

Sun City Palm Desert Community Association (SCPDCA)

Bylaws of the Sun City Palm Desert Ceramic Club A Chartered Club

Authorized by SCPDCA Board Resolution dated June 29, 1993

Revised as of November 5, 2024

Article I – General

Section A – Name of Club. Sun City Palm Desert Ceramic Club.

Section B – Purpose of Club. Provide residents in good standing of the Sun City Palm Desert community the opportunity to utilize the Ceramic Studio for creating ceramic items, to learn new ceramic techniques and share related experiences.

Section C – Compliance. These Bylaws will fully comply with the SCPDCA Articles of Incorporation, Bylaws, and Chartered Club Rules and Regulations. In the event of a conflict between these Bylaws and the above-stated governing documents of the Community Association, the SCPDCA documents shall prevail.

Article II – Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters of paid members shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges. Studio facilities are limited to household family or friends who temporarily reside in our community with a Sun City Palm Desert resident. Guests may not attend ceramic classes and/or workshops. All guests must be accompanied by a member at all times, and should only use equipment belonging to the member. If a guest wants to use club equipment they must be supervised by the member.

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the SCPDCA Board of Directors.

Section E – All membership dues and locker fees shall be collected annually from each member. Dues and fees shall be determined by vote of the Executive Board of the Club.

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Article III – Officers

Section A – Election. On expiration of terms, all officers will be elected by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B – Terms. Terms of office shall be one (1) year. Terms in office shall begin January 1 and end December 31. Term limits of four years are suggested.

Section C – Recall. Any one or all officers may be recalled upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

Section D – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described.

Officers	Responsibilities
President	Conduct meetings and represent the Club to the Association.
Vice-President	Assume President's duties as needed
Secretary	Take and maintain minutes of meetings
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget

Section E – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Appointees should be confirmed by club membership; otherwise they may attend governing unit meetings, but without a vote.

Article IV – Meetings

Section A – Frequency of Meetings. General meetings open to the membership will be held a minimum of three (3) times a year. Special meetings may be called by the Executive Board or by 10% of the membership.

Section B – Provisions for Announcing Meetings. Notice of general meetings shall be placed in the *News & Views*. Clubs may place flyers in the racks in the clubhouses and also request the Events Office to post flyers in the display cases in the clubhouses. Additionally the SCPDCA website may be used for publicizing club activities.

Section C – Minutes. Minutes will be taken to document the business segment of all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of seven (7) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the SCPDCA.

Section E – Voting and Quorum Requirements.

1. A quorum, required to conduct a recall or an election, is considered to be twenty-five (25) percent of the entire membership.
2. Business items at a general meeting shall be approved by a majority vote of those members in attendance.

Article V – Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the SCPDCA, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the SCPDCA Federal Identification number 943200731. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the SCPDCA Finance Department.

Section C – Financial Reporting.

1. The Club Treasurer is responsible for preparing an annual budget. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.
2. On a fiscal year basis, the Financial Report (Form CA-11) of this Club shall be submitted to the SCPDCA Finance Department. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended in accordance with planned operations. If the Club has need to carry forward funds in excess of \$500.00, the Club must notify the SCPDCA Finance Director.
3. On a calendar year basis, the Disbursement Recap (Form CA-12) shall be submitted to the SCPDCA Finance Department.

Section D – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section E – The SCPDCA and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section F – Payments. All payments, whether for goods or services, shall be made by check, credit card, or debit card, which must provide a paper trail. The SCPDCA Finance Department requires that Clubs obtain the tax ID number of each payee who receives \$600 or more for services within the calendar year, to be reported on Form CA-12. For some payees, the ID number is their Social Security Number. Club members being reimbursed may incur a tax liability and the issuance of a 1099 form; this can be avoided by using the Club's checking account or credit card for Club expenditures.

Section G – Sales Policies. Refer to Chartered Club Rules and Regulations Sections VII and VIII.

Section H – Contracts. All clubs must use an approved contract form, either CA-13, Service Provider Agreement, CA-14, Artist Provider Agreement, or CA-15, Instructor Agreement, for all outside services. The SCPDCA General Manager must countersign all contracts with a value of more than \$5,000.00, and determine insurance requirements.

Article VI – Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee and a Nominating Committee.

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer or other committee chairperson may not be a member of this committee.

1. The Financial Review Committee is under the direction of the Executive Board.
2. The Financial Review Committee will examine the Treasurer's accounting and/or report of Club funds on an annual basis, in time to be reported to the SCPDCA. This examination may include vouchers, bank statements, cash and other records as required.
3. The Financial Review Committee will submit its report on Form CA-11 to the President for signature and forward the report to the SCPDCA Finance Director.

