

BYLAWS
THE CLAY CLUB
~~24 MARCH, 2016~~
14 FEBRUARY, 2026
April 2, 2026
April 13, 2026

Article I
Name

Name: The name of this organization shall ~~will~~ be The Clay Club, a non-profit organization (hereinafter, the "Club").

Article II
Object Purpose

The object ~~Club's purpose~~ of the Club shall be ~~is~~ to promote interests in all aspects of clay preparation, forming and decoration. (NOTE: if the ~~Club's object purpose~~ of the Club is changed, this document ~~will address the new purpose and must receive the approval of the SCOV Board of Director's~~ must be approved by the Board of SCOV and signed by the Board of Directors and General Manager of SCOV.)

Article III
Authority and Limitations

The Club will operate as an instrumentality of Sun City Oro Valley. (herein "SCOV") ~~in compliance~~ with its bylaws and regulations, but will not conduct business or obligate funds in the name of SCOV.

Article IV
Membership

Section 1. Membership shall ~~will~~ be open to ~~all individuals holding a~~ any current SCOV membership card. ~~No eligible person shall be denied membership because of color, religion or national origin,~~ ~~The Club is open to all residents without regard to religion, sex, disability, or age.~~ To become a member, residents must attend two orientation sessions and pay annual dues.

Section 2. Annual dues shall ~~will~~ be proposed by the Club officers ~~or Club members~~. All initial dues or changes to the amount of ~~annual~~ dues, or payable or delinquent dates, must be approved by a majority vote of these ~~members~~ present and voting at a regular or special Club meeting.

Section 3. All members shall ~~will~~ be entitled to vote at any regular or special ~~Club~~ meeting of the Club, and to participate in all Club events, upon compliance with all applicable rules and regulations. Club business, except as delegated to the ~~Club Board of the Club and the officers of the Club by these bylaws,~~ shall ~~will~~ be decided by a majority vote of those members present and voting at any regular or special ~~Club~~ meeting of the Club. In the event of ~~a unique issue~~ special necessity, a ~~vote of members~~ ~~vote on a particular matter~~ may be taken by email, ~~as determined by the Board of Directors (Board)~~.

Section 4. Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, or dissension among Club members, other clubs, or SCOV in general, may have their Club membership suspended or revoked. Club officers and/or the Board of Directors shall ~~will~~ initiate such action, with right of appeal to the SCOV Board of Directors.

Section 5. Membership dues must be paid annually by January 1 of each year to maintain active membership status and retain assigned storage space. Members who fail to pay dues for the current fiscal year will not be considered active until the member provides the delinquent payment. New members will pay dues at the time of orientation, which will apply to the remainder of the current calendar year.

Section 6. The Club will remain nonsectarian and nonpolitical. All members are expected to respect differing perspectives.

~~**Article V**~~
~~**Officers**~~

~~Section 1. The officers of the Club will consist of the following: President, Vice President, Secretary, Treasurer, and Advisor. The Advisor will be the immediate past President. If the past President is unwilling to serve, the Advisor will be elected by a vote of the membership.~~

~~Section 2. Term of office: All elected officers will hold office for a term of one (1) year. The President may be elected to that office for not more than two (2) consecutive terms. No member will hold more than one (1) office at a time.~~

Article V

~~Officers~~ **Governing Body** (combine/moved Article VII)

Section 1. ~~The Club governing body of the Club is the Board, which will~~ **shall** consist of the following 5 elected officers: President, Vice-President, Secretary, Treasurer, and Advisor. ~~The Advisor serves as a voting board member. only in the case of a tie vote by the elected officers.~~

Section 2. ~~It will be the duty of~~ The Board ~~to~~ **will** conduct, manage, and control the Club's affairs and business of the Club between meetings of the membership **meetings**.

Section 3. **Board meetings of the Board:** The board will meet as necessary. Meetings may be conducted by email, ~~in person, or electronically.~~

Section 4. Quorum: Three ~~(3)~~ **Board** members of the Board ~~shall~~ **will** constitute a quorum. The **Board** decisions of the Board ~~shall~~ **will** be made by majority vote of those present at the meeting, if there is a quorum.

Section 5. The Board ~~shall~~ **will** appoint **replacements for any office** vacancies ~~occurring in any office,~~ other than the presidency. Should the President resign, the Vice-President will automatically assume that office.

