

SCRAPBOOKING, PAPERCRAFTS, & MORE BYLAWS

Article I - General

Section A – The name of this organization is Scrapbooking, Papercrafts, & More.

Section B – The purpose of this organization is to promote the paper crafting arts which include Scrapbooking, Cardmaking, Rubber Stamping, Origami, Altered Art projects, and other projects that utilize paper crafting materials.

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 applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association Bylaws.

Article II - Membership

Section A - Membership shall be open to all 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, Regulations and Procedures, Chapter 3, Article II.

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

Definitions:

Regular Sessions - Open sessions held in the Club's regular meeting room.

Classes/workshops – Instruction provided by club members or outside instructors focusing on a special technique(s) or project(s). These are held in either the Club's regular meeting room or the alternate meeting room used during the "season".

Special Events – Annual Crop, Outside Vendor Instructional Classes usually held in a larger Recreation Center Facility such as Palm Ridge Summit rooms.

- a. **Resident Guest:** A resident of Sun City West with a current Recreation Centers membership card who has not yet joined Scrapbooking. A resident guest may attend 2 Regular Sessions, and either 1 class/Workshop or 1 Special Event without officially joining and becoming a member.
- b. **Household Guest:** An individual or family member who is temporarily visiting a club member's home may attend 2 Regular Sessions, and either 1 Class/Workshop or 1 Special Event.
- c. **Non-Resident Guest:** An individual living outside of Sun City West sponsored by a Club member, may be invited to attend up to 2 Regular sessions and either 1 Class/workshop or 1 Special Event upon payment of the associated fees but only if they do not take the place of a Club member wishing to attend.

Section D – Dues - 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.

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.

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.

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.
 - 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).
2. 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 (at a minimum) four officers: a President, a Vice-President, a Secretary and a Treasurer.

It is the option of the Club Board to add additional Board members who must be elected.

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 Treasurer is responsible for submitting the CR-15 membership report to the Recreation Activities Manager by Feb. 1st of each year.

Section E - Terms of office and responsibilities for officers shall be for one (1) year. An individual may be re-elected to serve more terms as decided by the membership.

Responsibility of Officers –

Officers elected by the General Membership of the Club shall be in possession of and knowledgeable of the Club Bylaws and the Recreation Center of Sun City West, Inc. Chartered Club Rules, Regulations and Procedures. Officers shall adhere to these documents in conducting the business of the Club.

1. The President shall:

- a. Preside at all General Membership and Club Board meetings and other activities and perform such other duties that pertain to this office.
- b. Act as an ex-officio member of all committees not to exceed one (1) year.
- c. Issue and sign checks in the absence of the Treasurer and/or Secretary.
- d. Attend, with the Vice President and/or other club officer if appropriate, all meetings scheduled between the Club and the Recreation Centers of Sun City West, Inc.

2. The Vice President shall:

- a. Assume the duties of and have the same authority as the President in the event of the Presidents absence or inability to perform the duties of President.
- b. Prepare Independent Contractor Agreement (Form CR-8 or CR-8a) for all workshops. All contractor agreements must be submitted to and approved by the Recreation Activities Manager before going into effect. Copies of completed (signed by Instructor and President) contract(s) shall be distributed as follows: Instructor (1), President (1), Secretary (1) and Treasurer (2) with an invoice from the instructor and a Request Check form for payment of fees.
- c. Serve as Chairperson of a committee to plan and carry out programs and workshops as they relate to the Paper crafting arts and maintain a master calendar.
- d. Carry out all other functions as designated by the President.

3. The Secretary shall:

- a. Keep a record of all business transacted at all meetings of the Club Board and the General Membership of the Club, prepare and read Minutes at these meetings and perform such duties as customarily pertain to the office.
- b. Distribute a copy of Minutes of each meeting to each officer.
- c. Maintain a permanent record of all Minutes, Treasurer's reports, instructor's contracts, and all other pertinent information as directed by the President.
- d. Prepare and submit New Club Officers Report (Form CR-5) to the Recreation Activities Manager of the Recreation Centers within 14 business days of taking office.

