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# CHARTERED CLUB BYLAWS

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## **WEAVERS WEST GUILD CLUB**

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Weavers West Guild Club

### Section B - Purpose of Organization

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 – 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

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Recreation Card Holders can only be considered a visitor (non-participating).

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

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Non-Recreation Card Holders can only be considered a visitor (non-participating).

### 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).

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 quorum having been established. To be included in the Membership Roster, dues must be paid by January 31.

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 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**

Each club member is responsible for monitoring club facilities per Weavers West Guild Operating Procedures.



## 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.

Refer to Weavers West Guild Operating Procedures.

## Article IV – Officers

### Section A – Club Officers

The Club Board must consist of four officers: President, Vice President, Secretary, and 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 – 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 12). 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 Membership Chairperson shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> 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.

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. Number of terms an officer can serve is unlimited.

Immediate past president to act as adviser upon request, not to exceed one (1) year, but shall have no voting rights.

### Section F – Filling a Board Vacancy

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

### 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](http://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

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 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 two-hundred dollars (\$200.00) 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 twenty-five dollars(\$25.00) 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 CR-7 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 Administrative officer of the Club room.
- Responsible for the observance of all Club Rules and Regulations, together with all members of the Club Board.
- Reports to the President of the Club matters of information or those requiring Club Board action.

- Responsible, in cooperation with the Treasurer, for supervising both the physical and financial inventories of all Club and Recreation Centers equipment.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

## 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 9).

### 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.

President appoints the chairperson on Standing Committees.

### 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 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 E – Audit Committee/Chairperson Duties and Responsibilities

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 F - Other Committees and Their Duties

Committees which report to the President are as follows: Audit, Communications, Education/Programs, Federation, Membership, Newsletter/publicity, Community Services, Safety, Special Committees, Special Events, and Spinners.

Committees which report to the Vice-President are as follows: Display, Hospitality, Library, Looms, Monitors, Sunshine, Summer Weaving, Web Committee and Yarn Store.

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

### Nominating Committee:

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.

Additional committees can be found in Weavers West Guild Operating Procedures.



## **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 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.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

## Appendix A – Club Officer Role Descriptions

### President

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

### Vice President

- Administrative officer of the Club room.
- Responsible for the observance of all Club Rules and Regulations, together with all members of the Club Board.
- Reports to the President of the Club matters of information or those requiring Club Board action.
- Responsible, in cooperation with the Treasurer, for supervising both the physical and financial inventories of all Club and Recreation Centers equipment.

### Treasurer

- Keeps an accurate record of all monies received and spent and monitors the expenditures for contract services.
- Reconciles materials and fixed assets as reported on the physical and financial inventories to source documents and report findings to the Club membership.
- Makes a detailed financial report at each business meeting.
- Cooperates 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.
- Cooperates with the Membership Chairperson with the completion of submitting the CR 15 membership report to the Recreation Manager by February 15 of each year.
- 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 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 Clubs, Rules, Regulations, procedures of the Recreation Centers of Sun City West.
- 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.

#### Assistant Treasurer

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

#### Secretary

- Shall keep a record of all general and special meetings of the Club and of the Club Board.
- Shall maintain files of correspondence, financial records, bylaws and other papers related to Club operation.
- Administrative records must be retained indefinitely.

#### 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.

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

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## Signatures

  
\_\_\_\_\_  
Co-Club President

1/4-2023  
Date

  
\_\_\_\_\_  
Co-Club President

1/4/23  
Date

  
\_\_\_\_\_  
General Manager

1-4-23  
Date