Section 6. All board members, upon retiring from office, ~~shall~~ **will** deliver all records, procedure books, and other **Club** property ~~belonging to the Club~~ to their successors.

Article VI

~~Officers~~ **Officers Board Terms**

All elected officers ~~shall~~ **will** hold office for a term of ~~one (1) year~~ **two years**. The President may elected to that office for no more than two ~~(2)~~ consecutive terms. No member ~~shall~~ **can** hold more than one ~~(1)~~ office at a time.

Article VI

Article VII

Nominations and Elections

Section 1. Prior to the meeting for the purposes of election of officers, the Board will appoint a chair for a Nominations and Elections Committee. ~~The committee chair will appoint the members of this committee. will be appointed by the chair of the Committee.~~

Section 2. The slate of officers proposed by the Nominations and Elections Committee ~~shall~~ **will** be posted at least two weeks prior to the election meeting. ~~The slate will be posted in the Clay Studio on the information bulletin board and on the Clay Club website.~~

Section 3. ~~If a vacancy occurs in the slate during the voting meeting,~~ nominations may be made from the floor ~~with the and must be consented by~~ consent of the nominee.

Section 4. ~~Officers will be elected by~~ a majority of the members present and voting. ~~shall elect.~~ In the case of multiple candidates for a given office, the vote ~~shall~~ **will** be by written ballot.

Section 5. ~~The new board will assume the position on the first of the new calendar year~~

Article VIII

Duties of Officers

Section 1. President: The President ~~shall~~ **will** be the Club's chief administrator of the Club and ~~shall~~ **will:**

- ~~Preside over all meetings.~~
- ~~Be ex-officio a member of all committees.~~
- ~~Appoint, with board approval, the of committees chair, at the direction of the board or membership,~~
- ~~Appoint special committees. ; and~~
- ~~Appoint a committee to review the outgoing treasurer's books. In addition, the President~~
- ~~Schedule facilities usage with the activities director of SCOV.~~
- ~~Negotiate for Club contracts (such as equipment and instruction.); and~~
- ~~Sign for contracts in accordance with SCOV procedures.~~

Section 2. Vice-president: The Vice-president will assist the President and shall **will**, in the absence of the President, perform the duties of that office.

Section 3. Secretary: The Secretary shall **will**:

- Record the minutes of regular and special meetings of the board and membership.
- Read the financial report at **Board and membership** Club meetings in the absence of the Treasurer.
- Be in charge of all records of the Club other than the records of the Treasurer.
- Be responsible for correspondence as required by ~~the~~ of the Board members.
- Make available any reports required by SCOV.

Section 4. Treasurer: ~~The Treasurer will be the chief financial officer and shall be responsible for collecting the annual dues of the members and other monies; will pay all bills owed by the Club; will present a financial report at each meeting of the Club and will maintain financial records as may be required.~~ **The Treasurer will:**

- **Process, record, and maintain accurate accounting records of all Club financial transactions, including income, expenses, and annual dues.**
- **Handle accounting issues in a timely manner.**
- **Provide regular financial reports to the membership on the Club's financial status.**

Section 5. The Advisor ~~shall~~ **will** be the past President of the Board. If the past President is unable or unwilling to serve as an Advisor, the Advisor will be elected by a vote of the membership.

Section 6. **The Board will act solely as an agent of the Club. No Board member will be personally liable for any club debts, obligations, or liabilities, provided such actions are taken in good faith and within the scope of authority granted by the membership.**

Article IX Committees & Teams

Section 1. Standing committees **or teams** may be established as deemed necessary. The chair of each committee / **team** will be appointed by the President, with Board approval. The Board shall **will** delineate the duties of the **committees / teams**.

Section 2. Unless otherwise provided in these bylaws, members of each committee / **team** shall **will** be appointed by the chair of the committee.

Section 3. Each committee / **team** shall ~~will~~ maintain an up-to-date procedure book, which **will delineate** set forth the procedures for the Club operations that are the subject of that committee's / **team is** responsibility; describe the duties of that committee / **team**; and describe the duties of the chair **team leader** of that committee / **team**.

Article X Fiscal and Finance

Section 1. The fiscal year shall **will** be January 1 through December 31.

