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# CHARTERED CLUB BYLAWS

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## SUN CITY WEST WOODWORKING CLUB



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Woodworking Club

### Section B - Purpose of Organization

The purpose is to operate a Chartered Club and provide its facilities and equipment for the benefit and enjoyment of its Members in the furtherance of woodworking skills and to promote fellowship among its Members, all the while emphasizing safety in woodworking and in the operation and use of tools and powered machinery.

### 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.

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## 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.

Any Person, without paying a fee, may be a Visitor to the Wood Shop and be given an escorted tour of the facilities.

A Member may bring a guest into the Wood Shop to observe. Each guest must wear a Club guest badge. A guest will not operate any machinery, power or hand tools.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually before they are required to join the Chartered Club.

A Club Member may host up to three (3) 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.

Any Person, without paying a fee, may be a Visitor to the Wood Shop and be given an escorted tour of the facilities.

A Member may bring a guest into the Wood Shop to observe. Each guest must wear a Club guest badge. A guest will not operate any machinery, power or hand tools.

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 three (3) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to three (3) 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 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 members participate as monitors / volunteers in a variety of shop operations, in order to earn “badge-credits”. Members must maintain at least one (1) current badge-credit in order to gain access to and use Club facilities and tools.

Generally one (1) badge-credit is earned by giving four (4) hours of volunteer assistance to the Club (or 2 hours for ½ credit).

To earn badge-credits, there are daily monitoring needs for “Shop/Floor Manager” and “Tool Crib Monitor”, as well as multiple other volunteer opportunities to help with ongoing Club operations (ie: board service, committee service, machine maintenance, cleaning teams, lumber room sales, etc).



## 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.

Members may make as many wood projects as they want, but may not dominate time using shop equipment or space in a manner that unfairly prohibits other members access to reasonably timely use of shared equipment type or space. In general, members should try to limit their use of a specific machine to no more than one (1) hour.

If there are members waiting to use a machine, the existing user must fairly negotiate their estimated time of completion with those waiting. If required, all parties must resolve time-sharing of equipment with the Club Monitors or Board Members who are present in the Club.

Exceptions to the above may be for specific machine types which require long set-up time or highly skilled tools or software (ie: lathes, CNC, milling machine, etc), With these machine types, user-groups will document written policies which set up a scheduling method that is fair for the majority of Club Member users.

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## Article IV – Officers

### Section A – Club Officers

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

This board will also consist of five officers at large. Only elected officers may have a vote on the 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 President or their appointed board member 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.

A Board member's term of office shall be for one year beginning on April 1 of the Calendar year for which the election took place.

Term Limits – there will be a limit of ten one-year terms for each office listed above. At the conclusion of the tenth term, the board may allow additional years on a year-to-year basis.

### Section F – Filling a Board Vacancy

If a Member vacates a Board position for any reason, the President shall fill such vacancy promptly by appointing a new Board Member, subject to approval of a majority of the Club Board. The appointee shall serve until the end of the current club year. The appointment shall be subject to approval by a majority by the club board and the general membership.

### 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 two (2) 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-one (21) 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).

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## 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

A proposed capital expenditure, to replace existing equipment with similar equipment, must be approved by the club board. Any capital expenditure for new over five thousand dollars (\$5000.00), must be approved by the board and by a majority vote of those present at any General Membership Meeting where a quorum is established. Any proposed expenditure must be declared to the membership thirty days prior to either the purchase or the vote. Any expenditure of less than five thousand dollars (\$5,000.00) may be approved a majority vote of the Club's Board. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

All other reimbursement will be in the form of a club check. Check signing for club expenditures will be one signature checks signed by the president, or treasurer.

### 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 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.

### 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 committee will review and analyze recommend, publish, and inform members of club safety policies and procedures and techniques. Also, will administer the club and rec center's requirements for reporting.

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

The committee will annually audit the club's financial books, policies, and procedures.

### Section F - Other Committees and Their Duties

#### Nominating and Election Committee

Members of the Board shall be elected according to the following procedure:

- Nominations of Officers shall be made at the Scheduled February General Membership Meetings and shall be closed to nominations at the end of the February General Membership Meeting. A Member who runs for office will describe their background, experience, and interest in serving the Club and their availability to accept assignments.
- If the election is uncontested, (that means there are no contested positions on the ballot) a voice vote will be held at the March General Membership Meeting to approve the slate of officers. Nominations from the floor will be entertained prior to the vote being made. This vote will follow the guidelines in Article IV paragraph 2, Section B. General Membership Meetings.
- If the election is contested (that means, there is one or more contested positions on the ballot):
  - The Nominating and Election Committee will prepare ballots to be used at the March General membership Meeting.
  - At the March General Membership Meeting the Nominating and Election Committee will give ballots to Members as they sign-in for the meeting. The ballots will be available for 10 minutes passed the time the

meeting is called to order. Nominations from the floor will be entertained prior to the vote being made.

- As the ballots are completed, they will be placed in a container supervised by the Nominating and Election Committee.
- At the time the ballot distribution is closed, and all ballots have been cast the election will be announced as closed by the Nominating and Election Committee.
- The Nominating and Election Committee Chairman and at least two randomly selected Members will count the ballots and announce the winners.



## 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.

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## Appendix A – Club Officer Role Descriptions

### President

- The President is the Chief Administrator and Operating Officer of the Club.
- Will preside over all meetings of the General Membership and of the Board.
- Will not preside over any Election Meeting if the president is a candidate for election at that meeting or if the president has any other personal interest in the outcome of the meeting.
- Will, subject to approval by the Board, assign duties and responsibilities to all Board Members, taking care to base such assignments on an evaluation of their knowledge and experience.
- Will be responsible to see that all reports and records required by the Rec Center are properly prepared and delivered in a timely fashion.
- Shall be a signatory on the bank account in addition to the Treasurer.

### Vice President

- Will assume the duties of the President if the President is unable to perform his duties.

### Treasurer

- Chief financial officer of the Club shall keep careful accounts of all monies received and expended by the Club, include the nature and purpose of each receipt and expenditure.
- The Financial records of the Club shall be audited annually.
- Shall be the signatory on the bank account in addition to the President.
- Contribute to crafting and writing Club policies and procedures.

### Secretary

- Will keep minutes of all official Board Meetings and General Membership Meetings.
- Will ensure that timely notices of such meetings are conspicuously posted on the Club bulletin board and/or in the Club newsletter.
- Shall preserve all minutes, records and reports for a period of at least three years except that financial records and reports shall be kept for a period of seven (7) years. (Prior to current year)

### Officers at Large

- Five Officers at Large will perform duties as assigned to them by the President, subject to approval by the Board, providing such duties are consistent with the Officer's and Officers at Large experience and expertise.

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

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Club President

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Date

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General Manager

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Date