

JAN 23 2023



CHARTERED CLUB BYLAWS

SUN CITY WEST METAL CLUB

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00
----------------------	-------------	--------------------	----	-----------------	----

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 III - Code of Conduct Section B	10-18-2022	Wendi Boos	1-12-2023
2.	Article IV - Club Officers/Directors Section A	10-18-2022	Wendi Boos	1-12-2023
3.	Article IV - Club Officers/Directors Section F	10-18-2022	Wendi Boos	1-12--2023
4.	Article V – Financial Section B	10-18-2022	Wendi Boos	1-12-2023
5.	Article VII - Committees Section D	10-18-2022	Wendi Boos	1-12-2023
6.	Article VII – Committees Section E	10-18-2022	Wendi Boos	1-12-2023

Use of a superseded or obsolete document is prohibited.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 **Error! Reference source not found.** on page **Error! Bookmark not defined.** for amendments made to this document.

Contents

Document Change Control1

Article I – General5

 Section A - Name of Organization5

 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 Organization5

Article II – Membership6

 Section A – Membership6

 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.....6

 Section H – Maintaining a Chartered Club6

 Section I – Club Monitoring.....7

Article III – Code of Conduct8

 Section A - Member conduct.....8

 Section B – Commercial/Mass Production Prohibition8

Article IV – Club Officers.....9

 Section A – Club Officers/Directors9

 Section B – Club Elections.....9

 Section C – Club Officer Verification9

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

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

 Section F – Filling a Board Vacancy10

 Section G – Removal of Directors and Officers10

Section H – Officer Succession10

Article V – Meetings11

 Section A – Club General Membership Meeting Frequency and Openness11

 Section B – Club Business Currency and Board Meeting Openness.....11

 Section C - Provisions for Calling and Recording Meetings.....11

 Section D – Required Club Officers Meetings11

 Section E – Club Meeting Purpose.....11

 Section F – Special Meetings11

 Section G – Voting and Quorum Requirements12

Article VI – Financial13

 Section A – Financial Record Retention.....13

 Section B – Spending Limits.....13

 Section C – Club Member Compensation.....13

 Section D – Financial Record Audits13

 Section E - Club Advertising.....13

 Section F - Contracts.....13

 Section G - Treasurer’s Duties and Responsibilities13

Article VII – Committees.....14

 Section A – Non-Permanent Committees and Chairpersons14

 Section B – Permanent (Standing) Committees14

 Section C – Ad Hoc Committees14

 Section D - Safety Committee.....14

 Section E – Audit Committee.....14

 Section F - Other Committees and Their Duties.....14

Article VIII – Amendments.....15

 Section A – Amending These Bylaws15

 Section B – Amendment Review Requirements.....15

 Section C – Proposed Amendment Publication.....15

 Section D – Revised Bylaws Review Requirement15

Article IX – Dissolution.....16

 Section A – Clubs with an IRS Tax Status Other than 501(c)(7).....16

Appendix A – Club Officer Role Descriptions17

 President.....17

 First Vice-President.....17

 Secretary.....17

 Treasurer.....17

Club Director Role Descriptions.....17

 Second Vice-President/Director17

 Assistant Treasurer/Director18

 General Purchasing Director.....18

 Metal Purchasing Director.....18

 Welding Purchasing Director.....18

Appendix B – Bylaw Amendments19

Signatures20

Chartered Club Bylaws

Article I – General

Section A - Name of Organization

SUN CITY WEST METAL CLUB

Section B - Purpose of Organization

A community interest in working with metals. The development of an expanded base of knowledge for all members in the fabrication of metals through the exchange of ideas and expertise. To provide an optimum level of safety through competent instruction and the proper use and care of Club equipment, as defined within the Club's Bylaws, and safety manuals. A spirit of good fellowship among the Club's members and guests

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

The Sun City West Metal 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 at any SCW Charter Club.

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 five (5) times annually before they are required to join the Chartered Club.

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

Does not apply

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).

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 encourages that its members participate as Monitors. Members who volunteer to become Club Monitors will need to attend a formal training class. Monitors are required to attend any meetings called by our Monitor Manager.

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 continued mass production for profit practices.

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

Per the provisions of Chartered Clubs RR&P, Chapter 5, club members are prohibited from mass producing for the purpose of profit.

The Board may adopt a policy to control the amount of utilization time allowed on Club machinery. Any exception to this policy must be approved by a Board Member. On the selected equipment, members are required to sign-up in order to use these machines.

Article IV – Club Officers

Section A – Club Officers/Directors

The Club Board consists of Four Officers: President, First Vice President, Treasurer and Secretary. In addition, there are Five Directors: Second Vice President, Assistant Treasurer, General Purchasing Manager, Metal Purchasing Manager and Welding Purchasing Manager.

Section B – Club Elections

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). 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 President or designee 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 – Board Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions for Officer Duties and Responsibilities descriptions. See Appendix A – Club Director Role Descriptions for Director Duties and Responsibilities descriptions.

