



SUN CITY WEST BEADERS CLUB BYLAWS

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 or committed to any of the following during the Club’s current calendar year:
 - a. Serving on the Club Board or Quality Control Committee for the current calendar year.
 - b. Is serving as a committee chairperson.

Or has performed or committed to at least two of the following during the Club’s current calendar year.

- c. Has served on at least two committees.
 - d. Has monitored.
 - e. Has worked in the Village Store.
 - f. Has taught or assisted teaching a class.
2. Members who are not in good standing will not be allowed to submit further items to the Village Store, including the Craft Fair and Club sales. If they have been allowed to sell before fulfilling their commitment for being a member in good standing (been given advance credit) and then renege on the commitment, then they will not be allowed to sell in the future until after they have fulfilled their commitments before each selling even. Once a member has been given advanced credit and reneged on their commitment, they are no longer eligible for advanced credit.

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.

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 quorum¹ has been established.

Section E – Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 1. Membership participation is the action of taking part in club activities.
 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

Section F – Each club member is responsible for monitoring at club facilities per club bylaws.

Quorum¹ 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.

Section G - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Member Conduct: Members, who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, cause dissension among club members, clubs, or the association in general, may have their membership suspended (up two (2) weeks) by the club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 1. Member in question and Club President or presiding officer shall present their case.
 2. Ruling will be made based on majority consensus.
 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation

Activities Manager with a copy of the disciplinary actions to date.

- a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - a. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., Suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

Article III – Officers

Section A – The club Board must consist of a minimum of five (5) officers. A President, a Vice President, a Secretary, A Treasurer, and Aa Member-a-Large. Only these elected officers shall have full voting rights.

If the Nominating Committee deems it necessary, the Nominating Committee may have two Co-Presidents on the slate of officers, instead of one President. The two Co-Presidents would share a vote on the Board.

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 1st 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 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 1st 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 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 the club president 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.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. 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 1st 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.

Section I - For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased and total amount.

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.

Sheila Mackasek

Sheila Mackasek, Co President

3-8-2021

Date

Karen Osmond

Karen Osmond, Co President

3-8-2021

Date

APPROVED:

William Schwind

William Schwind, General Manager

3-8-2021

Date