



CHARTERED CLUB BYLAWS

ARTISTIC HAND LETTERING, CARDS, AND MIXED MEDIA

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Artistic Hand Lettering, Cards and Mixed Media

Section B - Purpose of Organization

The purpose of Artistic Hand Lettering, Cards and Mixed Media is to provide members a variety of opportunities to explore, learn, practice and apply all forms of hand lettering to handcrafted cards and mixed media items. To accomplish this mission the club will offer formal class instruction, demonstrations, workshops, discussions, exchanges of ideas and exploration of current trends via social media platforms and internet sites.

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 Roster

The Annual Membership Roster must contain each Club Member's name and Recreation Card number as of December 31. This is a part of the Annual Financial Statement.

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.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to four (4) times annually before they are required to join the Chartered Club. Recreation Card Holder Guests can attend Hand lettering programs, workshops and/or instructional classes per year after paying all relevant fees.

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

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to four (4) times annually. Non-Recreation Card Holder Guests can attend Hand lettering programs, workshops and/or instructional classes per year after paying all relevant fees. A non-resident guest may not take the place of a current club member.

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 Membership Roster.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Section I – Club Monitoring

Each club member is strongly encouraged to monitor at least once per year.

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 form 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.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer. Each position shall have one vote. Co-officers are allowed in each position, and each position shall have one (1) vote.

Chairpersons of all standing committees that have been elected by the membership shall also have voting rights with the exception of the nominating chairperson who is appointed.

If a person serves in more than one position that has voting rights, that person shall have only one vote 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 New Club Officers List and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 21 for Officer Duties and Responsibilities descriptions.

Terms of office and responsibilities for officer shall be for one (1) year. An individual may be re-elected to serve more terms as decided by the membership. Officers elected by the general membership of the club shall be in possession of and knowledgeable of the Club Bylaws as well as the Recreation Center of Sun City West, Inc. Chartered Club Rules, Regulations and Procedures. Officers shall adhere to these documents in conducting the business of the club. Each officer shall transfer the Club Bylaws and Recreations Centers RR&Ps to the incoming officer at the end of their term. A slate of officers and committee chairpersons can be presented for election at the November general meeting. Election and installation of officers and committee chairpersons shall be held at the November general meeting. The incoming slate of officers and committee chairpersons are encouraged to attend the regularly scheduled November club board meeting to acquaint themselves with the function of their respective offices.

Section E – Filling a Board Vacancy

Vacancies on the club board shall be filled by a majority vote of the remaining board members. A board member so chosen shall hold office for the remainder of that term.

Section F – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section G – 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) 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 – Mandatory 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).

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

Approval for expenditures of club funds are as follows:

\$0 - \$175 – Club President

\$176 - \$250 - Executive Board

\$251 - \$300 - General Membership approval

\$300+ in supplies requires general club membership approval

\$300+ for the purchase of each piece of equipment must be approved by the club members and then the President will complete a Request to Purchase Equipment Form and submit a copy to Recreation Manager's Office for review and approval prior to purchase.

No petty cash fund will be in effect.

Bank Account Information and Check Signing Authorization:

1. All monies received shall be deposited in a bank account and recorded. No disbursements shall be paid from non-deposited funds. All disbursements shall be made by check with back-up documentation including invoices or signed receipts as applicable.
2. All bank accounts shall be in the name of the club and continue through succeeding administrations.
3. The president, vice-president, secretary, and treasurer shall be authorized to sign checks and the appropriate signature cards shall be submitted to the bank. Only one signature shall be required on a check.

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

role description in the Appendix A – Club Officer Role Descriptions on page 21.

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 Equipment Keys and Safety Chairperson are as follows:

Keep a record of all the keys issued.

Ensure that all equipment is properly secured, marked with the club's name and maintained in an assigned location.

Issue keys as directed by the president.

Check club equipment, room and furnishings for potential hazards. If room or furnishings require attention, request the president to complete Request for Service to Existing Facilities to be submitted to Recreation Activities Manager.

Conduct orientation on proper use and storage of club equipment at appointed general meetings.

Keep a first aid kit supplied with necessary items.