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Kiln Operation Committee shall be appointed by the Executive Board. This committee shall oversee activity related to kiln operation and maintenance.

Hobby Store Committee shall be appointed by the Executive Board. This committee shall oversee purchase and distribution of ceramic supplies to be used by members.

Article VII – Amendments

To amend the Bylaws of this Club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum sufficient to conduct business being present. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

Article VIII – Dissolution

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the SCPDCA or in accordance with the wishes of the Club and with the approval of the SCPDCA Board of Directors.

Required Approvals

Submitted for Approval:

Susan H. Biss
Club President

11-19-24
Date

SUSAN H. BISS [print]

Membership Approval:
Club Secretary

Sherry L Morgan

11-21-24
Date

SHERY L MORGAN [print]

Recommend Approval:

Association Documents Committee

Date

[Signature] [print]

Approved:

General Manager

NOV. 15 2024
Date

Clint Atherton [print]

Sun City Palm Desert Community Association (SCPDCA)

Bylaws of the Sun City Palm Desert Ceramic Club A Chartered Club

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Revised as of July 1, 2014

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Required Approvals

Submitted for Approval:

Maria Keane
Club President

7/14/14
Date

MARIA Keane [print]

Membership Approval:
Club Secretary

Linda Lyon

7-14-2014
Date

LINDA LYON [print]

Recommend Approval:

Sheila Davis
Association Documents Committee

July 2, 2014
Date

Sheila Davis [print]

Approved:

Steve Campbell
General Manager

JUL-1 28, 2014
Date

STEVE CAMPBELL [print]

APPROVED UNANIMOUSLY 7-1-14



BOARD ACTION ITEM #14-07-106

BOX #1

From: Steve Campbell
Title: General Manager

Date: July 1, 2014

BOX #2 Proposed Board Action (Attach additional pages if needed):

Approve the revisions to the bylaws of the *Sun City Palm Desert Ceramics Club* and the *Ladies' Nine Holvers Golf Club*, Sun City Palm Desert Chartered Clubs.

BOX #3 Basis for Recommendation:

The Ceramics Club requested to have their bylaws updated for the purpose of deleting the membership dues amount; as the dues will be determined from year to year as needed.

The *Ladies' Nine Holvers Golf Club* bylaws have not been revised since 2007. The Club requested a revision to revise their charter to include a Tournament Chair and Handicaps Chair to their Executive Board. Article VI, Section E was revised to eliminate the listed positions and included these positions in their Operating Rules of the Club.

The Association Documents Committee has reviewed and approved these bylaw revisions.

BOX #4 Does the Proposed Board Action Require Funding?

Yes. No

BOX #5 If the Board Action requires funding, is it already within the current budget?

Yes
IF Yes: Identify the source of funds in Box #7 below (e.g. Operating, Reserve, Capital.) (If amount is budgeted and exceeds the budgeted amount by the greater of \$5,000 or 5% of the budgeted amount, please complete Box #6.)

No Describe the need for the unbudgeted item:
(If amount is unbudgeted and more than \$5,000, please complete Box #6.)

BOX #6 Does the Finance Committee recommend expenditure?

Yes No Not applicable

BOX #7 Budget Source:

Operating <input type="checkbox"/>	Capital <input type="checkbox"/>	Reserves <input type="checkbox"/>	Other <input type="checkbox"/> Attach information
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Sun City Palm Desert Community Association

By-Laws of the Sun City Palm Desert Ceramic Club A Chartered Club

Effective as of June 29, 1993 [*or Revised/Restated as of May 10, 2007*]
Authorized by SCPDCA Board Resolution dated _____, 2007

Article I – General

Section A - Name of Club. Sun City Ceramic Club

Section B - Purpose of Club. Provide residents in good standing of the Sun City Palm Desert community, the opportunity to utilize the Ceramic Studio for creating ceramic items, to learn new ceramic techniques, and share related experiences.

Section C – Compliance. These By-Laws willfully comply with the Community Association Articles of Incorporation, By-Laws, and Chartered Club Rules and Regulations. In the event of a conflict between these By-Laws and the above-stated governing documents of the Community Association, the Community Association documents shall prevail.

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Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the Association's Board of Directors.

Section E – Annual membership dues are \$10.00. Dues shall be payable during the month of January. There shall be a \$10.00 annual locker fee; \$5.00 for sharing a locker with another member. This fee is payable in January or at the time the locker is given to the member. Availability of lockers shall be determined by the Ceramic Board based on a member's activity level.

