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CHARTERED CLUB BYLAWS

SCRAPBOOKING, PAPER Crafts, & MORE

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Scrapbooking, Papercrafts, & More

Section B - Purpose of Organization

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 – 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.

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 Crops, Outside Vendor Instructional Classes usually held in a larger Recreation Center Facility such as Palm Ridge Summit rooms.

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 two (2) Regular Sessions, and either one (1) class/Workshop or one (1) Special Event without officially joining and becoming a member.

A Club Member may host up to two (2) 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.

Household Guest: An individual or family member who is temporarily visiting a club member's home may attend two (2) Regular Sessions, and either one (1) Class/Workshop or one (1) Special Event.

Non-Resident Guest: An individual living outside of Sun City West sponsored by a Club member, may be invited to attend up to two (2) Regular sessions and either one (1) Class/workshop or one (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.

A Club Member may host up to two (2) 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 11).

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

Refer to Club Standing Rules for details regarding monitoring.

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 (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 – 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 11). 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 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.

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.

Section F – Filling a Board Vacancy

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

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) onto 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 spend up to two hundred and fifty dollars (\$250.00) on any single expenditure. Expenditures over two hundred and fifty dollars (\$250.00) must be approved by the general membership. Only expenditures of twenty-five (\$25.00) or less can be paid by petty cash.

Bank Account Information and Check Signing Authorization:

- 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.
- All bank accounts shall be in the name of the Club and continue through succeeding administrations.
- 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 – 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

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 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 E – Audit Committee/Chairperson Duties and Responsibilities

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 - Other Committees and Their Duties

The Club Board shall appoint any additional Committees as required.

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 11).

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 General Membership and Club Board meetings and other activities and perform such other duties that pertain to this office.
- Act as an ex-officio member of all committees not to exceed one (1) year.
- Issue and sign checks in the absence of the Treasurer and/or Secretary.
- 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.

Vice President

- 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.
- Prepare Independent Contractor Agreement (Form CR-8) for all workshops. All contractor agreements must be submitted to and approved by the Recreation 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.
- 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.
- Carry out all other functions as designated by the President.
- Crafting and writing club policies and procedures.

Treasurer

- Receive all funds of the Club and account for same by accurate accounting records.
- 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.
- 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 Manager's office by February 15th, 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.

- Receive request(s) for Checks and Independent Contractor(s) Agreement (Form CR-8A or CR-8) and pay contractor the contracted fee.
- 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 Manager office with the CR-7 report.
- Receive membership dues and maintain a record of paid members
- Will submit form CR-15 (Annual Membership Roster) as of 12/31 to the office of the Recreation Manager by Feb. 15th.

Secretary

- 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.
- Distribute a copy of Minutes of each meeting to each officer.
- Maintain a permanent record of all Minutes, Treasurer's reports, instructor's contracts, and all other pertinent information as directed by the President.
- Prepare and submit New Club Officers Report (Form CR-5) to the Recreation Manager of the Recreation Centers within 14 business days of taking office.

Past President

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

Appendix B – Bylaws Amendments
Attach Amendments To This Document Behind This Page

Signatures

Lizette Marston

Club President

7-7-23

Date

[Handwritten Signature]

General Manager

6-30-23

Date