4. The Treasurer shall:

- a. Receive all funds of the Club and account for same by accurate accounting records.
- b. Prepare a monthly financial report and present same at each Club Board Meeting and General Meeting. A copy of this report shall be given to the President and the Secretary for filing.
- c. Arrange for the annual audit of the Club financial records and prepare Annual Financial Statement (Form CR-7) as required by the Recreation Centers of Sun City West, Inc. This form is signed by the Club President, Treasurer and Auditor and submitted to the Recreation Activities Manager's office by February 1, together

with a copy of the Club's November and December bank statements, the December (end of year) financial statement, and copies of any IRS 1099 MISC and 1096 Transmittal forms prepared and sent.

- d. Receive request(s) for Checks and Independent Contractor(s) Agreement (Form CR-8A or CR-8) and pay contractor the contracted fee.
- e. File IRS Form 1099 MISC and Transmittal Form 1096 if the Club has paid an independent contractor \$600 or more for services during the calendar year. Form 1099 MISC must be filed before February 28 and provided to the contractor before January 31. Copy of each 1096 Transmittal Form and 1099 MISC Form shall be sent to the Recreation activities Manager office with the CR-7 report.
- f. Receive from the Village Store a copy of the report of sales of Club member's items for the preceding month. The check for the sales less applicable Village Store commission is electronically deposited to Club's bank account. Prepare an account of distribution to individual members, less Club's commission, write and distribute checks to each applicable Club member.
- g. Receive membership dues and maintain a record of paid members. Amended on February 27, 2014 see attached.
- h. Will submit form CR-15 (Annual Membership Roster) as of 12/31 to the office of the Recreation Activities Manager by Feb. 1.

5. The Past President shall:

- a. Provide continuity on the Club Board and serve as an advisor with voting privilege for a period not to exceed one (1) year.

Any reference to an officer being ex-officio will state term is not to exceed one year.

Section F Vacancies on the Club Board shall be filled by a majority vote of the remaining Board members. A Board member chosen shall hold office for the remainder of that term.

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

Section H – It is the responsibility of the club president to pass the Rules, Regulations and procedures book on to their successor.

Article IV - Meetings

Section A - Frequency of Meetings: There will be a general membership meeting conducted during each quarter of the calendar year. The election of officers will be held during the 4th quarter meeting.

The President, or in the President's absence, the Vice President, will call meetings of the membership to order and will act as Chairperson of such meetings.

Section B 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. Minutes should be available to the membership before the next general meeting.

For a grievance or reasonable cause twelve (12) many members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members is a special meeting is called.

Section C - Voting and Quorum Requirements:

1. For the purpose of Club Board Meetings, a quorum shall be one more than 50% of the Board Members
2. Membership meetings – Only members are eligible to vote. 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 2/3 majority. A quorum shall be 10 percent 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. A ballot is required on any vote where the position is contested. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference to 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 Club Board may spend up to \$250 on any single expenditure. Expenditures over \$250 must be approved by the general membership. Only expenditures of \$25 or less can be paid by petty cash. (RR&Ps Article V, B,4)

Bank Account Information and Check Signing Authorization:

1. All monies received shall be deposited in a bank account and recorded. No disbursements shall be made from Un-deposited funds. All disbursements shall be made by check, with back-up documentation including invoices or signed receipts as applicable.
2. All bank accounts shall be in the name of the Club and continue through succeeding administrations.
3. The President, Secretary and treasurer shall be authorized to sign checks and the appropriate signature cards shall be submitted to the bank. Only one signature shall be required

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 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 - 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.

Section G – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H – Simplified Inventory. The Inventory Chairperson shall prepare a Simplified Inventory list of all equipment valued at less than \$300 and submit it to the Recreation Center's Recreation Activities Manager by December 31. Amended February 27, 2014, see attached.

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

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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 - Safety Committee – The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards any area of concern will be brought to the attention of the facility supervisor.

Section D - Audit Committee – Reference Article V, Section “D” of these bylaws.

Section E - The Club Board shall appoint any additional Committees as required.

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.

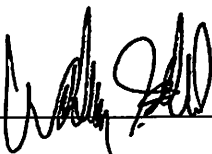


Fran Mills President

3-31-21

Date

Approved:



William Schwind General Manager

3-12-21

Date