

Proposed By-law changes to be voted on at the General Board meeting on March 13, 2026.

## **BYLAWS OF THE STATE FEDERATION OF PORCELAIN ART CLUBS OF TEXAS**

### **ARTICLE I — NAME**

This organization shall be known as The State Federation of Porcelain Art Clubs of Texas (SFPAC of Texas).

- a. The SFPAC is a Texas non-profit organization, recognized as tax-exempt under Section 501(c)(4) of the United States Internal Revenue Code.

### **ARTICLE II — OBJECTIVE**

The objective of the Organization shall be:

- a. To provide opportunities for porcelain artists to obtain additional education through training opportunities and publications.
- b. To promote the affiliation of and the cooperation among clubs.

### **ARTICLE III — MEMBERSHIP**

**Section 1.** Any prospective club composed of at least twelve (12) persons wishing to join the State Federation shall be accepted upon the recommendation of the Membership Chairperson and two (2) member clubs and upon receipt of dues.

**Section 2.** Federated clubs whose membership falls below twelve (12) members do not forfeit their Federation affiliation.

### **ARTICLE IV — DUES**

The monies of the Federation shall be acquired through assessments per club. Annual State dues shall be \$30.00 per capita including honorary and junior members. All foreign membership annual State dues shall be \$40.00 per capita.

The fiscal year of the Federation shall be from May 1st through April 30th.

### **ARTICLE V — OFFICERS AND ELECTIONS**

**Section 1.** The elective officers shall be a President, a President-Elect, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Historian, and an Auditor.

**Section 2.** The Parliamentarian shall be appointed by the President.

**Section 3.** A nominating committee of at least three (3) members shall be elected by the voting members at each convention by ballot. The three nominees receiving the highest plurality shall be elected. The President-Elect shall be the chairperson of the committee. They shall present candidates for office. The Corresponding Secretary shall notify the member clubs of these names at least sixty (60) days in advance of the convention. No member of the nominating committee shall serve on the nominating committee for two (2) consecutive years. If the nominating committee is unable to secure a candidate for an office sixty (60) days in advance of convention, it should be communicated to the board and all member clubs. No officer should be nominated without his or her consent.

**Section 4.** The officers shall be elected and installed during the convention. They shall serve one (1) year and may be re-elected to the same office for an additional year if nominated, except the treasurer who may serve multiple years if nominated for re-election.

### **ARTICLE VI — DUTIES OF OFFICERS**

**Section 1.** The President shall preside at the meetings of the Federation Board of Directors, shall countersign all checks issued by the Treasurer, shall be ex-officio member of all committees except the nominating committee, shall, with the approval of the Board, appoint chairpersons of standing committees, and shall perform any other duties incident to the office.

**Section 2.** The President-Elect shall assist the President and perform the duties of the President, including the countersigning of checks, in his or her absence. He or she shall be chairperson of the Extension and Membership Committee. The President-Elect shall be responsible for the purchase of gifts for the outgoing President and the Editor of the PAC. The President-Elect shall automatically become President the following year.

**Section 3.** The Recording Secretary shall keep a permanent record of the proceedings of the Federation and the Board of Directors in a book provided for that purpose. He or she shall have custody of all books and papers belonging to the Federation, except those specifically assigned to other officers.

**Section 4.** The Corresponding Secretary shall conduct correspondence of the Federation as authorized by the President or the Board of Directors. He or she shall send a copy of the minutes of each board meeting to each member club within thirty (30) days after the meeting.

