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# CHARTERED CLUB BYLAWS

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**SUN CITY WEST BEADERS CLUB**



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Beaders Club

### Section B - Purpose of Organization

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 good will in a friendly environment. All skill levels are welcome to share and learn the art of beading while making friends.

### Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, 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 Center’s documents shall prevail.

### Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

## **Article II – Membership**

### **Section A – Membership**

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

### **Section B – Honorary and Lifetime Memberships**

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

### **Section C – Membership Reporting**

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### **Section D – Membership Preconditions**

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

### **Section E – Recreation Card Holder Guest/Visitor Privileges**

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Club members always have priority in use of Club space and facility usage.

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.

Instructional sessions are closed to Recreation Card Holder Guests.

Recreation Card Holder Guests may be welcome to attend a special event, on a space availability basis, provided they purchase a ticket.

A Club Member may host up to four (4) different Recreation Card Holder Guest/Visitors annually.

### **Section F – Non-Recreation Card Holder Guest/Visitor Privileges**

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Instructional sessions are closed to non-Recreation Card Holder Guests.

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

A Club Member may host up to four (4) different Non-Recreation Card Holder Guests/Visitors annually.

**Section G – Club Dues**

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

**Section H – Maintaining a Chartered Club**

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

**Section I – Club Monitoring**

This Club requires that its members participate as Monitors please see policies and procedures.



## **Article III – Code of Conduct**

### **Section A - Member conduct**

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

### **Section B – Commercial/Mass Production Prohibition**

Club members are prohibited from mass producing for the purpose of profit.

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## Article IV – Officers

### Section A – Club Officers

The club Board must consist of a minimum of five (5) officers. A President, a Vice President, a Secretary, A Treasurer, and a Member-at-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 – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

### Section C – Club Officer Verification

Newly elected or appointed officers, shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Membership Chairman shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and Responsibilities descriptions.

All officers will be elected to serve a one (1) 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.

### Section F – Filling a Board Vacancy

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 – Removal of Directors and Officers**

Contact the Recreation Manager for information on this topic.

#### **Section H – Officer Succession**

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) onto their successor.

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## **Article V – Meetings**

### **Section A – Club General Membership Meeting Frequency and Openness**

There will be a minimum of three (3) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

### **Section B – Club Business Currency and Board Meeting Openness**

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

### **Section C - Provisions for Calling and Recording Meetings**

Minutes will be taken by the Secretary to document all business sessions and approved by the membership after review by the President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

### **Section D – Required Club Officers Meetings**

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

### **Section E – Club Meeting Purpose**

Membership meetings should not have as their primary purpose a social event.

### **Section F – Special Meetings**

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

## Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty (20) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

## **Article VI – Financial**

### **Section A – Financial Record Retention**

Financial Records shall be retained for a period of seven (7) years prior to current year.

### **Section B – Spending Limits**

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed three hundred dollars (\$300.00). Expenditures greater than three hundred dollars (\$300.00) must be approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

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

### **Section C – Club Member Compensation**

No member shall receive 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 reviewed by the Recreation Manager.

### **Section D – Financial Record Audits**

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

### **Section E - Club Advertising**

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

### **Section F - Contracts**

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for approval. (Refer to RR&Ps).

### **Section G - Treasurer's Duties and Responsibilities**

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 17.

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## Article VII – Committees

### Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

### Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee.

### Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

### Section D - Duties of the Safety Committee

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 using an accident report.

### Section E – Audit Committee/Chairperson Duties and Responsibilities

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 F - Other Committees and Their Duties

**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 Manager by February 15 of each year.

**Monitoring Committee** - Schedules monitors for all sessions and meetings.

**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.

**Policy and Procedures Committee** - Responsible for setting policy not covered in these bylaws.

Other committees as determined by the President and/or Board.

## **Article VIII – Amendments**

### **Section A – Amending These Bylaws**

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

### **Section B – Amendment Review Requirements**

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

### **Section C – Proposed Amendment Publication**

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12I).

### **Section D – Revised Bylaws Review Requirement**

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.



## **Article IX – Dissolution**

### **Section A – Clubs with an IRS Tax Status Other than 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

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## Appendix A – Club Officer Role Descriptions

### President

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Complete paperwork (CR-8 and W9) for new hires.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.
- Appointing the nominating committee and promoting fellowship.

### Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings. Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.
- Other duties as assigned.

### Treasurer

- Receive and reconcile expenses and membership dues paid.
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors and maintain 1099 records.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.

- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.
- Reimburse committee chairs and others for valid club expenditures documented with receipts and reimbursement form.
- Other duties as assigned.

### Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Responsible for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.
- Other duties as assigned.

### Member-at-Large


- Responsible for Policy and Procedures Committee and perform other duties as assigned by the Club's Board.
- Tracks and maintains monthly good standing report and submits to membership.

## **Appendix B – Bylaws Amendments**


**Attach Amendments To This Document Behind This Page**

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Signatures

  
\_\_\_\_\_  
Club President

2/27/23  
Date

  
\_\_\_\_\_  
General Manager

2-28-23  
Date