Holder Guest” (hereinafter called “cardholder guest”). As it applies to the Clay Club, a “Card Holder Guest” is a resident of Sun City West with a current Recreation Center card who has not formally joined the Clay Club.

Guests (Card Holder) may attend Clay Club functions and/or use the Clay Club Studio facilities when accompanied by and supervised by the Clay Club member who is their host. Guests are subject to the same limitations and requirements as apply to Club members. The Clay Club hosts will be held responsible for the actions of their guests. Guests cannot participate in club classes.

Use of the Club Studio and its equipment is restricted to members and authorized guests of the Club.

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to six (6) times per calendar year before they are required to join the Chartered Club.

Members may host no more than four guests at the Studio at any one time and no more than four guests to a social function of the Clay Club, unless approval is granted by a waiver. Any guest may utilize the Studio no more than six (6) days in any calendar year.

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Visitors, who merely want to view and not use the Club's facilities, are not to sign the daily attendance sheet. They are welcome to tour the facilities and observe the activities, subject to space and time limitations, as determined by the monitor on duty at the time of the visit.

#### **Section F – Non-Recreation Card Holder Guest/Visitor Privileges**

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

A "Non-Recreation Card Holder Guest" (hereinafter called "non-cardholder guest). A "Non-Card Holder Guest" is a person who does not have a current Recreation Center Card and who is occasionally invited by a Clay Club member to utilize the Clay Club Studio and/or to attend social functions sponsored by the Clay Club.

Guests (Non-Card Holders) may attend Clay Club functions and/or use the Clay Club Studio facilities when accompanied by and supervised by the Clay Club member who is their host. Guests are subject to the same limitations and requirements as apply to Club members.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Use of the Club Studio and its equipment is restricted to members and authorized guests of the Club

Members may host no more than four (4) Non-Recreation Card Holder guests at the Studio at any one time and no more than four guests to a social function of the Clay Club, unless approval is granted by a waiver. Any guest may utilize the Studio no more than six (6) days in any calendar year.

Visitors, who merely want to view and not use the Club's facilities, are not to sign the daily attendance sheet. They are welcome to tour the facilities and observe the activities, subject to space and time limitations, as determined by the monitor on duty at the time of the visit.

#### **Section G – Club Dues**

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 14).

#### **Section H – Maintaining a Chartered Club**

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual Membership Roster.

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A Club Charter is dependent on club membership, membership participation of existing Club Charter.

### **Section I – Club Monitoring**

Each club member is responsible for monitoring at club facilities per club policies and procedures. The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders and they meet Club requirements. (See monitoring Policies and Procedures)

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## **Article III – Code of Conduct**

### **Section A - Member conduct**

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including form Chartered Clubs Disciplinary Actions, with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

### **Section B – Commercial/Mass Production Prohibition**

As a social club, Club members are prohibited from mass producing for the sole purpose of individual profit to be enforced by the Board pursuant to the policies and procedures of our club.

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## Article IV – Officers

### Section A – Club Officers

The Club board must consist of four officers: The Clay Board must consist of a minimum of four officers: President, 1st Vice President, Secretary and Treasurer. The Clay Club Board will also consist of a 2nd Vice President who is a voting member of the Board. The immediate past President will be on the Board as a non-voting officer.

The Board has the right to appoint assistants as deemed necessary. However, no assistant shall have voting rights.

### Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club’s annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 14). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club’s board.

### Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the New Club Officers List and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report and forward it to the office of the Recreation Manager.

### Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 22 for Officer Duties and Responsibilities descriptions.

The term of office shall be one (1) fiscal year, and no restrictions shall apply which would prevent officers from succeeding themselves for an additional consecutive term. No officer, with the exception of the Treasurer, may be elected for more than six (6) one-year consecutive terms. However, the Treasurer must be elected every year. Any officer who has been elected to serve for six (6) consecutive one-year terms, must not hold any office for at least one (1) year before they are eligible to be elected to an office.

### Section E – Filling a Board Vacancy

Vacancies in an elective office occurring after an election shall be filled by appointment by the Club Board for the balance of the unfilled term.

