

# SUN CITY WEST BEADERS CLUB BYLAWS

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## Article I - General

Section A – The Organization shall be known as Sun City West Beaders, here after referred to as “Club”.

Section B – The purpose of the Organization is to enhance the art of beading through the use of different techniques, as well as to share ideas, information and goodwill in a friendly environment. All skill levels are welcome to share and learn the art of beading while making friends.

Section C – These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws and 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 Centers’ document shall prevail.

Section D – This Chartered Club shall be operated as a nonprofit organization in accordance with the applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association’s Bylaws.

## Article II – Membership

Section A – Membership shall be open to all members in good standing of the Recreation Centers.

1. A Club member in good standing is defined as a member who has performed a minimum of one (1) of the following:
  - a. Is presently serving on the Club Board.
  - b. Is presently serving as a committee chairperson or committee member.
  - c. Has monitored at least twice within the past twelve months.
  - d. Has worked in the Village Store at least twice within the past twelve months.
  - e. Has taught or assisted teaching a class at least twice within the past twelve months.
2. Members who are not in good standing will not be able to submit further items to the Village Store, including the Craft Fair and Club sales.

Section B – There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C – Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II, and Appendix IX.

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

1. Non-Recreation Card Holder Guest:
  - a. Club members always have priority in use of Club space and facility usage.
  - b. Instructional sessions are closed to non-Recreation Card Holder Guests.

- c. A guest must be invited and accompanied by a Club member to any session.
- d. The number of visits per year per guest shall not exceed four (4) with a maximum of one (1) visit per week.

2. Recreation Card Holder Guest

- a. Prospective members are always encouraged to visit the Sun City West Beaders, where they will experience Club hospitality, operations and programs will be explained. After four (4) visits, the Club requires that the individual become a Club member to continue participation in activities.
- b. Club members always have priority in use of Club space and facility usage.
- c. Instructional sessions are closed to Recreation Card Holder Guests.
- d. Recreation Card Holder Guests may be welcome to attend a special event, on a space availability basis, provided, they purchase a ticket.

Section D – The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum<sup>1</sup> has been established.

Section E – Disciplinary Actions – Members, who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, cause dissension among Club members, or are in violation of the Club’s Rules, Policies & Procedures, may be disciplined as follows. Prior, to any step in the disciplinary action, mediation should be attempted and those parties may have an advocate accompany them before the Club’s Board. Complaints against a member must be filed on a disciplinary action form available from the Policies and Procedures Committee. The following are recommended for Club disciplinary actions:

1. First offense – A written warning following majority vote of the Club’s Board.
2. Second offense – A short term suspension following majority vote of the Club’s Board.
3. Third offense – A suspension of up to but not to exceed two (2) weeks following majority vote of the Club’s Board.
4. Fourth offense – A longer suspension or termination recommended by the Recreation Centers’ General Manager to the Governing Board.

Any suspended or terminated Club member has the right to appeal to the Governing Board (see RR&Ps, Chapter 3, Article I, F, 4).

If such member has received no disciplinary action for a two (2) year period, their record in the Club will be expunged.

<sup>1</sup> Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

### Article III – Officers

Section A – The Club Board must consist of a minimum of four (4) officers. A President, a Vice President, a Secretary, a Treasurer.

This Club Board will also consist of one Member-at-Large. Only these elected officers shall have full voting rights.

Section B – Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C – The Club Board shall be elected by a majority vote of those present at the Club's annual membership election meeting after a quorum is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor (RR&Ps, Chapter 4, Article VI, L).

Section D – The Membership Chairman is responsible for submitting the CR-15, membership report, to the Recreation Activities Manager by February 1<sup>st</sup> of each year.

Section E – Term of Office and Responsibilities of Officers – All officers will be elected to serve a one year term, from January 1 – December 31, and may be re-elected to that same office for another one (1) year term. All of these elected officers shall have full voting rights.

1. President – Is responsible for conducting meetings, reporting information from the Recreation Center to the members in a timely fashion, appointing the nominating committee and promoting fellowship.
2. Vice President – Is responsible for conducting meetings in the absence of the President, promoting fellowship in the Club, and performs other duties as assigned by the President.
3. Secretary – Is responsible for keeping a written record of all meetings and Club correspondence, will also be responsible for submitting the form CR-4 (Monthly Attendance Roster) to the Recreation Centers' Activities Manager on a monthly basis.
4. Treasurer – Is responsible for overseeing all financial assets of the Club, balancing the Club's books, and completing timely reports for the Sun City West Beaders to submit to the Recreation Centers' Activities Manager, including CR-7 (Annual Financial Statement) due by February 1<sup>st</sup> of each year.
5. Member-at-Large – Will be responsible for Policy and Procedures Committee and perform other duties as assigned by the Club's Board.

Any reference to an officer being an ex-officio will state term is not to exceed one year.

Section F – Vacancy Offices – To fill a vacancy to an elected position, other than by impeachment, the Board may appoint a replacement to fill the unexpired term of that elected officer and that appointee will have full voting rights on the Club's Board. If the President is unable to serve their term, the Vice President may automatically fill the unexpired term of the President and the Vice President's unexpired

term would be filled by the Board. If the Vice President declines to serve the unexpired term of the President, the Board may appoint someone to fill the unexpired President's term.

If there is a problem filling an elected position, the Nominating Committee may ask the Club's Board and the membership to allow a person who has served two one-year terms to serve a third one-year term, providing that person is willing to serve. For that member to fill a position for a third one-year term would require a two-thirds (2/3) majority vote of those present after a quorum has been established.

Section G – Impeachment of an Officer – To impeach an officer, Robert's Rules of Order will be followed (the procedure is available from the Recreation Activities Manager). If the impeachment is successful, the election of a new officer must follow immediately. The impeachment vote will be by the membership and conducted by secret ballot.