Any accident/injury/incident occurring in the club room (including those requiring medical attention) shall be reported to the facility supervisor within 24 hours using the accident/injury/incident report form. Club monitors will be responsible for documenting pertinent details of an incident in the club's records by reporting the accident/injury/incident to the safety chairperson. The safety chairperson will then report the accident/injury/incident as part of their report at the next board meeting so it will become part of the club's records. Club officers will be responsible for submitting form to the facility supervisor who will forward it to the office of the Recreation Activities Manager. The individual statement form is to be filled out by the individual(s) involved.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Treasurer will act as the Audit **Chairperson**.

The treasurer will appoint an individual to audit the club's financial records and prepare the Annual Financial Statement as required by the Recreation Centers of Sun City West, Inc.

This person cannot be a member of the club's board.

Annual Financial Statement Form is to be signed by the club president, treasurer and auditor and submitted to the Recreation Manager's Office by February 15, together with a copy of the club's November and December bank statements, the December (end of the year) financial statement and copies of any IRS 1099 MISC and 1096 Transmittal forms prepared and sent.

Section F - Other Committees and Their Duties

Classes Chairperson

Working with the vice-president, using the master calendar, select dates to offer instructional classes.

Coordinate registration with vice-president to set the dates for the master calendar approximately two weeks prior to the beginning of each new session, collect class fees to be given to treasurer.

Prepare Independent Contractor Agreement for all outside and member instructors for all classes. Copies of completed contract shall be distributed to the instructor and treasurer. The invoice from the instructor and a Request for Check form for payment of fee at completion of classes are to be submitted to the treasurer.

Submit a written list of persons registered for each class to the treasurer and instructor(s) by the end of the week of the first-class session.

Maintain a written list of members' interests in hand lettering, cards, paper crafts and mixed media and make copies available to the club board to assist in the decision of which classes are to be offered at each registration day.

Receive calls from prospective students and furnish them with important information.

Make certain sufficient class supplies are available in the club room prior to the beginning of classes. Coordinate with the equipment, keys, and safety chair when additional supplies are required.

Working with the vice-president, using the master calendar, select dates to offer instructional classes

Internal Club Communication Chairperson

Email submitted information from members regarding club activities.

Maintain a current and accurate email distribution list to email club minutes and announcements regarding club programs and/or workshops, classes and with permission, personal announcements about club members.

Edit and/or compose as necessary any information submitted for distribution.

Coordinate with the content manager to maintain and update the club's website.

Contact the sunshine volunteer to send cards to members for socially acceptable circumstances.

Membership Chairperson

Submit membership information and dues to the treasurer as received. Maintain a membership listing including a valid recreation card number. Submit a copy to the president, treasurer and to the internal club communications chair through club email ahlcandmm@gmail.com

Distribute welcome packet which may include welcome letter membership handbook, membership roster, and other pertinent information to each new member.

Assist at class registration by accepting new members.

Monitor Chairperson

Arrange for monitors for each meeting, class session, program and/or workshop. Encourage all members to monitor at least once per year

Nominating Chairperson

At the first club board meeting of the calendar year, the chairperson will be selected from the club's board. The chairperson may select one or more club members to serve on the committee. This committee shall begin to function by the first general membership meeting of the calendar year.

Enlist candidates for offices. Prepare slate of officers and committee chairpersons to be presented, posted, and distributed at least thirty days prior to the November general membership meeting. The slate shall include president, vice-president, secretary, treasurer, and chairpersons for standing committees who have voting rights on the board. Before placing candidates on the slate, the committee shall obtain the candidates' permission. Nominations may be made from the floor with the consent of the proposed nominees.

By the end of April email quarterly updates of positions filled for the slate of officers and chairs for the upcoming year.

This chairperson will not have voting rights on the club board.

Outreach Chairperson

Working with the vice-president, using the master calendar, select dates to offer workshops to create table favors and or birthday cards.

Table Favors

- a. Prepare themed tray or table favors for residents of a nursing home and schedule workshop dates with the vice president.
- b. Implement a simple design for making the favors by club members.
- c. Contact a nursing home for the number of favors needed.
- d. Purchase supplies for favors and submit bills to treasurer.
- e. Deliver favors to a nursing home in a timely manner.

Birthday Cards

- a. Check with nursing home for number of cards needed for each month.
- b. Deliver birthday cards to the nursing home.

