

NOV 14 2023



CHARTERED CLUB BYLAWS

Glass Fusing and Enameling

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
<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Use of a superseded or obsolete document is prohibited.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 B – Bylaws Amendments on page 22 for amendments made to this document.</p>				

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Glass Fusing & Enameling

Section B - Purpose of Organization

To enable residents of Sun City West who wish to join this club the opportunity to be educated, enjoy, and participate in the arts and crafts activities of fused glass and glass enameling on copper and other metals, and to provide and maintain facilities, equipment, training, and advice on these art forms.

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

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to four (4) times annually before they are required to join the 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

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 four (4) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to four (4) 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 13).

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 one day for four (4) hours per month. Members who do not meet this minimum requirement do not have Club privileges the following month(s). Once a member completes the required monitoring, s/he will have Club privileges restored. The board may exempt a member from monitoring on a case by case basis. Members who reside elsewhere in the summer months must notify the Vice President so that their membership will be put on hiatus for those months.

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.

Rules for the Glass Fusing & Enameling Club follow:

- Utilization of kilns not to exceed one reservation in a seven-day period. If no one has reserved a kiln, members may “drop-in” and use the kiln in addition to reserving one.
- When two or more club members are waiting to use the grinder, wet saw, or Morten board, or one member has been waiting for more than 20 minutes, the club member using the above-mentioned piece of equipment shall make every effort to finish its use within 10 minutes to allow access to said piece of equipment.

Article IV – Officers

Section A – Club Officers

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

This board will have a Second Vice 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 13). 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 Vice-President 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 19 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 be appointed by the board and may not hold that position for more than one (1) year. The ex-officio officer must be a past board member and will retain voting rights for one year.

Section F – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval of the membership at the next regular meeting.

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) 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 One-Thousand Dollars (\$1000.00). Expenditures greater than One-Thousand Dollars (\$1000.00) approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25) or less can be paid by petty cash.

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 19.

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 10).

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. A studio safety monitor will be appointed by the executive board to enforce all provisions of the Safety Rules & Regulations as approved by the Sun City West Recreation Centers, Inc. In Addition, no firing will be allowed in the studio unless two members are present in the studio.

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. This committee shall consist of two persons appointed by the executive board who will conduct an audit of the club financial records at the close of the fiscal year. A written report shall be submitted to the executive board within thirty (30) days of the close of the fiscal year and records shall be transferred to the incumbent treasure. No club officer shall be a member of this committee.

Section F - Other Committees and Their Duties

Membership - this committee shall maintain a current membership roster with addresses, phone numbers and a Recreation Center card number. They shall maintain a cardex file with posted dues paid, as well as current waiver file.

Entertainment – This committee shall consist of co-chairpersons appointed by the president/executive board. Club members will serve as volunteers to this committee as needed. Duties will include the planning, coordination and operation of all entertainment activities.

Share and Care — Committee will consist of a chairperson and alternate (volunteers as needed) to maintain contact with club members who are ill or are experiencing family bereavement. The committee will be in charge of sending cards or making telephone calls as required. A small bulletin board will be maintained in the studio for posting any information concerning club members as explained above.

Nominating - This committee shall consist of past presidents with the exception of the immediate past president. The second past president will serve as chairperson. The committee will serve for annual elections and for any other vacancy occurring during the year.

Imprest — This committee will consist of a chairperson and alternate (volunteers as needed) to maintain an inventory of studio operating supplies as identified by the president and treasurer. Chairperson will hold all receipt for money expended until such time as the imprest fund is diminished and need refunding, at such time receipts will be given to the treasurer. Works under the supervision of the treasurer.

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 13).

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 the 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 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.
- Communicate with members using the Club's email program.
- Turn in CR-6 for the next year on May 1.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing policies and procedures.
- Maintain club calendar.

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.
- Contribute to crafting and writing club policies and procedures.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Maintain monthly club privileges. Assign lockers and collect monies for lockers and required paperwork. Review locker eligibility on a yearly basis.
- Send club rosters to Club Track administrators at least twice a month if report fails to automatically generate.

Second Vice President

- Assist the President in the performance of the duties of said office.
- Manage workshops and other educational functions as the board deems necessary.
- Work closely with the Education chair to ensure coordination of beginning classes for new members.
- Explore bringing in outside artists to teach workshops or classes.
- Perform other duties as assigned by the president or board.

Treasurer

- Receive and reconcile class income and membership dues paid.
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide membership forms received with class receipts to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors (if an outside instructor is hired) 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.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Meetings.
- Maintain financial records for seven years, all others for three 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.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Responsible for guiding Publicity Chairperson.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures



Club President

11/18/22

Date



General Manager

10-27-22

Date