

Bylaws
WEAVERS WEST GUILD
Amended November 3, 2017

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Article I – General

Section A

The name of this Club shall be Weavers West Guild.

Section B

This Club is dedicated to the promotion of skill in handweaving and spinning for all interested members of the Recreation Centers of Sun City West, Inc. The achievement of this goal is pursued through the sponsoring of lectures and programs, maintaining a Club library, conducting classes and workshops, exhibits, public meetings and other activities designed to make comprehensive knowledge, inspiration and support available to all members.

Section C

These Bylaws will fully conform with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and 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 Centers' document shall prevail.

Section D

This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's bylaws.

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 the Rules, Regulations and Procedures, Chapter 3, Article II and appendix IX.

1. Non-Recreation Card Holders may not be given more privileges than a Recreation Card holder. In the case of a special event, a member of another weaving guild, or who otherwise is an accomplished weaver, may participate in a Weavers West workshop where such participation does not displace a Club member where facilities are limited, and does not impose non-reimbursable expense on the Club. The guest must pay the full class fee plus \$15.00. In no instance may the number of Non Recreation Card Holder guests in a given class exceed 50% of the total class membership, and no Non Recreation Card Holder guest may participate in more than three (3) workshops in a given calendar year. A Form CR-11 request must be submitted to the Recreation Activities Manager for approval prior to the event.
2. Recreation Card Holders must join the Club prior to attending a fourth Weavers West event.

Section D – Dues

1. The amount of 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.
2. Dues for the following year shall be set at the October meeting of the Club Board and presented for adoption by a majority vote of the Club

members at the November meeting, a quorum¹ having been established. To be included in the Membership Roster, dues must be paid by January 31

3. To participate in Club activities and use Club equipment, dues must be current. A new member who joins after November 1 shall be considered as paid-up for the following year.

Section E – Disciplinary Actions

As per Chapter 3, Article I.F.4, Membership and Operations, RR&Ps, members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption or cause dissention among Club members, clubs, or the Association in general, may have their Club membership temporarily suspended (up to two (2) weeks) by the Club. Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspension. Termination of a Club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. The following are recommended for Club disciplinary actions:

As recommended, the sequence of Club disciplinary actions will be as here listed:

- First offence – a written warning from the Club.
- Second Offense – a short term suspension by the Club
- Third Offense - a longer term suspension by the Club, not to exceed two weeks.
- Fourth Offense – Longer suspension or termination recommended by the Recreation Centers' General Manager to the Governing Board.

Any suspended or terminated Club member has the right to appeal to the Governing Board (RR&Ps Chapter 3, Article I.F.4).

1 Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other business that requires a vote. A quorum shall be 10% of the club membership; however, a quorum requirement cannot be fewer than 20 member or more than 100 members

Article III – Officers

Section A

The Club Board shall consist of (at a minimum) four (4) officers: a president, a vice-president, a secretary, and a treasurer.

Additional officers for this Club can also be a co-president, co-vice-president, assistant treasurer and two (2) members-at-large. The above named officers will be voted in by the membership and shall have full voting rights on the Club Board.

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 form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

- 1.** For the administration of this Club, the Club Board shall consist of the President(s), Vice-President(s), Secretary, Treasurer, Assistant Treasurer and two (2) Members-at-Large. Immediate past president to act as adviser upon request, not to exceed one year, but shall have no voting rights.
- 2.** A nominating committee consisting of three (3) members, selected in March by the Club Board, will be announced to the membership at the April business meeting. The Nominating Committee shall prepare a slate of nominees for the coming year for presentation to members at the October business meeting. Additional nominations may be made from the floor, provided that the consent of the nominee has been obtained in writing. The President shall not be a member of the Nominating Committee.

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,I.

The annual membership election meeting shall be held in the month of November.

Section D

Each club board is responsible to designate in their bylaws the individual responsible to submit the CR 15 membership report to the Recreation Activities Manager by February 1st of each year. This is the Treasurer as indicated in the Treasurer's duties below.