Article III – Officers

Section A – Election. All officers will be elected at least annually by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B – Terms. Terms in office shall begin January 1st and end December 31st. Any one or all officers may be recalled earlier upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

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Secretary	Take and maintain minutes of meetings
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget
Other elected officers [Optional]	

Section D – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Appointees, if not confirmed by the Club membership, may attend governing unit meetings, but without a vote.

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Section B - Provisions for Announcing Meetings. Notice of general meetings should appear in the *News & Views* as well as on "the Wheel."

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Section C – Financial Reporting. On an annual basis, before July 15, the Financial Report (Form CA-11) of this Club shall be presented to the Association Chief Financial Officer. The financial statements underlying the Financial Report shall include an income statement (Form CA-10) and shall be prepared following cash accounting principles. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended on the membership during that same year. Any monies carried forward at the end of a fiscal year must be in accordance with planned operations, provided that the Club obtains written approval of the Community Association Chief Financial Officer if the Club has need to carry forward funds.

Section D – The Treasurer is responsible for preparing an annual budget and submitting it to the Association Finance Dept. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.

Section E – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section F - The Community Association and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

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Section H – Reserve Account. A Reserve Account shall be maintained solely to repair, replace or add tangible property for use by members of the Ceramic Club.

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Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee, a Nominating Committee and, if required, a Safety Committee.

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer or other committee chairperson may not be a member of this committee. *[Note: Suggested term of office is one year or at the discretion of the Club President..]*

- a. The Financial Review Committee is under the direction of the Executive Board.
- b. The Financial Review Committee will examine the Treasurer's accounting and/or report of Club funds on an annual basis, in time to be reported to the Association. This examination may include vouchers, bank statements, cash and other records as required.
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Required Approvals

Submitted for Approval:

Judy Wolke 6/11/07
Club President Date

Judy Wolke [print]

Membership Approval:

Kenneth Rupples 6/13/07
Club Secretary Date

Kenneth Rupples [print]

Recommend Approval:

Harvey Goldstein 6/8/07
Association Documents Committee Chair Date

HARVEY Goldstein [print]

Approved:

Sandy Sosnowski 6/13/07
General Manager Date

Sandy Sosnowski [print]

APPROVED

JUN 13 2007

SUN CITY PALM SPRINGS MANAGEMENT COMPANY

Date: _____

SUBJECT: Application for Charter

TO: Sun City Palm Springs Community Association
Attn: Activities Director

1. Name of Club - **Sun City Ceramics Club**
2. Number of Residents Interested: **25**
3. Purpose of Club: **To promote the use of the Ceramics Club; provide instructions, control the molds, supplies, cleanliness, kiln operations, slip compounding and wheel throwing**
(NOTE: If the proposed club appears to be a duplicate of an existing organization, please explain why an additional club is needed, or what are the differences between two groups.)
4. Frequency of Meetings and Regular Club Activity: **Monthly**
5. Type of Facility Space Required: **The Ceramics Room and the equipment within**
6. Financial Plan (Identify anticipated income and expenses):
Dues @ \$10.00 annually. Expenses include mold replacement and kiln repair.
7. NAMES, ADDRESSES AND TELEPHONE NUMBERS OF INDIVIDUALS SUBMITTING THIS REQUEST (Note: This group will be considered the interim Executive Board and, at a minimum, will include positions for president, vice-president, and secretary-treasurer).

Name	Address	Telephone
Sandy Watson		(619) 345-5206
Chuck Monte		(619) 345-4452
Carol Kleban		(619) 345-2568

SUN CITY PALM SPRINGS MANAGEMENT COMPANY

INITIAL MEMBERSHIP ROSTER

1. The names listed below represent the Initial Membership Roster of the
Sun City Ceramics Club.
2. The type of club being represented is (check one):
_____ Crafts Club or _____ Non-Crafts Club

(Note: Crafts clubs require a minimum of 15 initial members and non-craft clubs require a minimum of 25 initial members.)

NAME	ADDRESS	SIGNATURE
Chuck Monte	37612 Copperstone	
Evelyn Simon	37466 Springdale	
Sandy Watson	37554 Springdale	
Carol Kleban	37565 Copperstone	
Olive Cadorette	78422 Yucca Blossom	
Ken Leibow	78256 Moongold	
Gerry Cardorette	78422 Yucca Blossom	
Betty Donen	78427 Willowrich	
Doris Kaplan	37590 Copperstone	
Ida Patti	Heritage Way	
John Ransom	78217 Willowrich	
Grace Frank	37568 Copperstone	
Dorothy Rush	78636 Bougainvillea	
Sy Kaplan	37590 Copperstone	
Shirley Wenzel	78435 Silver Sage	
Jo Pabst	78587 Crystal Falls	