Section H – It is the responsibility of each officer to pass the Rules, Regulations and Procedures book on to their successor. All officers of the Board shall act as an advisor to committees assigned to them by the Club's Board.

All Officers are expected to attend the Semi-Annual Charter Club Officers meetings.

#### **Article IV - Meetings**

Section A – Frequency of Meetings: There will be a general membership meeting conducted during each quarter of the calendar year or more often as determined by the Board. The election of officers for the coming year will be at the November meeting.

Section B – Provisions for Calling and Recording Meetings:

1. Minutes will be recorded by the Secretary to document all meetings of the Club's Board and general membership, and any other business sessions. Draft minutes of the general membership meetings, after approval by the President, will be made available to the membership prior to the next general meeting and approved by them at the next meeting at which time they are final. Minutes of the Board meetings shall be available to the Board prior to its next meeting and approved by them at the next Board meeting. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.
2. For a grievance or reasonable cause, fifteen (15) members shall request the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President or Board may call for a special membership meeting and a fourteen (14) day notice must be given to all members if a special meeting is called.

Section C – Voting and Quorum Requirements: (proposed by Rec. Centers was better language than we had, except we added secret ballot)

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets, or to conduct other Club business. There can be no proxy votes. The required majority must be of those present at a

meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a two-thirds (2/3) majority by secret ballot. A quorum shall be ten percent (10%) of the Club membership; however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100. All voting will be by secret ballot.

3. Reference *Robert's Rules of Order* for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Robert's Rules, i.e. anything not stated in the bylaws shall be referred to *Robert's Rules* for parliamentary rule.

## **Article V – Financial**

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B – The Board, by vote of majority, may authorize expenditures for an item less than \$300. The Board shall make a recommendation to the membership who shall approve any item that exceeds \$300. Only expenditures of \$25 or less may be made by petty cash (see RR&Ps, Article V, B, 4).

Check signing provisions – All checks shall require two signatures and any two members of the Club's Board may sign the checks.

Section C – No Club member shall receive any 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 previously approved by the Recreation Center Activities Manager.

Section D – Financial records must be audited on a yearly basis 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E – Club Advertising: Any commercial advertising or flyers of Club activities must be in compliance with Association policies.

Section F – Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for Approval. Services by other Chartered Clubs are not subject to this provision. Form CR-8 (Independent Contractors Agreement) generally will not be required for food catering services. (See chapter 4, Article VI of RR&Ps.)

1. Form CR-8 or Form CR-8A (Independent Contractors Members Agreement) must be signed by the contractor and Club President.
2. A copy of each signed contract shall be forwarded to the office of the Recreation Activities Manager.
3. The Club cannot have any employees.

**Section G – Treasurer’s responsibility –** The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1<sup>st</sup> for the preceding calendar year.

**Section H – Village Store and Craft Fair Sales Policies –** Any member that is in good standing with the Club, may submit an item(s) for sale in the Village Store. Prior to being submitted to the Village Store, each item is subject to approval by the Sales/Quality Control Committee. Club participation in the Annual Fall and Spring Craft Fairs and other Club sales is at the discretion of the Club members. All sales from the Village Store, Annual Craft Fairs and/or other Club sales are subject to a 16% Recreation Center commission.

## **Article VI – Committees**

**Section A – Committees and/or chairpersons** may be elected by the general membership or appointed by the Club Board.

**Section B – Permanent (standing) committees,** at a minimum, will include Safety and Audit.

**Section C – The Safety Committee** shall be responsible for ensuring the safety of Club members and guests while utilizing Recreation Facilities. Any unsafe or hazardous conditions will be reported to the facility supervisor.

**Section D – The Audit Committee** shall be responsible for reviewing the Treasurer’s CR-7 (Annual Financial Statement) and the Club’s financial records. The CR-7 shall be made available to the membership and then submitted to the Recreation Activities Manager

**Section E – Other committees** are as follows:

1. **Membership Committee** – Will keep an accurate and current membership list with paid dues. The Chairman will be responsible for submitting the CR-15 (Membership Report) to the Recreation Activities Manager by February 1 of each year.
2. **Monitoring Committee** – Schedules monitors for all sessions and meetings.
3. **Beading Classes Committee** – Locates and interviews possible instructors within and outside the Club and sets up a class schedule. Keeps abreast of membership interests for future classes.
4. **Store/Quality Control Committee** – Responsible for quality control of items submitted for sale at the Village Store and other sales events. Will serve as the main contact for the Village Store for delivery and retrieval of items that have been submitted for sale. Ideally, four members shall be on the committee, but no less than two.
5. **Craft Fairs Committee** – Responsible for all activities related to the Craft Fairs, such as the setting up, taking down and planning participation.
6. **Policy and Procedures Committee** – Responsible for setting policy not covered in these bylaws.
7. **Other committees** as determined by the President and/or Board.

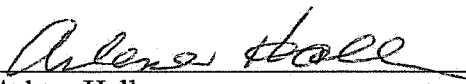
**Article VII – Amendments**

To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

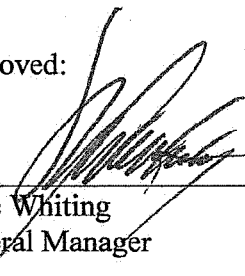
1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club Membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended Bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

**Article VIII - Dissolution**

Prior to Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

  
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Arlene Hall  
President

12-4-2013  
Date

Approved: 

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Mike Whiting  
General Manager

12-9-13  
Date

The members of the SCW Beader's Club voted on December 2, 2013 to adopt these bylaws by a vote of 58 to 11.