

BYLAWS OF THE
The PebbleCreek Glass Arts Club
Effective Date: February 1, 2025

Section 1. Name

The name of this organization is **The PebbleCreek Glass Arts Club (PCGAC)**

Section 2. Form of Organization, Purpose and Operation

- 2.1 Organization. The PCGAC is organized as a club.
- 2.2 Purpose. Its purposes are to promote interest in and to share ideas and techniques in glass arts.
- 2.3 Operation. It will conduct its business democratically and in accordance with the PebbleCreek Homeowners Association (PCHOA) Rules.

Section 3. Membership

- 3.1 Eligibility. Membership is limited to PebbleCreek residents, who are defined in the CC&Rs, Definitions, paragraph L1 as an owner, buyer under contract actually residing in PebbleCreek, tenant, or lessee.
- 3.2 Member Waiver Form. Each member must complete the HOA Waiver and Release form prescribed by the PCHOA Board of Directors. The completed forms shall be turned into the Expressions Gallery staff. One signed form per resident using the Center or other Creative Arts facility will suffice. Instructors shall provide the Treasurer with a list of new HOA Waiver and Release forms submitted to the Expressions Gallery staff.
- 3.3 Remuneration. No individual member may receive compensation for services rendered in support of the activities of this organization from non-members or outside sources without approval of the PCHOA Board of Directors. Compensation includes merchandise, services, benefits or rebates from vendors providing services or merchandise to this organization that are not provided to every member. With the approval of the Executive Committee, reimbursement of actual expenses or reasonable compensation to members of this organization from organization funds for services rendered to the members of this organization may be permitted. Additionally, with the approval of the Executive Committee, discounts to members for merchandise or services that are provided equally to all members or all participants in a particular activity sponsored by the Club may be permitted.

Section 4. Officers and Executive Committee

- 4.1 Officers. The officers of this organization will be a President, Vice President, Secretary and Treasurer. They will be elected for a term of one year and will serve until their qualified successors are elected. The officers are limited to two consecutive one-year terms in any one position. The immediate past president serves on the Executive Committee in an advisory capacity and as a voting member for a period of one year. In order to maintain an odd number of voting

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members for any year there is no past president, the organization shall elect a Member at Large to serve on the Executive Committee. The Member at Large shall be elected for a single one-year term.

- 4.2 Executive Committee. The organization's affairs will be managed by an Executive Committee composed of the officers.
- 4.3 Removal of An Officer. Any member may propose the removal of an officer. If 5 percent of the other members concur with the proposal, a meeting of the members will be scheduled by the Executive Committee and held. At the meeting the reasons for removal will be presented and the officer in question will be given an opportunity to be heard. At the conclusion of the hearing portion of the meeting, the proposal will be put to a vote. Removal of an officer requires the vote of a majority of those present at a meeting at which a quorum is present. In the event an officer is removed from office, the Secretary or Treasurer will notify the officer in writing.

Section 5. Duties of the Officers

5.1 President.

- (a) Preside over meetings, assure the organization remains in compliance with PCHOA Rules applicable to it,
- (b) Prepare and file with the PCHOA Rules Compliance Committee (RCC) the annual submission required under the PCHOA Rules,
- (c) Prepare and file any notices that the PCHOA Rules require the organization to file with the RCC or other PCHOA Committees,
- (d) Make the annual financial report available to the members,
- (e) Oversee the activities of the other officers,
- (f) Call meetings when deemed appropriate,
- (g) Seek ways to improve the organization consistent with the wishes of its members,
- (h) Assure Instructor Registration and Waiver forms are completed and instructor payments are submitted to the PCHOA, and
- (i) President will be the owner of the internet e-group for communication purposes and may designate others to maintain it. Said e-group will become the property of the PCGAG.

5.2 Vice President.

- (a) Assist the President in the work of the PCGAC
- (b) Perform the duties of the office of President in his/her absence.
- (c) Assume the office of the President if a vacancy occurs in that office.
- (d) Purchase all equipment and supplies, with the approval of the Executive Committee.
- (e) Maintenance of all equipment.

5.3 Secretary.

- (a) Maintain the records as required by the Executive Committee.

5.4 Treasurer.

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- (a) Maintain the financial records of the organization;
- (b) Prepare an annual financial report as required by the PCHOA Rules;
- (c) Prepare such other reports as may be required by the Executive Committee;
and
- (d) Maintain a current roster of the members.

Section 6. Election of Officers

- 6.1 Election. Officers will be elected at a meeting held each year in January. Absentee ballots may be utilized with the approval of the Executive Committee. Election must be by a majority of the members in attendance at a meeting at which a quorum is present.
- 6.2 Commencement of Term. Newly elected officers will begin their term on the first day of February.

Section 7. Term of Officers

- 7.1 All members are eligible to serve in a specific office for a maximum of two consecutive years. They shall not be eligible for the same office until one year later.

Section 8. Meetings

- 8.1 Annual Meeting. An Annual Meeting will be scheduled and held each year in the month of January.
- 8.2 Regular and Other Meetings. Two regular meetings will be held at times and places determined by the President. Other meetings may be scheduled as deemed necessary by the President. Appropriate notice will be given to the members.
- 8.3 Quorum. A quorum at the annual meeting will be deemed present if 10 percent of the current year's membership is present. If a quorum is not met at the annual meeting, a second meeting shall be called and those members present will constitute a quorum.

