

Creative Silk Flowers Club Bylaws



Article I -

General

Section A - The name of this Club shall be Creative Silk Flowers.

Section B - Purpose of this Club shall be to bring people together who are interested in the active participation of developing skills in creating silk flowers and in the artistic arrangements of these flowers.

Section C - These Bylaws will fully comply 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 RecreationCenters.

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.

Non - Recreation Card Holder Guests may not be given more privileges than a Recreation Card Holder.

- A Recreation Center Card Holder may attend Club events up to three (3) times beforebeing required to join.
- Non -Recreation Card Holder guests may be invited only by individual Club members. There may not be an open invitation.
- Non - Recreation Card Holder guests must be accompanied by their Club member host.
- Non - Recreation Card Holder guests may attend Club events up to three (3) times when invited by a Club member.

- Non - Recreation Card Holder guests may not participate in Club's instructional classes.
- Club members may bring only one Non - Recreation Card Holder guest per event.

Section D - The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum¹ has been established.

Section E - Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 1. Membership participation is the action of taking part in club activities.
 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

Section F - Each club member is responsible for monitoring at club facilities per club bylaws. Page 2

Section G - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil in general, may have their club membership temporarily suspended (up to two [2] weeks) by the Club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

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 that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

- a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
- b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
- c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 1. Member in question and Club President or presiding officer shall present their case.
 2. Ruling will be made based on majority consensus
 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
 - a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - a. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., Suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

Article III – Officers

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

Additional officers for this Club, if appointed, do not have Board voting rights.

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 the 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.

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 Article VI, L).

Section D - The Vice-President is required to submit Form CR-15 (Membership Report) to the office the Recreation Activities Manager by Feb. 1 each year.

Section E -Term of office, term limits and responsibilities:

All officers shall be elected to the Club Board for a term of one (1) calendar year. Term limits shall be at the discretion of the voting Club members.

Responsibilities of officers:

- The President shall preside at meetings and have general supervision of all activities of the Club. The President shall represent the Club at meetings of the Recreation Centers and shall be prepared to report on activities of the Club when called upon. The President shall appoint any committees deemed necessary for the proper function of the Club. The President shall be an ex-officio member of all committees of this Club (except the nominating committee) for a period not to exceed one (1) year and shall represent the Club in association with other Sun City West organizations.
- The Vice-President shall work in close collaboration with the President. In the absence of the President, the Vice-President shall assume the duties of that office. The Vice-President shall keep a record of all Club members' names, addresses, phone numbers and Recreation Card numbers with the expiration date.
- The Secretary shall keep records of the proceedings at all special meetings and all regular business meetings. Records of all special meetings and business meetings shall be preserved for a period of three (3) years prior to the current year.
- The Treasurer shall receive and deposit all funds into an account for "Creative Silk Flowers Club" and shall keep accounts of all monies received and disbursed. The Treasurer shall prepare a Proposed Budget for the current year, which shall be presented for approval by the voting Membership at the February Business Meeting. Financial records shall be preserved for a period of seven (7) years prior to the current year. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section F - Vacancies in office: In the event that any Board member cannot complete their term in office, the vacancy will be filled by appointment by a majority vote of the remaining board members (with Club members' vote).

Section G -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 the club president to pass the Rules, Regulations and Procedures book on to their successor.

Article V-Meetings

Section A - There will be a general membership meeting conducted during each quarter of the calendar year. The election and installation of the new Board shall be held at the December membership meeting.

Section B - Provisions for calling and recording meetings:

- A Special Membership Meeting for a grievance or reasonable cause shall be called by the President or the Board upon request of a quorum of ten (10) percent of the voting Club members. A fourteen (14) day notice shall be given to all members of any Special Membership meeting.

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, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Section C- Voting and Quorum Requirements:

- Club Board Meetings -A quorum is a simple majority of the Board.
- 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 10 percent of the Club membership, however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100.
- Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records. All voting shall be by show of hands (visual) of the voting Club members, except for the impeachment of an officer, if more than one candidate is running for an office, or if it is a contentious issue, then voting will be by secret (written) ballot.
- Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Roberts Rule, i.e., anything not stated in the bylaws shall be referred to Roberts Rules of Order.

Article VI - Financial

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B - The specified dollar limitation on expenditures of Club funds by other than a vote of the general membership shall be Three Hundred dollars (\$300.00), or the item amount specified in the current budget. All expenditures shall be paid by check when a valid receipt is presented. The Petty Cash fund shall be used only to make change for Inventory sales at Club meetings.

Check signing provisions: Two signatures are required by the bank on the Club's bank account, the Treasurer's, and the President's. Bank checks will require one signature only, the Treasurer's or the President's.

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 Center Activity 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's responsibility - The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H - Inventory requirements: An inventory of Supplies and Equipment shall be taken once a year in December. The Treasurer shall be responsible for submitting the report to the Activities Manager by December 31.

For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased and total amount.

Article VI - Committees

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

All Chairpersons of Committees will be voted on at the Club's February General Business Meeting by members present by a show of hands, majority being 50 percent plus one (1).

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C- Duties of the Safety Chairman/Committee shall be to ensure that the club room is free of hazards, to report any issues to the Facilities Supervisor and to obtain all necessary information to complete Form RC 20-5 and submit it to the Recreation Center.

Section D - Duties of the Audit Chairman/Committee are to audit all financial records of the Club and to provide data required to complete Form CR-7 to the Treasurer.


Article VII – Amendments

To amend the bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

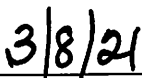
1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club Membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the 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 results and date of the membership vote should be duly noted on the submittal document.

Article VIII – Dissolution

Prior to Club dissolution {after all debts are satisfied}, all property and assets shall be turnedover to the Recreation Centers.




Beverly Owens, President
Owens

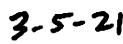


Date

ACCEPTED:



William Schwind, General Manager



Date