

DEC 18 2023



CHARTERED CLUB BYLAWS

SilverCraft West Club

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Article I - General Section C	10/12/2023	Kathy Estes	11/16/2023
2	Article II - Membership Section I	10/12/2023	Kathy Estes	11/16/2023
3.	Article III - Code of Conduct Section B	10/12/2023	Kathy Estes	11/16/2023
4.	Article IV - Officers/Board Section A	10/12/2023	Kathy Estes	11/16/2023
5.	Article IV - Officers Section B	10/12/2023	Kathy Estes	11/16/2023
6.	Article IV - Officers Section C	10/12/2023	Kathy Estes	11/16/2023
7.	Article IV - Officers Section D	10/12/2023	Kathy Estes	11/16/2023
8.	Article IV - Officers Section E	10/12/2023	Kathy Estes	11/16/2023
9.	Article IV - Officers Section F	10/12/2023	Kathy Estes	11/16/2023
10.	Article IV - Officers Section G	10/12/2023	Kathy Estes	11/16/2023
11.	Article IV - Officers Section I	10/12/2023	Kathy Estes	11/16/2023
12.	Article V - Meetings Section B	10/12/2023	Kathy Estes	11/16/2023
13.	Article V - Meetings Section C	10/12/2023	Kathy Estes	11/16/2023
14.	Article V - Meetings Section G	10/12/2023	Kathy Estes	11/16/2023
15.	Article VI - Financial Section B	10/12/2023	Kathy Estes	11/16/2023
16.	Article VII - Committees Section A	10/12/2023	Kathy Estes	11/16/2023
17.	Article VI - Committees Section B	10/12/2023	Kathy Estes	11/16/2023
18.	Article VI - Committees Section E	10/12/2023	Kathy Estes	11/16/2023
19.	Article VIII - Amendments Section B	10/12/2023	Kathy Estes	11/16/2023
20.	Article VIII - Amendments Section C	10/12/2023	Kathy Estes	11/16/2023
21.	Appendix A - Club Officers President	10/12/2023	Kathy Estes	11/16/2023
22.	Appendix A - Club Officers Treasurer	10/12/2023	Kathy Estes	11/16/2023
23.	Appendix A - Club Officers Secretary	10/12/2023	Kathy Estes	11/16/2023
<p>Use of a superseded or obsolete document is prohibited. The reader is responsible for verifying that this document is current prior to each use. Refer to Appendix C - Bylaws Amendments on page 20 for amendments made to this document.</p>				

Contents

Document Change Control 1

Article I - General 5

 Section A - Name of Organization..... 5

 Section B - Purpose of Organization 5

 Section C – Compliance with Recreation Centers of Sun City West, Inc. 5

 Section D – Chartered Club Operation as a Non-Profit Organization 5

Article II – Membership 6

 Section A – Membership..... 6

 Section B – Honorary and Lifetime Memberships..... 6

 Section C – Membership Reporting 6

 Section D – Membership Preconditions 6

 Section E – Recreation Card Holder Guest/Visitor Privileges 6

 Section F – Non-Recreation Card Holder Guest/Visitor Privileges 6

 Section G – Club Dues 7

 Section H – Maintaining a Chartered Club..... 7

 Section I – Club Monitoring 7

Article III – Code of Conduct 8

 Section A - Member conduct 8

 Section B – Commercial/Mass Production Prohibition 8

Article IV – Officers/Board 9

 Section A – Club Officers/Board 9

 Section B – Club Officer/Board Election 9

 Section C – Club Officer/Board Verification..... 9

 Section D – Responsibility to Submit Annual CR-15 Report 9

 Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties..... 9

 Section F – Filling a Board Vacancy..... 9

 Section G – Removal of Directors and Officers..... 9

 Section H – Officer Succession 10

Section A – Club General Membership Meeting Frequency and Openness	11
Section B – Club Business Currency and Board Meeting Openness.....	11
Section C - Provisions for Calling and Recording Meetings	11
Section D – Required Club Officers Meetings.....	11
Section E – Club Meeting Purpose.....	11
Section F – Special Meetings	11
Section G – Voting and Quorum Requirements	12
Article VI – Financial.....	13
Section A – Financial Record Retention.....	13
Section B – Spending Limits	13
Section C – Club Member Compensation	13
Section D – Financial Record Audits	14
Section E - Club Advertising	14
Section F - Contracts	14
Section G - Treasurer’s Duties and Responsibilities	14
Article VII – Committees	15
Section A – Permanent (Standing) Committees	15
Section B - Non-Permanent or Ad-Hoc Committees	15
Section C - Duties of the Safety Committee	15
Section D - Audit Committee/Chairperson Duties and Responsibilities.....	15
Section E- Other Committees and Their Duties.....	15
Article VIII – Amendments	16
Section A – Amending These Bylaws	16
Section B – Amendment Review Requirements.....	16
Section C – Proposed Amendment Publication	16
Section D – Revised Bylaws Review Requirement.....	16
Article IX – Dissolution	17
Section A – Clubs with an IRS Tax Status Other than 501(c)(3)	17
Appendix A – Club Officer Role Descriptions.....	18
President	18
Vice President	18

Treasurer 18
Secretary 19
Members at Large/Co-Officers 19
Appendix B – Bylaws Amendments 20
Attach Amendments To This Document Behind This Page 20
Signatures 21

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

The name of this organization shall be: SilverCraft West Club, a 501(c)7 nonprofit social organization.