**Section 5.** The Treasurer shall collect all dues, keep an accurate account of all monies received and disburse and shall disburse no money except that which is authorized by the Board of Directors and countersigned by the President. The Treasurer shall maintain separate itemized accounting of the general fund and the convention fund and shall present separate reports of each fund at each board meeting, and for publication in the first issue of the year in the PAC magazine, and other such times as may be ordered by the Board of Directors. All unpaid bills for the calendar year must be submitted to the outgoing Treasurer fifteen (15) days following installation. The transfer of all monies shall be made by June 1st following installation, and the books shall be transferred to the Auditor by June 1st following installation. The audited books shall be transferred to the accountant by July 1st for filing of IRS forms and permanent housing. The accountant shall be retained by and paid by the federation. **The Treasurer shall be chairperson of the Budget and Finance Committee. The Operational Budget shall be self-sustaining, which includes the PAC Magazine and the yearbook.**

**Section 6.** The Historian shall keep a continuing account of the history of the Federation during his or her term of office and present it at the convention to the retiring president.

**Section 7.** The Parliamentarian shall attend all meetings of the Federation and Board of Directors and shall interpret parliamentary procedures when called upon.

**Section 8.** The Auditor shall audit the Treasurer's accounts at the close of the fiscal year. The audit should be completed for transfer to the accountant by July 1st.

## **ARTICLE VII — CONVENTION**

**Section 1.** An annual convention shall be held before the fiscal year end, April 30. The place shall be determined by a Special Committee composed of the President-Elect, **Treasurer**, and two (2) past presidents of the organization. The President-Elect shall be the chairperson of this special committee and shall appoint two (2) past presidents to serve on this committee. The President-Elect, **Treasurer**, and special committee shall meet to select the site(s) for the next Convention, which shall be selected at least one (1) year in advance. **The President-Elect shall present the location and a realistic proposed budget to the Board before any agreements can be signed.** Invitations presented by members shall be placed with the committee.

**Section 2.** The voting members of the convention shall be:

- a. Members of the Board of Directors, chairpersons of standing committees and chairpersons of convention committees, and the President or alternate of each club, plus
- b. Two (2) accredited delegates from each club having twelve (12) members, and one (1) additional delegate for each additional twelve (12) members or major fraction thereof.

**Section 3.** The annual convention shall be the governing body of the State Federation and shall be open to all member clubs.

**Section 4.** The members present at any properly announced annual general meeting shall constitute a quorum.

**Section 5.** The convention shall be self-sustaining.

**Section 6.** Admission to all convention activities with the exception of the porcelain exhibit and booth holder area shall be by State Federation PAC Identification Badge issued through registration of members, non-members, commercial booth holders and by day visitors. Registered members or non-members may purchase with their packet additional luncheon and/or banquet tickets for non-federation members or guests.

#### **ARTICLE VIII — BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of all elected and appointed officers, the chairpersons of standing committees, the chairpersons of all convention committees and the Presidents, or an alternate, of each club.

**Section 2.** The Board shall meet at least three (3) times each fiscal year to be called by the President. The place, date, and technology used for the board meetings shall be designated in the yearbook.

**Section 3.** The Board shall have general supervision of the business of the Federation between conventions.

**Section 4.** The Board shall fill vacancies in the board occurring between elections.

**Section 5.** The Board shall authorize the spending of monies of the Federation. Non-budgeted and over-budgeted expenses shall be submitted to the Board of Directors for approval prior to such expenses being incurred.

**Section 6.** The members present at a board meeting shall constitute a quorum.

**Section 7.** The board has the power to amend contracts created by the internal committees.

**Section 8.** Removal of Board member/member. Any board member/member may be removed when in the views of the Board, the organization is best served by the removal of the Board member/member. A written policy letter stating the reason for the letter must be sent to the person involved. Removal shall be by a vote of a majority of all Board members at a regular meeting or a special meeting of the Board members called for that purpose. Given a response time, the place, date, time, and the purpose of any special meeting called for the purpose of removing one or more Board member/members must be delivered to all Board members at least twenty (20) days prior to such meeting. The vacancy may be filled with a nomination from the Board, or a member may be allowed to volunteer for the office, either option requiring the approval by vote of the board members. No officer should be nominated without their consent.

