



**ENCORE NEEDLE AND CRAFT CLUB
BYLAWS**

Article I - General

Section A – The name of this club shall be Encore Needle and Craft Club.

Section B – The purpose of this club shall be to provide a facility for the bringing together a group of persons interested in arts and crafts for the purpose of developing and enjoying them through participation.

Section C – These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Charter Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' documents shall prevail.

Section D - This Charter Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and Association's Bylaws.

Section E - Other

Article II – Membership

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

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, Regulation, and Procedures, Chapter 3, Article II.

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

Section D – The dues (amount) 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.

*Quorum is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members

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.

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, or dissension among club members, clubs or the Association in general may have their club membership temporarily suspended (up to 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 Activity 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.
 - c. 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 shall consist of a President, Vice-President, a Secretary and a Treasurer. This Club will also have an immediate past president.

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 the Club's membership at the Club's annual meeting after a quorum¹ is established and shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Section 5.k.)

Section D - Officers shall be elected for a one (1) year term. Their term of office will be for no more than two (2) consecutive years.

1. It shall be the duty of the President to preside at all meetings of the Club, perform duties customary to the office which includes the appointment of chairpersons of various needed committees. The president shall also appoint an auditor to furnish signed financial statements as required by the recreation Center. The President shall be an ex-officio member of all committees of this club (except the Nominating Committee), and shall represent the club in Association with other Sun City West organizations.

Any reference to the President or any other officer being an ex-officio member of the committee(s) it is not to exceed one year.

2. It shall be the duty of the Vice-President to perform the duties of the president in his /her absence or his/her inability to serve. They will also perform Club duties as assigned by the President.

3. It shall be the duty of the Secretary to document all business sessions. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

4. It shall be the duty of the Treasurer to receive and deposit funds of the Club in an Encore Needle and Craft Bank Account, and shall keep accounts of money received and disbursed. An accounting will be rendered at each business meeting. Financial records shall be held for a period of seven (7) years prior to the current year. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activity Manager by Feb.1, for the preceding calendar year.

Section E – Should vacancies occur in an elected office (except that of President), it shall be filled by appointment made by a simple majority vote of the Executive Board. This office shall be held until the next election.

Section F – It is the responsibility of the club president to pass the RR&P book on to their successor.

Section G - Each club is responsible to designate in their bylaws the individual responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1, of each year.

Section H – Impeachment: To impeach an officer or fill a vacancy, Robert’s Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

Article IV – Meetings

Section A - Frequency of Meetings:

Membership business meetings shall be held monthly as deemed necessary by the Executive Board, but at least four (4) times a year. There will be a general membership meeting conducted during each quarter of the calendar year.

Section B – A special meeting may be called by the president.

Minutes will be taken by the secretary to document all business sessions and approved by the Club President. Minutes, as well as other pertinent administrative records will be retained for a period of three (3) years.

Section C – Voting and Quorum Requirements

1. Club Board Meeting- 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 budget, or to conduct other club business. There will be no proxy votes. The required majority must be of those present at a meeting to 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 (10) percent of the club membership, however it cannot

be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement 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 bylaws take precedence over Robert's Rules, i.e. anything not stated in bylaws shall be referred to Robert's Rules for parliamentary procedures.

Article V – Financial

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

Section B – an expenditure up to and including one hundred (\$100.00) may be made from Club funds by other than a membership vote. (Only expenditures of \$25 or less can be paid by petty cash). See Chapter 4, Paragraph 4b (1)(d).

Section C – No club 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 previously approved by the Recreation Activities Manager.

Section D - Signatures of President and Treasurer shall be on file at Club bank. Either the President or Treasurer may sign checks

Section E - 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 F - Any commercial advertising or flyers of club activities must follow Association Policies.

Section G - Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval. Any contracts for instructors will be handled in Compliance.

Section H – Treasures responsibility: The treasure is required to submit Form CR-7 (Annual Financial Statement) to the office Recreation Activities Manager by February 1 for the preceding calendar year.

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 – A three (3) member nominating committee shall be elected by the general membership at the May meeting. They shall present a list of nominees at the October meeting at which time nominations will also be accepted from the floor. This closes nominations for the current slate. A list of all nominations shall be posted until the November meeting when elections will be held.

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.

Terri Carneiro
Terri Carneiro President

3/10/21
Date

Approved:

William Schwind
William Schwind, General Manager

3-8-21
Date