### Section F – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

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## **Section G – Officer Succession**

**It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.**

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## **Article V – Meetings**

### **Section A – Club General Membership Meeting Frequency and Openness**

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

### **Section B – Club Business Currency and Board Meeting Openness**

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Subject to any specific limitations of the Bylaws, the Club Board has the authority, between Club Business Meetings, to make decisions on behalf of the membership on matters that do not warrant the emergency convening of a special meeting of the membership.

### **Section C - Provisions for Calling and Recording Meetings**

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years. However, this club requires all administrative records be retained for seven (7) years.

### **Section D – Mandatory Club Officers Meetings**

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

### **Section E – Club Meeting Purpose**

Membership meetings should not have as their primary purpose a social event.

### **Section F – Special Meetings**

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days

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after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

## **Section G – Voting and Quorum Requirements**

- 1. Club Board Meetings – A quorum is a simple majority of the Board.**
- 2. Membership Meetings – Quorum Definitions**

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

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## **Article VI – Financial**

### **Section A – Financial Record Retention**

Financial Records shall be retained for a period of seven (7) years prior to current year.

### **Section B – Spending Limits**

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed one-thousand dollars (\$1,000). Expenditures greater than one-thousand dollars (\$1,000) must be approved by a vote of the general membership with the exception of reoccurring operational expenses such as clay, glaze, etc. Regarding debit cards, only the President and the 1st Vice-President will have the authority to hold debit cards.

### **Section C – Club Member Compensation**

No member shall receive compensation or financial award from Club funds for contributions or service to the Club. The only exception is when a member has an independent contractor agreement reviewed by the Recreation Manager.

### **Section D – Financial Record Audits**

Financial records must be audited annually by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meetings. A copy will be provided to the office of the Recreation Manager.

### **Section E - Club Advertising**

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

### **Section F - Contracts**

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

### **Section G - Treasurer's Duties and Responsibilities**

See Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 22.

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## Article VII – Committees

### Section A – Non-Permanent Committees and Chairpersons

Non-Permanent Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 11).

### Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

### Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

### Section D - Duties of the Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor. New members shall be instructed as to the safety rules and suggestions provided herein. (See Policies and Procedures)

### Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Committee shall audit the financial records on a yearly basis. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the Recreation Manager.

### Section F - Other Committees and Their Duties

#### Nominating Committee

The slate of officers to be voted on shall be developed by the nominating committee and provided to the President by January 2.

The nominating Chairperson shall be appointed by the President. The Chair shall then appoint the other committee members. This committee shall consist of not less than three (3) members nor more than five (5) and shall be appointed by November 1. No Board member with voting rights shall be a member of the Nominating Committee.

In January the nominating committee shall present nominations for all offices at the General Membership Meeting. This slate shall be posted on the Club bulletin board for a period of at least twenty-five 25 days prior to the election.

Additional nominations may be made from the floor, with appropriate seconds, at the January General Membership Meeting or by placing a written nomination, signed by both the

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nominator and the person seconding the nomination, in the hands of the Secretary by the end of day. The Secretary shall post on the Club bulletin board any such nominations once vetted by the nominating committee and meeting the following requirements.

The qualifications for Board Members are as follows:

- Member must be in good standing with SCW Recreation Center.
- Member must be in good standing with SCW Clay Club.
- We would encourage a member be qualified in computer skills to be successful in a position.
- Member must have no record of unexplained spending, misuse of Club funds or Club properties.
- Member must have history of good past conduct with no history of, or record of disciplinary actions for disruptive, aggressive or abusive behaviors.
- Member must respect club rules and procedures as written. Refusal to abide by these policies and procedures will disqualify that member from running for the board.
- Member must have good attitude with willingness to help other Board Members as needed and assist club members with issues that may arise.

#### **IT Committee**

The IT Committee manages the club's online presence, it's computers and related hardware and its computer applications. The committee's responsibilities include, but are not limited to, helping the club choose, use, maintain and improve their computer related technologies.

