

OCT 10 2023



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# CHARTERED CLUB BYLAWS

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## ENCORE NEEDLE AND CRAFT CLUB



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Encore Needle and Craft Club

### Section B - Purpose of Organization

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 – 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.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Six (6) times annually before they are required to join the Chartered Club.

A Club Member may host up to Six (6) 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.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Six (6) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to Six (6) 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 in order to retain their Club membership. Each Member must monitor a minimum of 2 times per year as directed in the club rules, regulations, and procedures, except if they received a board exemption. (i.e., health issues).



## **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.

## **Article IV – Officers**

### **Section A – Club Officers**

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

This Club will also have an immediate past president.

### **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 Treasurer shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> 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.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

### **Section F – Filling a Board Vacancy**

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 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 (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.

## **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 Club 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 one hundred dollars (\$100.00). Expenditures greater than one hundred dollars (\$100.00) 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.

Signatures of President and Treasurer shall be on file at Club bank. Either the President or Treasurer may sign 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 Review. (Refer to RR&Ps).

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

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

## **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. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

### **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 duties of the Safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

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

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

### **Section F - Other Committees and Their Duties**

A three (3) member nominating committee shall be elected by the general membership at the September 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 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 12).

### **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.

## **Appendix A – Club Officer Role Descriptions**

### **President**

- Preside at all meetings of the Club and perform duties customary to the office.
- Appoint the chairpersons of various needed committees.
- Appoint an auditor to furnish signed financial statements as required by the recreation Center.
- Shall be an ex-officio member of all committees of this club (except the Nominating Committee)
- Shall represent the club in Association with other Sun City West organizations.

### **Vice President**

- Perform the duties of the president in his /her absence or his/her inability to serve.
- Perform Club duties as assigned by the President.

### **Treasurer**

- Receive and deposit funds of the Club in an Encore Needle and Craft Bank Account
- Keep accounting 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.
- Submits Form CR-7 (Annual Financial Statement) to the office of the Recreation Manager by Feb 15th for the preceding calendar year.
- Submit 990N Federal Tax return by May 15
- Responsible for submitting the CR-15 to the Recreation Manager by Feb 15th.
- Co-Chair for Membership.

### **Secretary**

- Documents all business sessions.
- Retains minutes, as well as other pertinent administrative records for a period of three (3) years.
- Responsible for sending out Thank You notes, and cards to members (thinking of you, sympathy, etc.)
- Co-Chair for Membership.
- Responsible for keeping all in-house membership records up to date.
- Responsible for correspondence to the Independent News and the SCW Recreation News per their monthly or yearly deadlines.

## **Appendix B – Bylaws Amendments**

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

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Signatures



Club President

6-8-23

Date



General Manager

6-9-23

Date