Those members present at all regular or other meetings will constitute a quorum.

Any action voted on at a meeting will require a simple majority of members present to pass.

- 8.4 All meetings will be conducted in accordance with Robert's Rules of Order.

Section 9. Committees and Instructors

- 9.1 Committees may be established by the Executive Committee as needed.

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- 9.2 The Executive Committee is responsible for determining qualifications, hiring and setting classroom schedules.
- 9.3 Any person qualified in the techniques of glass arts may be considered to be eligible as an instructor.
- 9.4 Instructors will be responsible for:
- proposing a budget for a class to the Executive Committee and securing approval of the proposed class fees,
 - collecting class fees,
 - paying HOA fees, (if applicable)
 - obtaining HOA waiver forms, when required,
 - posting the class schedule,
 - inform the President when a class sign-up is full,
 - be responsible for submitting the class fees collected, along with any documentation required by the Treasurer to the Treasurer by the last day of the class.

Section 10. Dues and Fees

- 10.1 Membership dues, if any, must be established by a majority vote of the members or by the Executive Committee. Dues are payable upon joining PCGAC. After joining, dues are due and payable on an annual basis at the start of the calendar year (the Club's fiscal year). If not renewed within 60 days of the due date, membership privileges will cease. Dues will generally be used to support expendable supplies and club activities.
- 10.2 Fees. Fees for activities, including instructor fees, must be approved by the Executive Committee and must be in compliance with the Rules Section 10.5. There may be a differential in fees for members and non-members for participation in PCGAC sponsored classes or for use of equipment located within the Glass Arts Room as long as it is posted.
- 10.3 Voting Membership. Membership in the PCGAC is exclusively for PebbleCreek Residents, as defined in section 3.1 above. Any resident of PebbleCreek who is current in PCGAC annual dues is considered a voting member.

Section 10. Amendments

Amendments to these bylaws require a majority vote of the members present at any regular/ special meeting at which there is a quorum present. Voting to adopt the bylaw amendments will be done at a meeting called (i) at least one week after a regular meeting at which the proposed amendment or amendments were read, or (ii) after giving one week prior written notice of the proposed amendment or amendments to each member. Written notice shall be deemed delivered if sent via email and posting a hard copy in the Glass Arts Room.

Section 11. Code of Conduct

- (a) All members of a PebbleCreek approved club (PebbleCreek Glass Arts Club) are

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expected to follow the direction of the duly elected officers (President, Vice President) of the club or their appointed representative (s) in an orderly manner at all functions of the club.

- (b) The officers of a club have the right to deny a member from participating in a club function or activity if they feel that their participation would adversely affects the other members of the club or organization.
- (c) The officers or their representative(s) of a club may request a member to leave a function or activity if the participant(s) has on more than one occasion refused to follow directions or who is disruptive, disrespectful of the officers, their representative (s) or other member of the club or organization. The offender (s) is subject to disciplinary action.

DISCIPLINARY ACTION:

1-If the offending member(s) does not leave when requested, the PebbleCreek Patrol will be called.

2-The member(s) may be refused participation in club functions or meetings for 30 days

3-A second infraction will result in expulsion from the club or organization with a unanimous vote of the club's board. The offender has the right to request a hearing in front of the club's officers and may request a spokesperson (the spokesperson must be a member of the club in good standing)

4-The offender may, if they wish, appeal to the PebbleCreek HOA Board. The Board has the right not to hear the appeal.

Section 12. Dissolution

In the event of the dissolution of the organization, the following actions will take place:

- (a) All members will be provided written notice as defined in Section 11 above of the dissolution and advised they are liable for any outstanding debts.
- (b) All outstanding debts will be paid.
- (c) After debts are paid, any monies received from members that can be equitably returned to the members may be returned to them if the organization elects. Monies not so returned and any other monies held by the organization will be donated to a charitable organization or the PCHOA.
- (d) The club will obtain approval for the dissolution from the PCHOA Board of Directors.

Kitty Kowalski
President

Jean Bowman
Secretary

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Revision History:

2025-01-25 Approval of change to Bylaws Section 4.1; change to names of current President and Secretary; change to use the same font throughout the document.

Existing:

4.1 Officers. The officers of this organization will be a President, Vice President, Secretary and Treasurer. They will be elected for a term of one year and will serve until their qualified successors are elected. The immediate past president serves on the Executive Committee in an advisory capacity and as a voting member for a period of one year.

Revised:

4.4 Officers. The officers of this organization will be a President, Vice President, Secretary and Treasurer. They will be elected for a term of one year and will serve until their qualified successors are elected. The officers are limited to two consecutive one-year terms in any one position. The immediate past president serves on the Executive Committee in an advisory capacity and as a voting member for a period of one year. In order to maintain an odd number of voting members for any year there is no past president, the organization shall elect a Member at Large to serve on the Executive Committee. The Member at Large shall be elected for a single one-year term.

Existing:	Stephen Nathan	President
	Marcia McCubbin	Secretary
Revised:	Kitty Kowalcyk	President
	Jean Bowman	Secretary

Other: Font changed from Times New Roman to Aptos and font size made consistent throughout document.