JUL – 6 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST LEATHER CARVERS

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Update Article V – Meetings Section A & G	4/17/2024	Kasey Huhta RM	N/A
2	Update FULL bylaws-remove "CR" to original name	5/1/2026	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Use of a superseded or obsolete document is prohibited.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 19 for amendments made to this document.

Contents

Document Change Control 1

Article I - General 5

Section A - Name of Organization 5

Section B - Purpose of Organization 5

Section C – Compliance with Recreation Centers of Sun City West, Inc. 5

Section D – Chartered Club Operation as a Non-Profit Organization 5

Article II – Membership 6

Section A – Membership 6

Section B – Honorary and Lifetime Memberships 6

Section C – Membership Roster 6

Section D – Membership Preconditions 6

Section E – Recreation Card Holder Guest/Visitor Privileges 6

Section F – Non-Recreation Card Holder Guest/Visitor Privileges 6

Section G – Club Dues 7

Section H – Maintaining a Chartered Club 7

Section I – Club Monitoring 7

Article III – Code of Conduct 8

Section A - Member conduct 8

Section B – Commercial/Mass Production Prohibition 8

Article IV – Officers 9

Section A – Club Officers 9

Section B – Club Officer Election 9

Section C – Club Officer Verification 9

Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties 9

Section E – Filling a Board Vacancy 9

Section F – Removal of Directors and Officers 10

Section G – Officer Succession 10

Article V – Meetings 11

Section A – Club General Membership Meeting Frequency and Openness 11
Section B – Club Business Currency and Board Meeting Openness 11
Section C - Provisions for Calling and Recording Meetings 11
Section D – Mandatory Club Officers Meetings 11
Section E – Club Meeting Purpose 11
Section F – Special Meetings 11
Section G – Voting and Quorum Requirements 12
Article VI – Financial 13
Section A – Financial Record Retention 13
Section B – Spending Limits 13
Section C – Club Member Compensation 13
Section D – Financial Record Audits 13
Section E - Club Advertising 13
Section F - Contracts 13
Section G - Treasurer's Duties and Responsibilities 13
Article VII – Committees 14
Section A – Non-Permanent Committees and Chairpersons 14
Section B – Permanent (Standing) Committees 14
Section C – Ad Hoc Committees 14
Section D - Duties of the Safety Committee 14
Section E – Audit Committee/Chairperson Duties and Responsibilities 14
Section F - Other Committees and Their Duties 14
Article VIII – Amendments 15
Section A – Amending These Bylaws 15
Section B – Amendment Review Requirements 15
Section C – Proposed Amendment Publication 15
Section D – Revised Bylaws Review Requirement 15
Article IX – Dissolution 16
Section A – Clubs with an IRS Tax Status Other than 501(c)(3) 16
Appendix A – Club Officer Role Descriptions 17
President 17

Vice President 17
Treasurer 17
Secretary 18
Appendix B – Bylaws Amendments 19
Attach Amendments To This Document Behind This Page 19
Signatures 20

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Leather Carvers Club

Section B - Purpose of Organization

The purpose of this club is to promote a general interest in leather crafting. To implement this purpose, we shall provide instruction in leather crafting and make available equipment and supplies needed for projects.

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.

Recreational Card Holder Guest Privileges: Guests may observe the club and its members but may not participate in its activities except for four (4) social events not exceeding four (4) hours per visit and must be accompanied by a Club Member. To fully participate, a Recreational Card Holder must join the Club. Completing the beginner's class is encouraged but interim personal instruction from Club Members is available until a new members class is conducted.

A Club Member may host up to four (4) 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.

Non -Recreational Card Holders Guest Privileges: Guests must be accompanied and overseen by a club member in good standing, for a maximum of four (4) social events not exceeding four (4) hours per visit.

A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to four (4) 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 Membership Roster.

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

Section I – Club Monitoring

All members shall serve as Club Monitor per the monitor guidance instruction.

The number of mandatory servings will be determined by an annual member vote in the month of December becoming effective for the next calendar year or will remain as stipulated in previous years and documented in the monitor guidance instruction. Monitor duties, sign up and time periods are defined in the club monitor guidance instruction.

The Club Board will appoint a member to review all monitor activity to determine compliance. If further guidance and/or clarification is required, it will be updated in the monitor guidance instruction and by the Leather Club Officers Board. Members not meeting this requirement will be Subject to disciplinary actions. Each Instance shall be individually reviewed by the Club's Officer Board. The Club's Officer Board issues all disciplinary action at their discretion. Procedural issues that require clarification of this monitoring requirement will be clarified by the Club Officers Board.

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 shall, at minimum, consist of a President, a Vice-President, a Secretary, and a Treasurer. This Club will also consist of an immediate Past President of the Club. If the Past-President remains a member of the Club and the Recreation Centers' Association. Each member of the Club Board shall have one Vote on all issues.

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 17 for Officer Duties and Responsibilities descriptions.

One term of office shall consist of one year. No member shall hold more than one elective office at any time. All officers may succeed themselves, if nominated and elected. An ex-officio officer may not hold that position for more than one (1) year.

Section E – Filling a Board Vacancy

- A nominating Committee or Chairperson shall be appointed by the Club's Board. That person(s) shall present nominee(s) from the club's membership who will then be voted on in December for the vacated offices effective January 1.

- In the event that an office is required to be filled temporarily, the club Board shall appoint a member in good standing to complete the unexpired term of the office or until the officer is able to return to their duties.
- In addition to the Nominating Committee or Chairperson process, officer nominations shall be accepted from "the floor" from members attending the general meeting. The

only requirement for nominations from "the floor" is that the nominated member be present at the general meeting and state his/her willingness to serve.

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 information (which can be found online at 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 – 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

- The purchase of equipment shall be presented to the Club's Board for review and required recommendation to club members for a vote to purchase. All club member requests for facility improvements and equipment purchases exceeding five-hundred dollars ($500.00) shall be approved by a quorum majority of club members and recorded in the meeting minutes.
- Purchases of supplies required for the smooth operation of the club shall be verified through the Treasurer's guidelines issued to Buyer's and shall not exceed three-hundred dollars ($300.00) unless approved by a Club Officer.
- 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 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

See Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 17.

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

- Provide Safety and training awareness for club members performing club activities at the club's Recreation Centers facility.
- Assure the Monitor and all members are aware of the Accident/Incident/Injury Report location and the requirement to complete the form and notify a Club Officer the same day of any accident, incident or injury connected with this club's activity. Form must be completed and submitted to the Kuentz Recreation Center Facility Lead/Supervisor within 24 hours of the incident.
- Each member has a duty to protect themselves from accident/injury and should participate in training awareness meetings.

Section E – Audit Committee/Chairperson Duties and Responsibilities

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 int the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Manager.

Section F - Other Committees and Their Duties

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

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, Committee and Coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings. Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.

Treasurer

- Receive and reconcile class income and membership dues paid
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide an income statement to the Content Manager for posting on the website monthly.
- Provide membership forms received with class receipts to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Submit form Annual Financial Statement with the Membership Roster for the year just ended to the office of the Recreation Manager by February 15 of the current year.
- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.

- Send club rosters to ClubTrack administrators at least twice per month.
- Complete and submit form 990 to the IRS annually.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Communicate with members using the Club's email program.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Club President

7/6/26
Date

General Manager

7/13/2026
Date