

## **POLICIES AND PROCEDURES**

**as of January, 2022**

### **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 Club's Board & approved by a majority of membership present by secret ballot vote.
4. All members are required to wear the current year's bead on their name badge when attending a Club activity.
5. 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.

**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.

**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.

Note: December 2021 these policies were updated by removing all sections dealing with members selling through Club sponsored events and the Village Store to be in compliance of the RR&Ps.