#### **ARTICLE IX — STANDING COMMITTEES**

**Section 1.** There shall be six (6) standing committees.

- a. Extension and Membership
- b. Bylaws
- c. Budget and Finance

- d. Yearbook
- e. PAC Magazine
- f. Scholarship and Education

**Section 2.** The number of committees and the method of appointing each shall be determined by the Board of Directors. Voting within the committee may be by mail or email.

**Section 3.** The duties of each committee shall be as follows:

- a. The Extension and Membership Committee shall promote membership in the State Federation.
- b. The Bylaws Committee shall prepare proposed amendments and/or revision of the bylaws upon recommendation of the Board of Directors or at the written request of any two member clubs. It shall cause copies to be sent to clubs forty-five (45) days in advance of the convention, at which time they shall be read and acted upon.
- c. The Budget and Finance Committee shall draw up a budget for the fiscal year to be approved by the Board of Directors.
- d. The Yearbook Committee shall have printed a suitable yearbook for the use of all clubs. This book shall contain a complete roster of the affiliated clubs and their members, and any information considered pertinent to the welfare and growth of the Federation, as decided upon by the Board of Directors. This book shall be financed by the Federation. June 1st shall be the deadline for inputs for the yearbook information.
- e. The Editor of PAC shall publish newsletters each year at regular intervals decided by the Board. The Editor of PAC will receive news from the publicity chairperson of each club only. The PAC will contain news concerning members of the Federation. News items must be pertinent to club activities, helpful hints, designs, and items of state-wide interest. The PAC shall also contain information which educates porcelain artists with photographs, drawings, and art lessons.
- f. The purpose of the Scholarship and Education Committee shall be to dispense annually a portion of State Federation PAC funds to further education of porcelain art. The committee shall be composed of three (3) members of the State Federation PAC in good standing and shall serve as the Screening Committee of this fund. Members of this committee shall serve three (3) years on a rotating basis, with the senior member serving as chairperson. The President shall appoint a new member each year.

## **ARTICLE X — PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable, and in which they are consistent with the bylaws of the Federation.

## **ARTICLE XI — AMENDMENTS**

The bylaws may be amended or revised by two-thirds vote of the eligible delegates, in convention gathered, provided each club is informed in writing of the proposed amendments or revision at least forty-five (45) days before the convention.

## **STANDING RULES**

1. Any member of a federated club is invited to come to the convention as a non-voting representative of their club.
2. The Annual Business Meeting will be held at each convention.
3. The Federation shall arrange for a noted guest artist for each convention.
4. \*Members may transfer from one club to another without paying additional state dues but must pay dues to the new club.
5. We encourage Patrons to belong to the Federation. Patrons are required to donate a minimum of thirty-five (\$35.00) to belong. Non-US Residents Patrons must donate a minimum of forty-five dollars (\$45.00) to belong. Each Patron shall receive a PAC Magazine and is welcome to the convention as a Non-Member. Patron status shall be extended to supporters of porcelain art. Patron recognition must be submitted to the Membership Chairperson along with payment of the current year's Patron

donation. Patrons cannot hold elective or appointed office and cannot serve as chairperson of any committee. Patrons do not have voting privileges. Patrons are not members of the State Federation. Patrons may upgrade to a State Federation Membership by joining a State of Texas Federation Club and paying the designated membership dues.

6. The newly elected nominating committee shall be announced at the end of the general business meeting so that a meeting of this committee can be called at convention to begin the search for candidates for office for the next year.