#### **Glaze Committee**

The glaze Committee shall maintain control of the Club's glazing materials, supplies, and equipment; provide for training of glaze team members; mix and maintain the variety of dip glazes; and recommend rules of procedure concerning their use to the Club Board. The chairman shall be responsible for assuring that all glaze team members have signed the requisite liability waiver.

#### **Kiln Committee**

The Kiln Committee shall be responsible for proper operation of the kilns, and for the actual firing of all clay products of the Studio, within rules and regulations approved by the Club Board.

The Kiln Committee chairperson shall provide training in firing for any members who desire to learn. When trainees are judged to be qualified they shall be permitted to operate the kilns. This Committee shall recommend to the Club Board all rules and regulations it deems necessary for firing.

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### **Maintenance Committee**

This Committee shall compile annually, in conjunction with the president, an inventory of all Studio equipment for submission to Recreation Center's management as required. They will also make recommendations concerning replacement of any such equipment and/or purchase of additional equipment and make such repairs as are within the capabilities of committee members, deal with qualified repair persons and contract for their services with the prior approval of the Club Board. The Maintenance Committee maintains and/or repairs only club equipment. The SCW Rec Center Facilities Dept. requires that all repair and maintenance of lockers, cabinets, doors, sinks, etc. is to be accomplished solely by Rec. Center personnel.

### **Housekeeping Committee**

Maintain regular schedule of housekeeping duties, establish and disseminate requirement and methods of keeping the studio clean.

Solicit help of members, assemble and supervise crews to perform housekeeping duties.

### **Monitors Committee**

The Board member who serves as the Chairperson of the monitors Committee shall be responsible for obtaining monitors for all hours the Studio is scheduled to be open and for maintaining a current statement of the "Guidelines for Monitors." The Monitor on duty at any given time shall have control of all activities conducted in the Studio, including the kiln room. Duties and responsibilities of monitors are stated in the "Guidelines for Monitors" which is to be kept posted in its most current form in the Studio.

### **Purchasing and inventory Committee**

This Committee shall purchase and maintain, at satisfactory levels, inventories of various clays, glazing materials, small tools and supplies, and other items routinely carried in inventory by the Club for purchase by members. An inventory report of said supplies shall be provided at year's end to the Treasurer.

### **Training and Education Committee**

This Committee is responsible for orientating and teaching all new inexperienced Club members within the Club's formal Beginning Hand Building Class and the testing of experienced potters prior to approving their membership in the Club. This Committee also oversees the gathering and reviewing of class requests members, the selection of classes to be taught, the review of a class's "curriculum", the scheduling and advertising of these classes, the completion by the Teachers/Instructors of required contracts, and the final critiquing of the completed classes. This Committee will also recommend qualified Teachers/Instructors to the Club Board and maintain a cadre of qualified Teachers/Instructors for the future.

### **Public Relations Committee**

This Committee shall engage in activities, which will inform the public and the Club members of the artistic and social opportunities which the Clay Club provides for SCW residents. Specific responsibilities include:

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Submitting information regarding meetings, social events and other general activities of the Club for publication in the local media and the publications of the Recreation Center, and PORA. With the approval of the Club Board, develop and revise as needed – an accurate information brochure about the Clay Club, including its activities and facilities, and distribute said brochure to the SCW Visitors Center and other appropriate locations.

**Membership Committee**

This Committee shall have the general responsibility to ensure that all members have paid their annual dues. Specific responsibilities include:

Keep a current roster of all Club members in good standing. This roster shall be posted at the Studio and will include locker assignments.

Receive and process applications and dues for Club membership.

Submit annual Membership Roster as of 12/31 to the Club Board by February 15 of the subsequent year.

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## **Article VIII – Amendments**

### **Section A – Amending These Bylaws**

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

### **Section B – Amendment Review Requirements**

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

### **Section C – Proposed Amendment Publication**

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 14).