Section 2. The annual review of the Treasurer's books, ~~as provided above in Art VIII, Sec. 1,~~ shall **will** be completed by the end of the fiscal year **within two months of the end of the fiscal year** and **the findings shall will** be reported to the membership at the next regular meeting. **Upon transition to a new Treasurer, the outgoing Treasurer and President will be responsible for arranging the annual review of the Club's financial records.**

Section 3. Budget:

- a. The Board shall ~~will~~ prepare a budget to be approved by the membership at the first **second** regular meeting of the new fiscal year.
- b. The budget may be revised, as needed, during the year with the approval of the Board and the membership.
- c. No single ~~unbudgeted~~ **non-budgeted** expenditure in excess of two hundred fifty (\$250.00) dollars shall **will** be made without the membership approval ~~of the~~.
- d. **All expenditures must receive prior authorization from the Treasurer, who will confirm the availability of sufficient funds. Any individual who incurs or authorizes an expense without such approval will be personally responsible for it, and the Club will bear no obligation for reimbursement.**
- e. **General supplies may be requested through the Club; however, members are encouraged to contribute items such as spray oil, office supplies, cornstarch, plastic wrap, dish soap, and similar materials as donations to support the Club's general operations.**

Section 4. The Treasurer and at least one other officer appointed by the Board shall ~~be individually~~ **will be** authorized to sign checks.

Section 5. No member of the Club shall will receive compensation for services rendered, per SCOV HOA charter rules, but may be reimbursed for expenditures made on behalf of the Club's behalf.

Article XI.

Meetings of the Members Membership

Section 1. Meeting of members will be held monthly from September through May or on call as needed. Meetings of the membership may be held monthly from September through May, or as otherwise determined. Regular meetings may occur on the first Thursday of each month. If that date falls on a holiday, the meeting will be held one week later. The January and/or February meeting will include a review of Club financials to ensure the membership understands the projected budget for the upcoming year.

Section 2. The annual meeting and election of officers shall will be held at the first meeting in December. The nomination slate will be posted on the Clay Studio's on the information bulletin board and on the Club's website.

Section 3. The President, or by any two Board(2)-members may be call ed-of the, a special meeting. at any time by notice of such meeting has been given The membership must be given notice of the meeting by telephone or email, at least five (5) days prior to the day of such meetings date.

Section 4. All meetings of the members, unless otherwise designated, will be held at SCOV facilities.

Section 5. At any membership meeting, ten percent of members in good standing and present at the meeting constitutes a quorum. In the absence of a quorum, the Board and membership cannot make binding decisions or vote on agenda items. However, the Board can proceed with the meeting to discuss, share, or listen to information, and hear reports by the Board, teams, and committees.

Article XII

Parliamentary Authority Rules of Order

Roberts Rules of Order for Small Meetings, will be the authority on all questions of parliamentary law meeting rules unless in conflict with these bylaws, SCOV, or the laws of the state of Arizona state laws.

Article XIII

Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, at a club regular or annual meeting of the Club, provided that written notice of each proposed amendment or proposed new bylaws, has been posted two (2) weeks prior to the meeting.

Section 2. All proposed amendments to these bylaws are subject to final approval by SCOV HOA.

Article XIV

Dissolution

If dissolution is contemplated, a member meeting of the membership shall will be held. and the membership must be notified at least two weeks in advance of the meeting date and time at which the membership takes the final vote for dissolution will be taken.

Dissolution is mandatory when membership drops below the required level as determined by SCOV.

Dissolution will not be initiated until all outstanding Club debts are satisfied. The President may must direct the use of any and all Club assets to satisfy outstanding Club debts, provided that the majority of the Club membership has voted for the President to do so.

All current members having paid their annual dues within the last 12 months from the date of notification for dissolution 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.

In the event of Club dissolution of the Club, all Club assets not sold to satisfy outstanding Club debts, will be donated to SCOV.

Adopted by membership: (date) _____

Amended by membership: (date) _____

Signatures of Club representatives:

Club President (date)

Club Secretary (date)

Acknowledged and accepted by:

Signatures are required only if the object purpose (Article II) of the Club has changed.

SCOV General Manager

(date)

SCOV Board of Directors

(date)

Club Name: _____