

APR 06 2023



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# CHARTERED CLUB BYLAWS

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**SUN WEST STAINED GLASS CRAFTERS**

# Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
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<b>REVISION NUMBER</b>	<b>DESCRIBE CHANGE(S)</b>	<b>CHANGE DATE</b>	<b>CHANGE(S) MADE BY</b>	<b>DATE MEMBERSHIP APPROVED</b>
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1.	Article IV- Officers Section A	2-21-2023	Peggy Harding	4-23-2023
2.	Updated Article V – Meetings Section A & G	4-17-2024	Kasey Huhta RM	N/A

Use of a superseded or obsolete document is prohibited.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 20 for amendments made to this document.

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun West Stained Glass Crafters

### Section B - Purpose of Organization

The purpose of this club is to promote the hobby of stained-glass crafting. This includes a workshop (known as the "studio") where qualified members can pursue the craft, providing advice and support as well as selected tool and equipment for use in the studio. Training and classes are given as facilities personnel permit.

### 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.

### Section E

This Chartered Club shall not provide alcohol at any Club function unless approved by a vote of the membership.

### Section F

The Club is run by members who shall decide all matters to the operation of the club.

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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.

The Club will welcome all guests and visitors but for their safety, they will not be allowed to practice the craft in the studio.

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

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

A Non-Recreation Card Holder Visitor must be accompanied by a Club Member host at all times when in Club facilities.

### 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 reassess monitoring requirements annually.



## 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.

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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.

Additional Club Board members may be appointed at the recommendation of the Club Board and approved by a vote of the general membership.

The Club Board will also consist of an Assistant Treasurer and three (3) directors at-large with all voting privileges. The Past President will serve as ex-officio member of 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 President 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.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year but can be renewed with the exception of the President who may only serve a maximum of two (2) consecutive terms. An ex-officio officer may not hold that position for more than one (1) year at Board discretion.

### Section F – Filling a Board Vacancy

Vacancy in elected office before the end of term due to resignation, incapacitation (not mere absence), or death shall be filled as follows:

If the office of President becomes vacant, the Vice President will assume the duties of the President. If the Vice President is unable or unwilling to serve as President, the Board will elect a Club member to serve out the term as President.

Should other elected officers' positions become vacant, the Board will elect a Club member to serve out the term of the vacancy.

**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](http://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 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

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed three hundred (\$300.00). Expenditures greater than three hundred (\$300.00) must be approved by a vote of the general membership.

Any Proposed Capital expenditure in excess of \$1000.00, other than replacement or repair may be requested by the Committee Chair, Board Member, or by a member, but such expenditure and reimbursement must first be authorized by the Board and approved by the 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 Review. (Refer to RR&Ps).

### Section G - Treasurer's Duties and Responsibilities

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

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## 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 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.

The safety committee ensures the safety of the Clubs' members by examining equipment, Club facilities, procedures, members' actions and makes recommendations to the Board for improvement in equipment, procedures and training. It is responsible for maintaining the first aid station and facilitating reporting of accidents or incidents in accordance with Recreation Centers' Procedures.

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

The Treasurer is a member of this committee. The audit committee is responsible for fulfilling audit requirements in accordance with Recreation Centers' procedures. The Committee provides reports to the Board and general membership and fulfills other related duties as assigned by the Board.

### Section F - Other Committees and Their Duties

**Maintenance** – The maintenance committee is responsible for taking the Simplified Inventory of capital equipment and studio supplies by December 31 in accordance with Recreation Centers' procedures (see Article V, Section H). The maintenance committee maintains the Club's equipment to be safe and in good operating condition. For non-budgeted items, the maintenance committee makes recommendations to the Board for expenditures to fix current equipment, replace existing equipment, or add new equipment. Or add new equipment. Tools and equipment for Club member use and repairs and/or makes recommendations on replacement of equipment and tools. The committee maintains the tools room, provides reports to the Board and general membership.

Membership – the membership committee is responsible for maintaining the membership database, conducting membership renewal processing, ordering badges and signs, and completing the CR-15 Membership Roster due Feb 1 annually for the preceding year membership and monthly reports attendance on the DR-4 Monthly Participation Report to the Recreation Centers. The membership committee coordinates with the Treasurer for accurate and complete accounting of the membership in accordance with Recreation Centers' procedures.

Training – The training committee identifies, selects and trains instructors that ensure the standards of practice for the hobby of stained glass crafting through training new members and advising general members of proper and effective techniques for creating glass creations, and using tools and equipment. The committee coordinates with specialized sub-committees for equipment use.



## **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.

### **Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of 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.

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## Appendix A – Club Officer Role Descriptions

### President

- Presides according to the Bylaws of the Club and to Robert's Rules of Order when not stated in the Bylaws, at all Board meetings, general meetings, and special meetings of the Club. The President shall cast the deciding vote in Stained Glass Bylaws in case of a tie.
- Approves Club expenditures.
- Submits CR-15 Annual Member Roster as of 12/31 to the office of the Recreation Activities Manger by February 15<sup>th</sup>.
- Represents the club at meetings of the Recreation Centers of Sun City West, INC.
- Ensures the actions of the actions of the Board are in compliance with these Bylaws, the membership voted policies, the Club's policies, and the Recreation Centers' requirements.
- Retain Federal Tax ID and Charter Approval Documents for the life of the Club.

### Vice President

- Assumes the duties of the president in his/her absence or if the president can no longer serve.
- Shall focus attention on membership issues including retention, renewal process, new member attraction, and new member training.
- Serve as Parliamentarian.

### Treasurer

- Keeps accounts of all monies received and expended by the Club and include the nature and purpose of each receipt and expenditures using generally accepted accounting procedures.
- Issues a quarterly report to be presented at the general membership meetings. The financial records of the Club shall be audited annually as provided in the bylaws
- Posts a monthly cash flow report on the Club board with copies given to the President and Assistant Treasurer.
- Prepares a financial statement at the end of his/ her year in office. Form CR- 7 will be used to submit this statement to the Recreation Activities Manager by February 15<sup>th</sup>.
- Makes sure that the Bank signature card is up to date and is filed with the Club 's banking institution.
- Treasurer, President, and Vice President are authorized to sign checks.

### Secretary

- Takes the minutes of all meeting which must be approved by the President and prepare all Club correspondence. All minutes of all meetings (Board, Membership, and Special Meetings) and copies of the most recent newsletters will be posted in the studio, with approval of the President.
- Retains all minutes of all meetings and copies of the most recent newsletters, and Club correspondence for a period of no less than three (3) years.

- During the absence of both the President and Vice President, the Secretary assumes the duties of the President including approval of Club expenditures.

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

  
Club President

11/15/22  
Date

  
General Manager

11-18-22  
Date