### **Section D – Revised Bylaws Review Requirement**

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

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## **Article IX – Dissolution**

### **Section A – Clubs with an IRS Tax Status Other than 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

### **Section B – Clubs with IRS tax designation of 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

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## Appendix A – Club Officer Role Descriptions

### **PRESIDENT**

The President is the chief administrative officer of the Club, who presides at all general and special meetings of the Club. The President will prepare for these meeting by convening an advance meeting of the Club Board. Additional duties are as follows.

- a. Annually appoint chairpersons of permanent standing committees and designate temporary committees to satisfy special needs.
- b. Write checks against Club accounts in payment of Club obligations in the absence of the Treasurer.
- c. Represent the Club at all external meetings where Club representation is required or invited.
- d. Correspond and communicate Club fiscal business with the Rec Center, including room reservations and facility management issues.
- e. Review Secretary meeting minutes prior to publishing.
- f. Signatory on the bank account.
- g. Contribute to crafting and writing club policies and procedures.
- h. Assigns duties to Board members as necessary.

### **1ST VICE PRESIDENT**

The 1st Vice President shall act in place of the President when requested to do so by the President and temporarily succeed the President until the Board chooses a new President

Additional responsibilities shall be to track the activities of the standing committees, confer with them on a regular basis and help find solutions to any problems they may have, purchase all office supplies, and keep the President advised of such activity.

The 1st Vice President shall also attend mandatory Rec Center club office meetings. She/he shall assist with duties assigned by the President.

### **SECOND VICE-PRESIDENT**

The Second Vice President shall serve as Chairperson of the Monitoring Committee. The Membership Chairperson will report to the 2nd Vice President. She/he shall assist with duties assigned by the President.

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## **SECRETARY**

The Secretary shall record and post minutes of all Club meetings and handle all club correspondence not requiring specific attention by either the President or the Treasurer. The Secretary will also assist with duties assigned by the President.

The records of all such activities shall be retained for a minimum of seven (7) years.

## **TREASURER**

The Treasurer shall:

- a. Bank all Club funds as received and make routine disbursements by checks from Club accounts to pay bills. The request for Reimbursement form covering expenses requires the signatures of the President or Secretary if higher than \$50. (fifty dollars) and any Board member, with the exception of the Treasurer, may approve up to \$50. (fifty dollars).
- b. Keep detailed records of the source and use of Club funds. Such records shall be retained for a period of seven years.
- c. Prepare and post the Club's Monthly financial Report showing cash position, net worth, and source and use of funds.
- d. Provide appropriate safeguards for cash received and used in the Studio.
- e. Prepare and submit to SCW Recreation Centers, Inc. all payments and reports required by Chapter 8 of the Rules, Regulations and Procedures for chartered Clubs of the SCW Recreation Centers Inc.
- f. Submit required Form Annual Financial Statement to the office of the Recreation Activities manager by Feb. 15 for the preceding calendar year.
- g. Prepare IRS Tax Form when deemed necessary.
- h. See Article VI Financial Section B – Spending Limits
- i. The treasurer is authorized to write checks up to \$500. Checks in excess of \$500, excluding regular purchases, i.e. clay, tools, glaze, etc., will require the signature of the President as well as the treasurer. In the President's absence, he or she will authorize a Board member to sign in his/her place.

## **CLUB BOARD**

Subject to any specific limitations of the Bylaws, the Club Board has the authority, between Club Business Meetings, to make decisions on behalf of the membership on matters that do not warrant the emergency convening of a special meeting of the membership.

A majority of the Club Board shall constitute a quorum at its meetings.

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**Any decision by the Club Board which imposes a new limitation will be adopted with special care and will be made an agenda item for consideration by the membership at the next General Business Meeting of the Club.**

**The Club Board will act as a clearinghouse for input from Standing Committees and will make decisions and/or recommendations to the Club on matters requiring membership consideration and voting response.**

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## **Appendix B – Bylaws Amendments**

**Attach Amendments to This Document Behind This Page**

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Signatures

*Cynthia Hurst*  
Club President

*5/12/26*  
Date

*[Signature]*  
General Manager

*5/19/2026*  
Date