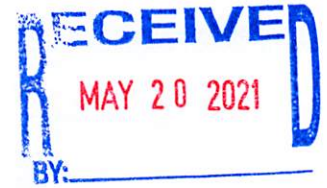


# SUN CITY WEST LEATHER CARVERS' BYLAWS



## Article I – General

- Section A** - The name of this club shall be: Sun City West Leather Carvers
- Section B** - The purpose of this club is to promote a general interest in leather crafting. To Implement this purpose, we shall provide instruction in leather crafting and make Available equipment and supplies needed for projects.
- 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&P's) 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 is operated as a nonprofit organization in accordance with Applicable Arizona and Federal Internal Revenue Tax Exempt Codes and the Associations Bylaws.
- Section E** - This Chartered Club shall supplement, as needed, further guidelines using internal member approved guidance. Members shall vote with a quorum majority to implement change or delete guidance to facilitate a smooth operation of the club and provide a safe environment for all members. Results shall be documented in the quarterly meeting minutes.

## 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 Rules, Regulations and Procedures, Chapter 3, Article II. Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

1. Recreational Card Holder Guest Privileges: Guests may observe the club and its

Members but may not participate in its activities except for four (4) social events not exceeding four (4) hours per visit and must be accompanied by a Club Member. To fully participate, a Recreational Card Holder must join the Club. Completing the beginner's class is encouraged but interim personal instruction from Club Members is available until a new members class is conducted.

**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 that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than twenty (20) members or more than one hundred (100) members.**

2. Non -Recreational Card Holders Guest Privileges: Guests must be accompanied and overseen by a club member in good standing, for a maximum of four (4) social events not exceeding four (4) hours per visit.

**Section D** - 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 quorum 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 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, cause dissension among the club members, 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 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.
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 court 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 event, the governing Board may accept all reports and testimony as true.

Section 1 - All members shall serve as Club Monitor per the monitor guidance instruction. The number of mandatory servings will be determined an annual member vote in the month of December becoming effective for the next calendar year or will remain as stipulated in previous years and documented in the monitor guidance instruction. Monitor duties, sign up and time periods are defined in the club monitor guidance instruction. The Club Board will appoint a member to review all monitor activity to determine compliance. If further guidance and/or clarification is required, it will be updated in the monitor guidance instruction and by the Leather Club Officers Board. Members not meeting this requirement will be Subject to “Article II – Membership, Section E” disciplinary actions. Each Instance shall be individually reviewed by the Club’s Officer Board. The Club’s Officer Board issues all disciplinary action at their discretion. Procedural issues that require clarification of this monitoring requirement will be clarified by the Club Officers Board.

### **Article III - Officers**

- Section A - The club Board shall, at minimum, consist of a President, a Vice-President, a Secretary, and a Treasurer. This Club will also consist of an immediate Past President of the Club. If the Past-President remains a member of the Club and the Recreation Centers' Association. Each member of the Club Board shall have one Vote on all issues.
- 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 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 Club Board designate, the Club Treasurer, is the responsible Officer to submit the CR 15 membership form to the Recreation Activities Manager by February 1<sup>st</sup> of each year as recorded in the Club Board meeting minutes.
- Section E - Terms of office and responsibilities of officers: One term of office shall consist of one year. No member shall hold more than one elective office at any time. All officers may succeed themselves, if nominated and elected. Further Descriptions of responsibilities are detailed in the club's internal guidelines. Responsibilities shall be reviewed yearly during the first Club Board meeting And documented in the Club meeting minutes.
- Section F - Procedure for filling vacancies:
1. A nominating Committee or Chairperson shall be appointed by the Club's Board. That person(s) shall present nominee(s) from the club's membership who will then be voted on in December for the vacated offices effective January 1.
  2. In the event that an office is required to be filled temporarily, the club Board Shall appoint a member in good standing to complete the unexpired term of the office or until the officer is able to return to their duties.

3. In addition to the Nominating Committee or Chairperson process, officer Nominations shall be accepted from “the floor” from members attending the general meeting. The only requirement for nominations from “the floor” is that the nominated member be present at the general meeting and state his/her willingness to serve.

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 and 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 (minimum of 4 per year). December is designated as the election meeting. Special meetings for specific purposes may be called by the President with a fourteen (14) day notice. If a general membership meeting cannot be conducted because of an unforeseen situation a replacement general meeting will be announced to the members and conducted within 45 calendar days. This will be documented in the club minutes to meet the four (4) meeting minimum per year.

Sections B - Provisions for Calling and Recording Meetings: Minutes will be taken by the Secretary and approved by the club President to document all business sessions. 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.

1. For a grievance of reasonable cause five (5) members are necessary to require the Club Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section C - Voting and Quorum Requirements:

1. Club Board Meetings - 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 or to conduct other club business. The required majority must be made up 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 as described in Article I, Section E of these Bylaws. 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. Voting may be done in person, by paper ballot or any generally accepted other technologically assisted solutions and retained in club records. If there is more than one person running for the same office, the vote needs to be by ballot. Address contentious issues being by ballot vote.
4. Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaws take precedence over 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 - The purchase of equipment shall be presented to the Club's Board for review and required recommendation to club members for a vote to purchase. All club member requests for facility improvements and equipment purchases exceeding \$500.00 shall be approved by a quorum majority of club members and recorded in the meeting minutes. Purchases of supplies required for the smooth operation of the club shall be verified through the Treasurer's guidelines issued to Buyer's and shall not exceed \$300.00 unless approved by a Club Officer. Only expenditures of \$25.00 or less can be paid by petty cash. (RR&Ps Chapter 4, Article V, B, 4).

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 Center Activity 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 into the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Club advertising: 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 - Treasurer's responsibility: The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1<sup>st</sup> for the preceding calendar year.

Section H - A designated Club Board Officer will submit a completed simplified inventory report to the Recreation Activities Manager annually for insurance purposes.

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**

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 - Duties of the Safety Chairman/committee:

1. Provide Safety and training awareness for club members performing club activities at the club's Recreation Centers facility.
2. Assure the Monitor and all members are aware of the Accident/Incident/Injury Report (Form RC20-5) location and the requirement to complete the form and notify a Club Officer the same day of any accident, incident or injury connected with this club's activity. Form RC20-5 must be completed and submitted to the Kuentz Recreation Center Facility Lead/Supervisor within 24 hours of the incident.
3. Each member has a duty to protect themselves from accident/injury and should participate in training awareness meetings.

Section D – Duties of the Audit Chairman/Committee does not require additional information to that which is stated in Article V, Section D of these Bylaws.



## 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 a purpose, a quorum being present. Procedures for filing amendments(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 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 properties and assets shall be Turned over to the Recreation Centers.

  
\_\_\_\_\_  
John Richter, President

5/20/21  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
William Schwind, General Manager

4-2-21  
\_\_\_\_\_  
Date

## Provisions for Having a Key to your Club

**All persons who are given a key to their club room are required to:**

1. Use the key only for the position or task that you do.
2. Return the key to the President at the end of an officer's term.
3. A fee of Two Hundred and Fifty (250.00) Dollars will be charged to the member who does not return their key to the President at the end of term.
4. A rekeying fee of a minimum of Two Hundred and Fifty (250.00) Dollars will be charged to the club if rekeying is necessary.

I, the undersigned have read and understand these provisions of the club.

NAME

DATE

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

i. \_\_\_\_\_

g. \_\_\_\_\_