### Guidelines and Responsibilities.

- The Nominating Committee is responsible for selecting the new slate of officers to support the current President-elect.
  - The Nominating Committee only selects six (6) officers; the current President-elect selects the Parliamentarian and all committee chairs. The Nominating Committee members can nominate themselves.
  - Officers to be selected by the Nominating Committee:
    - Incoming President-elect
    - Treasurer
    - Recording Secretary
    - Corresponding Secretary
    - Historian
    - Auditor
  - Selections should have the consent of all committee members.
  - Officers may serve two consecutive terms; the treasurer is the exception. The President-elect automatically becomes President at the end of one term.
  - Choose officers that will attend convention and all board meetings.
  - Look for representation from around the state.
  - Prior experience in a state office or committee, or a regular/frequent participant in convention is helpful. Should have several years of active membership in a federation club.
  - The Nominating Committee asks the prospective officers if they are willing to serve and communicates this response back to the committee.
  - The Nominating Committee chair (current President-Elect) reports the new slate of officers in or prior to the **January** state board meeting. The dates of the state board meetings are listed in the front of the yearbook.
  - The new slate of officers *can* be published in the Spring issue of PAC magazine, though it is not required. The deadline for this issue is in early January. The dates of the PAC deadlines are listed in the front of the yearbook and in each PAC magazine.
7. The Hall of Honor committee will recognize two members each club year. One will be the Honored Artist and the other will be the Honored Member. Both categories will be open for nominations from individuals or clubs. Nominees will be judged only on the criteria listed and there will be one person for each honor, each year. If several individuals nominate a person, each entry must be signed with individual signatures for the nominee. The honorees will be selected by the Hall of Honor chairperson along with the help of two others appointed by the President. Nominees will be chosen by qualifications, not by number of votes.
    - a. **Qualifications for Honored Artist** - This member: (1) has served as an officer, committee member or otherwise worked for SFPAC; (2) must have participated in meetings, exhibits and club functions; (3) must have taught for 10 years and has contributed to the State Federation; (4) has promoted china painting through competition, art events and participation in exhibits, published works by teaching or otherwise made people aware of our art; and (5) has continued and advanced their own knowledge through taking seminars and lessons, and/or attending conventions and demonstrations.
    - b. **Qualifications for Honored Member** - This member: (1) must have held an office or been a

committee chairperson or served on a committee of the SFPAC of Texas; (2) must actively participate in club activities, exhibits and assist its members on a regular basis; (3) contributes in making the annual convention a successful event for all members; and (4) has done any of the above in some capacity for at least 10 years.

8. Federated clubs who wish to disband are required (under IRS non-profit organization regulations) to liquidate their treasury by exhausting all funds through an education seminar or workshop, transferring their monies to the State Federation or another active Federated club upon dissolution of the member club. The disbanding club must send a letter stating which option they are choosing from the suggestions listed above to the current Federation President, Treasurer, Recording Secretary, and the Federation Tax Preparer before April 30th of any Federation year.
9. One scholarship per year shall be presented to a member of the SFPAC of Texas in good standing for a school or seminar on porcelain art of their choice. The cost shall not exceed \$500.00 per recipient and must be used within 12 months. The cost of the scholarship shall be a line item in each year's convention budget. The scholarship will be granted by filling out an application and submitting it to the Screening Committee. Upon notification of the recipient's choice, the Treasurer shall be notified by the current Education/Scholarship chairperson to send payment to the school/seminar. Awardee will be announced at the state convention.

The Screening Committee shall accept all applications and vote within the committee to choose the recipient. The Screening Committee is responsible for making sure the artist/school is recognized as a Porcelain Art Teacher or Porcelain Art School. The scholarship award will be based on the following criteria. The recipient must:

- a. Have knowledge of Porcelain Art and two years of porcelain painting experience.
- b. Have a written recommendation from one Texas Federation Club.
- c. Must sign a contract to fulfill the following requirements:
  1. Be a demonstrator at two consecutive conventions. Subject to be agreed upon with the Convention Demonstration Chairperson and the scholarship recipient.
  2. Give a free one-day workshop to a Federation Club within the state. Subject to be agreed upon by the sponsoring club and the recipient.

The scholarship recipient does not have permission to change the terms of the contract. The current Education/Scholarship Chairperson or Federation President will be responsible for seeking repayment of monies if there is failure to comply with these actions. If unforeseen circumstances occur and the recipient cannot demonstrate at a convention or is unable to conduct the workshop, they must contact in writing both the current Education/Scholarship Chairperson and the Federation President who make a decision as to what obligation in the future will be required.

A recipient must wait five years before they may apply for another scholarship.