Programs and Workshops Chairperson

Working with the vice-president, using the master calendar, select dates to offer instructional demonstrations.

In a timely fashion, furnish information to vice-president regarding supplies needed for upcoming activities and workshops published on the calendar.

Public Relations Chairperson

Develop and implement ways to publicize the club and its mission through sources such as:

1. monthly articles and photographs to the Recreation Center Newspaper.
2. local newspapers including digital formats, broadcasting club, Recreation Center bulletin boards, etc.

Coordinate information and photographs with the content manager to keep the website current. Coordinate with a volunteer to maintain the window display.

Social Chairperson

Organize and plan social functions as deemed desirable by the board and/or club membership.

Arrange for refreshments at the general membership meetings.

Maintain display on both club bulletin boards.

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.

Appendix A – Club Officer Role Descriptions

President

- preside at all general membership meetings, club board meetings and other activities as well as perform such other duties as usually pertain to this office including distribution of board meeting minutes to board members and general meeting minutes to the Internal Club Communications Chair.
- act as an ex-officio member of all committees with the term not to exceed one year on the committee.
- issue and sign checks in the absence of the treasurer, vice- president/or the secretary.
- attend, with the vice-president(s) and/or another club officer, if appropriate, all meetings scheduled between the club and the Recreation Centers of Sun City West, Inc
- prepare and submit New Club Officers List to the Recreation Activities Manager of the Recreation Centers within fourteen (14) business days of taking office.
- create ad hoc committees as needed.

Vice President

- assume the duties of and have the same authority as the president in the event of the president's absence or inability to perform the duties of the office.
- serve as chairperson of a committee to plan and carry out programs and workshops as they relate to hand lettering, card techniques and mixed media.
- inform the publicity chairperson of the dates, times, locations and other pertinent information for scheduled classes, programs and/or workshops.
- create master calendar detailing dates and times for all club activities.
- create for distribution a monthly calendar using the dates, times and supply lists provided by the chairs of classes, mixed media, card swap, programs/workshops and any other club sponsored groups.
- Carry out all other functions as designated by the president.

Treasurer

- receive all funds of the club and account for same by accurate accounting records.
- prepare a monthly financial report and present same at each club board meeting and general meeting. A copy of this report shall be given to the president and the secretary for filing.
- arrange for the annual audit of the club financial records and prepare an Annual Financial Statement as required by the Recreation Centers of Sun City West, Inc. This form is signed by the club president, treasurer and auditor then submitted to the Recreation Manager's Office by February 1, together with a copy of the club's November and December bank statements, the December (end of year) financial statement, and copies of any I.R.S.1099 MISC and 1096 Transmittal forms prepared and sent.
- receive Request(s) for Checks and Independent Contractor(s) Agreement; pay

contractor the contracted fee.

- file IRS Form 1099 MISC and Transmittal Form 1096 if the club
- has paid an independent contractor in excess of \$600 for services during the calendar year. Form 1099 MISC must be filed before February 28 and provided to the contractor before January 31. Copy of each 1096 Transmittal Form and 1099 MISC Form shall be sent to the Recreation Managers office with the annual financial statement.
- accompany the membership chair during collection of dues to maintain a record of paid members.
- team with the equipment, keys, and safety chair to verify the accuracy of the equipment listing and inventory supplies on hand in preparation for a report to be submitted by the club treasurer to the club president and the Recreation Manager's office annually by December 31st.
- prepare and submit the Membership Roster to the recreation activities manager by February 15th of each year.
- prepare and distribute a full listing of all members contact information for club use only.

Secretary

- keep a record of all business transacted at all meetings of the club board and the general membership meetings of the club, prepare and distribute minutes of these meetings and perform such duties as customarily pertain to this office.
- distribute via email, a copy of board meeting minutes to the president; the president will distribute to the board members. Distribute a copy of the general meeting minutes via email to the Internal Club Communications Chair who will email the minutes to the general membership. Place a copy of minutes in a binder in a designated cabinet in the club room.
- maintain a record of all treasurer's reports and all other data and pertinent information as directed by the president and required by the Rec Center.

Past President

- Shall provide continuity on the Club Board and serve as an adviser.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

President

Date

General Manager

Date