Section E

Officers shall be elected for a one (1) year term and installed at the December meeting with terms of office to begin on January 1 and end on December 31. Responsibilities of officers shall be as follows:

The President is the chief administrative officer and shall preside at all Club board, general and special meetings of the Club. The President shall serve *ex-officio* on all Standing and Special Committees (except the Nominating Committee) term not to exceed one (1) year.

The Vice-President is the administrative officer of the Club room. Together with all members of the Club Board, the Vice-President is responsible for the observance of all Club Rules and Regulations, reporting to the President of the Club matters of information or those requiring Club Board action. The Vice-President is responsible for reporting monthly attendance figures to the Recreation Centers.

In cooperation with the Treasurer, the Vice-President is responsible for supervising both the physical and financial inventories of all Club and Recreation Centers equipment.

The Vice-President shall oversee all operations regarding **Village Store and window sales,** and participation in the Craft Fair. The Vice-President shall coordinate the sale of items with the Quality Control Committee and may appoint any temporary ~~ad-hoc~~ **special** committees as are necessary for successful participation in the Craft Fair.

The Secretary shall keep a record of all general and special meetings of the Club and of the Club Board and shall maintain files of correspondence, financial

records, bylaws and other papers related to Club operation. Administrative records must be retained indefinitely.

The Treasurer shall be aware of and oversee the maintenance of all Federal and State of Arizona identification and non-profit identification numbers and Club status within those parameters. The Treasurer shall immediately notify the Club Board should gross income amounts necessitate a change in the Club status and the filing of additional forms.

The Treasurer shall:

1. Keep an accurate record of all monies received and spent and monitor the expenditures for contract services.
2. Reconcile materials and fixed assets as reported on the physical and financial inventories to source documents and report findings to the Club membership.
3. Make a detailed financial report at each business meeting.
4. Cooperate with the Membership Committee in the compiling and updating of membership data as required by the rule of the Recreation Centers of Sun City West and is responsible to submit the CR 15 membership report to the Recreation Activities Manager by February 1 of each year.
5. The outgoing treasurer shall be responsible for preparing the final financial statement (CR 7) for the immediately preceding calendar year and submitting it to the office of the Recreation Activities Manager. This statement shall include an income and expense statement, a balance sheet and a final net revenue and expense statement, pursuant to the Chartered Club Rules, Regulations and Procedures of the Recreation Centers of Sun City West. This final financial statement shall be prepared in a timely manner so as to be presented for audit by a Club-appointed individual who is independent of the Club Board, pursuant to the Rules, Regulations and Procedures cited above. Financial records must be retained for a period of at least seven (7) years.

The Assistant Treasurer shall:

1. Assist the Treasurer in all of the above duties and when requested, serve as Treasurer.
2. Coordinate with the Treasurer the final disbursements of monies to the Recreation Centers and Club remittances and distributions to Club members, if any.

Members-at-Large shall serve as liaisons between the general membership and the Club Board and each shall have a vote on the Club Board.

The Parliamentarian The President may appoint a parliamentarian subject to the approval of the Club Board to serve during the term of office of the president. The parliamentarian shall serve in an advisory capacity to the Club Board, and upon request, to a committee or individual, but shall have no vote.

Section F – Vacancies

Vacancies shall be filled by the Club Board to serve for the remainder of the term.

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 Activities Manager.)

Section H

It is the responsibility of each officer to pass the Rules, Regulations and Procedures book on to their successor.

Article IV – Meetings

Section A – Frequency of Meetings

There shall be a general membership meeting conducted during each quarter of the calendar year.

1. For this Club, there shall be eight (8) monthly meetings (September through April on the first Friday of each month. If for some reason the

meeting cannot be held on the designated day, the meeting date may be changed by consent of the membership. Officers are to be elected at the November meeting and installed in December.

2. The Club Board shall meet prior to each business meeting. The President may call special meetings of the Club Board. The Club Board shall fix the hour and place of Club Board meetings and shall have general supervision of the affairs of the Club between its business meetings.

Section B – Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President. Minutes, as well as other pertinent administrative records, must be retained for a minimum of three (3) years but shall be retained by this Club indefinitely. Minutes will be available to the membership before the next general meeting and will be approved at the meeting by voice vote.

Meeting dates and events will be publicized in the Newsletter, on the Club web page, by email and/or any other method by which members can be notified.