Terms of office for each officer and Director will be one (1) year from April 1 through March 31 of each year.

The President shall be limited to two (2) consecutive terms and must be absent from that office for a period of at least one (1) year prior to regaining eligibility to be elected to that specific office.

There shall be no restriction as to succession on any other office or officer or Director required to be elected each term.

An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

An officer may resign by forwarding a letter of resignation to the President or Secretary. Said resignation shall be effective on the date stated, and if no date is stated the resignation shall be effective immediately.

In the event that a vacancy occurs during the term of a Club Officer/Director, other than the President, the President shall nominate one candidate for each vacancy. If appointed to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's Board of Directors.

In the event of the President's resignation, extended incapacitation, or removal from office, the First Vice President shall succeed to the office of President for the duration of the current term.

Upon election, the officer(s) shall immediately assume office.

The term of office shall be for the remainder of the original term.

Nothing herein shall require the Board to fill a vacancy that occurs during the last two (2) months of an officer's term, provided there are at least five (5) officers remaining.

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

Club Board Meetings – A quorum is a simple majority of the Board.

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 has authorized the Treasurer to disburse funds in support of Club activities. With the respect to new equipment, expenditures greater than Twenty-Five Hundred Dollars (\$2,500.00) must be approved by a vote of the general membership.

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's role description in the Appendix A – Club Officer Role Descriptions.

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 –).

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 - 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.

Shall consist of a Chair and at least two (2) additional members. They shall inspect all equipment; ensure that members have been trained, and that there are no known or visible hazards in the workshop. To this end, shop monitors shall assist.

Section E – Audit Committee

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.

Shall consist of a Chair and two (2) additional members that shall carry out their responsibilities in accordance with the provisions of these bylaws.

Section F - Other Committees and Their Duties

Social Committee will help build social events for Club members, consisting of no more than two (2) events (e.g., social picnics, and small work groups for social gatherings) per calendar year where the Club is not charged for the use of room or space. The Club is not otherwise limited to the number of social events it may hold in a calendar year.

Monitor Chairperson will be a non-voting role on the club board for Monitor Committee. Duties and responsibilities of monitors are stated in the “Guidelines for Monitors” which is kept posted in its most current form.

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).

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)(7)

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

- Be the chief administrative officer of the Club.
- Preside over all club matters.
- Perform all duties customary to the office, imposed by the Bylaws or as directed by the Club's Board.
- Represent the Club in all matters related to the Association.

First Vice-President

- Assist the President upon request and carry out any duty imposed by the Bylaws or as directed by the Club's Board or President.
- Assume the responsibilities of the office of President during the incapacitation of the President.
- In the event of the President's resignation, extended incapacitation, or removal from office, succeed to the office of President for the duration of the current term regardless of any term limits imposed by 1. A. of this Section.

Secretary

- Record and maintain the minutes of all Board and Membership meetings. Preserve the minutes and related records and correspondence for a period of not less than three (3) full calendar years.
- Post and ensure that President or Board approved minutes of the most immediate General Membership and Board present on the Club's bulletin board.
- As directed, post Club notices on the Club's bulletin Board.
- Carry out any additional duties imposed by the Board and/or the President.

Treasurer

- Disburse funds as directed by the President or a Purchasing Agent.
- Keep an accurate accounting of all the Club's financial assets.
- Submit the annual Inventory Report to the Association's Recreation Activity Manager by December 31.
- Carry out any reporting responsibility imposed on the Club by the Association

Club Director Role Descriptions

Second Vice-President/Director

- Assist the President and/or First Vice-President upon request, as well as carry out any duty imposed by the bylaws, as directed by the Club's Board or President.

Assistant Treasurer/Director

- Assist the Treasurer, the President, and carry out any additional duties imposed by the Club's Board or President.

General Purchasing Director

- Be responsible for all the Club's shop purchases, except metal materials and welding supplies.
- Ensure that each purchase is documented by a purchase order reflecting not less than the source, quantity of each item, price, and date of purchase.
- Properly complete and file all CR-10 forms for the Club's Capital Development purchases with the Association.
- Carry out any additional duties imposed by the Board and/or President.

Metal Purchasing Director

- Be responsible for all the Club's purchases of raw metals and ensuring that each purchase is documented by a purchase order reflecting not less than the source, quantity of each item, price, and date of purchase.
- Be responsible for the pricing of all raw metals for resale to Club members, non-members, or the Association.
- Carry out any additional duties imposed by the Board and/or President.

Welding Purchasing Director

- Be responsible for all the Club's purchases of welding supplies and ensuring that each purchase is documented by a purchase order reflecting not less than the source, quantity of each item, price, and date of purchase.
- Provide recommendations to the Board for the purchase of welding machines and related equipment.
- Carry out any additional duties imposed by the Board and/or President.

Appendix B – Bylaw Amendments
Attach Amendments to This Document Behind This Page

Signatures



Club President

1/24/2023

Date



General Manager

1-23-23

Date