

POLICIES AND PROCEDURES

as of January, 2020

MEMBERSHIP (passed 1/10/14)

1. Must have a valid Sun City West Recreation Card.
2. Membership is valid from January 1st through December 31st of each year.
3. The amount of dues will be determined annually on the recommendation of the Executive Board & approved by a majority of membership present by secret ballot vote.
4. All Club members must sign the “**RCSCW Village Store and Arts & Crafts Fair Individual Participation Agreement**”. **Bling Flings will also follow this agreement.**
5. All members are required to wear the current year’s bead on their name badge when attending a Club activity.
6. Any member without a name badge will be subject to a twenty-five cent (\$0.25) fine per infraction.

MEMBERSHIP (passed 11/18/19)

Any person joining the SCW Beaders has until December 31 of the calendar year to become a member in good standing as outlined in our bylaws. If, by December 31 of the current calendar year said person is not a member in good standing, they cannot renew their membership for one full calendar year. New members joining after October 1 of a calendar year are exempt from good standing requirements for that calendar year and may renew their membership for the following year.

In any given calendar year, a member may ask for a one-year exemption from the member in good standing rule. Said person must put their request in writing and give it to any Board member. The Board will discuss the request and get back to the member with their decision. It will be up to the Board to decide on a case by case basis. The board will keep the request confidential.

SELLING COMPLIANCE (1/10/14)

1. All items sold through the Club must pass Quality Control inspection. QC has the right to question and/or reject any items submitted to be sold for valid reason.
2. Craft Fair or Bling Fling committees and/or QC may limit the number of items to be entered by members depending on the number of participants and space availability for the event.
3. All items must be priced for sale, i.e., no “buy one get one free” may be offered or other free items given with a purchase.
4. ALL items entered for sale through the Club MUST have been made in whole or in part using the Club facilities or the item can be subject to QC rejection. Per RCSCW Individual Participation Agreement.
5. “Reselling” items while using the Club’s chartered benefits is NOT permitted. Any member caught “reselling” will not be allowed to sell items through the Club for a period of one (1) year and will be subject to disciplinary actions as dictated in the Club’s By-Laws.
6. Any member selling items in the Craft Fairs or Bling Flings must work that event (i.e., set up, tear down, cashier, wrapper, floater, runner, serving on the Craft Fair or Bling Fling committees, etc.). If for any reason a seller is unable to work, they are responsible for contacting the Craft Fair committee chairman or Club president. Failure to do so may result in their items being pulled from that show or they may be prevented from selling in the next show. (1/17/18)
7. **Policy for Selling at All Venues (4/15/19)**
 - a. Any item to be sold must contain a minimum of six or more beads (earrings excluded).
 - b. **BEADS** must be strung, stitched or wired together before being attached to any object with **GLUE**. (**No beads may be glued onto an object individually**).

ADVERTISING POLICY (11/16/15) - No member may distribute or display their personal contact information and/or business cards at a club sponsored function, event, exhibit or any RCSCW authorized function or sale venue.

Member is allowed to sign their work - put their name, (**only their name**; no personal contact information) on their work. Examples include member's name on a small tag attached to work or member's name can be inscribed on work or member can sign the back of the work.

DONATIONS (11/16/15) - Any bead, craft or jewelry related donation ("Donation") given by any source to SCW Beaders Club by any means, i.e, phone call, pick up, delivery, walk-in or through a member, becomes the property of SCW Beaders Club. The donation will be marked, "Donation" and placed in one of the club cabinets for the Donation Committee to manage.

The Board and Donation Committee will oversee, manage and make decisions regarding the use of the Donations to Club, i.e., in beginner kits, Happy Camp, sold to Club members to benefit the Club or its programs, sold at Club member-only garage sales, Club Silent Auctions, etc.

The Donation Committee will supply the Board with a generalized inventory of said Donations, date donated and by whom. Inventory will be kept in Club files.

The Board will include a report (by the Donation Committee) on said Donations and the current status or "intent of use" in the general meeting reports.

ALCOHOL (11/17/14) - A member may not bring in or consume alcoholic beverages unless it is a Club sponsored social function.

INSTRUCTION CLASSES (3/22/11) - A \$5 registration fee (check only) will be charged for classes conducted by fellow Club members. The fee is payable by check to SCW Beaders and placed in the envelope provided for the class at time of registering. **THE CHECK WILL BE RETURNED TO THE REGISTRANT DURING THE CLASS IF THEY ARE IN ATTENDANCE OR IF THEY CANCEL.** If the registrant **DOES NOT CANCEL OR DOES NOT SHOW UP** for class, the check is forfeited to the Club. To cancel, the member must contact the instructor at least a day in advance of the class.

OUTSIDE CLASS REIMBURSEMENT (1/10/14) - There will be no reimbursement to members for taking outside classes for personal use or for the purpose of teaching a class.

USE OF LIBRARY BOOKS (1/10/14) - Magazines and books DO NOT LEAVE THE CLUB ROOM. Members who sign out one of these items must leave their Driver's License or SCW Recreation Card with the monitor. The monitor signs her initials on the Sign in/out sheet located in the cabinet in the green library book at the time of checking out--acknowledging the transaction. The monitor will initial the sign/in/out sheet when the item is returned; and the Recreation Card is then returned to the Club member.

PRINTER/COPIER (11/17/14) - ALL Members must pay for black/white and color copies. This is on the honor system. Please place money in the "money jar" located by the copier. Money will be collected as needed by the Club treasurer.

If a member is teaching a class, the copies are done at no cost to member.

WORKING AT THE VILLAGE STORE (11/17/14) - Working at the Village Store is one of the options available to meet your good standing requirement. If you choose to work at the Village Store, you will need to sign up in the Village Store.

To receive credit - please fill out the "Village Store" slip that is located where you sign in at the Village Store. Have the Store Manager or her assistant sign the slip. Place the slip in the envelope "Village Store" located in the SCW Beaders green Monitoring Book under the label "Village Store Slips".

EMAILS (11/17/14) - Per Rec Center's RR&P's Club members' email addresses can only be used for Club information.

CONCERNS (11/17/14) - Should you have an objection to the way something is being done, please feel free to attend a board meeting and present your issue in a respectful manner. If it cannot wait until a board meeting, please contact an officer.