For a grievance or reasonable cause, a minimum of 12 (twelve) members is necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President, or the Board, or both, may call for a special membership meeting.

Section C – Voting and Quorum Requirements

1. (a) Membership meetings will be held as defined in Section A above. All members shall have an equal vote on matters presented to them for a vote.

(b) The Club Board shall meet as defined in Section A above. All duly elected officers shall have an equal vote in transacting Club business.
2. (a) A quorum for the transaction of business at any of the general meetings shall consist of no less than 25% (twenty-five percent) of the total membership.

(b) A quorum for the Club Board meetings shall be no less than four (4) voting members.

(c) Membership Meetings: A 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. There can be no proxy votes. The required majority must be 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 twenty-five percent (25%) of the Club membership as per above; however, a quorum requirement cannot be fewer than 20 members. A club could have in excess of 100 at a meeting but the top required limit is 100.

The vote shall be taken by a show of hands unless there is a request for privacy, which would require a ballot.

3. Robert's Rules of Order, Newly Revised, most current edition, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with this bylaws. Bylaw provisions take precedence over Robert's Rules of Order.

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 Club Board shall set specific dollar limitations on Club expenditures by authorized member of the Club Board. Anything over \$200 (two hundred dollars) must have the vote of the membership. Any purchase under \$200 shall be reported to the membership at the next general meeting.

No obligations, except for yarn store purchases or routine expenses already approved by the Club Board, shall be incurred by any member or committee without the approval of the President and one other member of the Board. Only

expenditures of \$25 (twenty-five dollars) or less can be paid by Petty Cash (RR&Ps Chapter 4, Article V.B.4).

All checks must be signed by two of the three officers whose signatures are on file at the bank.

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 Activities 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 in 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 Responsibilities

1. Any and all financial procedures not already detailed under the responsibility of the Treasurer shall be subordinate to the Rules and Regulations of the Recreation Centers.
2. All financial records used to calculate Federal and Arizona tax liabilities (if any) shall be maintained in an appropriate and timely manner as defined by the Rule and Regulations of the Recreation Centers.

Section H – Inventory

1. With the exception of the Yarn Store, a single individual may not order, receive, stock or disburse resale merchandise.
2. The Vice-President shall prepare a simplified inventory list of all equipment valued at less than \$300 along with the annual equipment inventory of other equipment valued at over \$300 and submit this to the Recreation Board by December 31.
3. All sale items received by the Village Store from a Club member are accepted on a consignment basis only. The Club assumes no responsibility for such items.

Article VI – Committees

Section A

Committees and/or chairpersons may be elected by the general membership or appointed by the Club Board.

Section B – Required Committees

Permanent (Standing) committees, at a minimum, will include Safety and Audit.

Section C

The Safety Committee shall report to the President and to the Facility Supervisor any conditions in the Weavers West rooms that might be hazardous to members using the rooms.

Section D

The Audit Committee shall conduct a yearly audit and prepare a report for the Recreation Centers by January 30. Elected Club Board members may not serve on the Audit Committee.

Section E – Other Committees

1. Committees which report to the President are as follows: Audit, communications, Education, Federation, Historian, Membership, Newsletter, Photography, Program, Publicity, Safety, ***Special Committees***, Special Events, and Spinners.

2. Committees which report to the Vice-President are as follows: Display, Hospitality, Library, Looms, Monitors, Quality Control, Sunshine, Summer Weaving, Supply and Equipment, Web Master and Yarn Store.

3. Additional committees may be created by the Club Board with the consent of the membership.

Article VII - Amendments

To amend the Bylaws of this Club requires a 2/3rd (two-thirds) vote of the membership present a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(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 and approved by a quorum of the membership.

3. A complete revised set of the 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 result and date of the membership vote should be duly noted on the submittal document.

4. For the purpose of this club, as specified in the foregoing, a quorum is designated as 25% (twenty-five percent) of the general membership.

Article VIII – Dissolution

Prior to the Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

Carol S. Byrne
President

12-11-17
Date

[Signature]
General Manager

12-18-17
Date

*C. Knecht
9-21-17*