Section B - Purpose of Organization

The purpose of this Club shall be to provide instruction in skills needed to craft silver, gold, copper and other metals into jewelry and other works of art; to provide facilities for the improvement of those skills and to enhance the creativity of our members; and to provide a social environment for our members.

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 and the 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. In addition to the Bylaws, the Club maintains a Policies and Procedures Manual, administered by the Club Board; changes to which are subject to a majority vote of the Board.

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 four (4) times annually before they are required to join that Chartered Club.

A Club Member may host up to four (4) 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.

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.

Monitoring requirements are specified in the Club’s Policy & Procedure Manual and may be changed with a majority vote of Board members.

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 or personal gain.

Article IV – Officers/Board

Section A – Club Officers/Board

The Club board must consist of four officers: President, Vice President, Secretary, Treasurer and up to five (5) additional members at large who may hold a Co-Officer position if needed.

See Appendix A for Club Officer role descriptions.

All Board members shall have equal voting rights except when a Board Member is subject to disciplinary action.

Section B – Club Officer/Board Election

The Club Board shall be elected by a majority vote of those members 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/board members 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.

All Board members shall stand for election annually.

Section C – Club Officer/Board Verification

Newly elected or appointed officers and members, 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 18 for Officer Duties and Responsibilities descriptions.

All Board members may be elected to multiple terms not to exceed five (5)-consecutive terms. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office.

Section F – Filling a Board Vacancy

Board vacancies, between elections, shall be filled by a majority vote of the Board.

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, Club Policies and Procedures and the Rules, Regulations, and Procedures (RR&P's) (which can be found on line at www.scwclubs.com).

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. Board Meetings shall be open meetings except when personnel/personal or legal issues are on the agenda. Refer to RR&P's.

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 agendas shall be posted online or in the Club at least 48 hours in advance of upcoming meetings.

Meeting minutes shall be posted online or in the Club within one week of the meeting adjournment. Refer to RR&Ps Article, Meetings.

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 may 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. Results shall be 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

1. The Treasurer is authorized to disburse funds for recurring operational expenses such as purchases of supplies and inventory for resale as detailed in the Club's Policy & Procedure manual.
2. Purchase and/or repair of tools or equipment:
 - a) Up to \$300 requires: confirmation by the Treasurer that funds are available and approval of at least one other Board Officer.
 - b) More than \$300 but less than \$500 requires confirmation by the Treasurer that funds are available and approval by majority vote of the Board.
 - c) More than \$500 requires confirmation by the Treasurer that funds are available, approval by majority vote of the Board and approval by a majority vote of the membership attending a general membership meeting.
 - d) Recreation Manager approval, using form CR-10 is required for purchases exceeding the dollar amounts as specified in the RR&Ps.
 - e) Items that would normally be combined for a task shall not be broken out into less than the above limits of either \$300 or \$500 increments in order to circumvent this policy.
3. Individual petty cash disbursements shall not exceed twenty-five (\$25) dollars.
4. The Treasurer and Board Officers shall have exclusive authority for signing checks. The Treasurer, or in their absence the President, or the President's designee, shall have exclusive authority for manual and electronic bill paying and movement of funds between accounts.

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 18.

Article VII – Committees

Section A – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional Committees may be established as stated in the Club's Policy & Procedure Manual. Chairperson of committees will be appointed by the Club President and approved by majority vote of the Club Board. At the first Board meeting in January, the Board shall determine the necessary committees for the upcoming year and appoint the Chairpersons.

Section B - Non-Permanent or Ad-Hoc Committees

The Club President may appoint additional committees as needed and appoint the Chairperson with approval by majority vote of the Club Board.

Section C - Duties of the Safety Committee

Safety: duties shall include, but not be limited to, a daily inspection, and correction of, any safety hazards and if necessary, with the approval of any Board member, closing the Club until corrections are resolved to the satisfaction of the Safety Committee.

Section D - Audit Committee/Chairperson Duties and Responsibilities

Audit: duties of a Club appointed Auditor shall include, but not be limited to: an annual audit of Club Financial Records as close to December 31 as possible, with a written Association Form CR-7 "Report of Audit" submitted to the Board. This same report shall be presented at the next general membership meeting, made part of the Minutes for that meeting, along with a copy forwarded to the office of the Recreation Activities Manager (see Article VI, Section H below for further details).

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 submission to a vote by 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

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Complete paperwork (CR-8 and W9) for new hires.
- Submit Form CR-6.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings. Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.

Treasurer

- Receive and reconcile class income and membership dues paid
- Account monthly for club income and expenses using financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide an income statement to the Content Manager for posting on the website monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors and maintain 1099 records.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.
- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts include inventory supplies for resale.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.

- Complete and submit IRS form 990 ~~to the IRS~~ annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Members at Large/Co-Officers

- Refer to Policies and Procedures for descriptions and duties


Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures


Club President

12/18/2023
Date


General Manager

12-18-23
Date