SUN CITY WEST

CHARTERED CLUB BYLAWS

Rip N Sew Club of Sun City West

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
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1.	Article II – Membership Section E	08/15/2023	Jeanne Phillips	09/22/2023
2.	Article II – Membership Section F	08/15/2023	Jeanne Phillips	09/22/2023
3.	Article III – Code of Conduct Section B	08/15/2023	Jeanne Phillips	09/22/2023
4.	Article VII – Committees Section F	08/15/2023	Jeanne Phillips	09/22/2023
5.	Appendix A - Club Officer Role Descriptions	08/15/2023	Jeanne Phillips	09/22/2023
	1st Vice President	08/15/2023	Jeanne Phillips	09/22/2023
	2nd Vice President	08/15/2023	Jeanne Phillips	09/22/2023
6.	Article IV-Officers – Section A	04/04/2024	Jeanne Phillips	05/09/2024
7.	Article VII – Committees – Section F – Other	04/04/2024	Jeanne Phillips	05/09/2024
8.	Appendix A Vice President	04/04/2024	Jeanne Phillips	05/09/2024
9.	Update Article V – Meetings Section A & G	04/14/2024	Kasey Huhta RM	N/A
10.	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Use of a superseded or obsolete document is prohibited.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 20 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Rip N Sew Club of Sun City West

Section B - Purpose of Organization

The purpose of this club is to share the love and enjoyment of sewing with one another.

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 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

Guests may visit the club to observe club activities and enjoy refreshments. They may not use any equipment or supplies.

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 five (5) times annually before the member is required to join the Chartered Club.

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

Guests may visit the club to observe club activities and enjoy refreshments. They may not use any equipment or supplies.

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

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 five (5) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to two (2) different Non-Recreation Card Holder Guests/Visitors at a time .

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

This Club requires that its members participate as Monitors in order to retain their Club membership. Each Member must monitor a minimum of four (4) times per year. Members who do not meet this minimum requirement will be subject to having their membership revoked for the following year.

Members may seek exemption from monitoring.

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. All members are expected to be fair, respectful, and equitable in the use of the club's equipment and supplies. If a member appears to be producing more than normal amounts of pieces, disciplinary action may be taken, up to and including suspension from the club.

Article IV – Officers

Section A – Club Officers

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

Additional officers for this club may be: Co-President, Co-Vice-President, Co-Secretary and Co-Treasurer and immediate past Co-Presidents. Throughout this document the singular term for an officer is intended to encompass either co-officers or a single officer in the event there is only one person in the position.

The immediate past President will serve in an advisory capacity only, not to exceed one year, and will have no vote. Each regular office will have one vote shared by the two officers when there are co-officers.

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

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. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office. No officer may serve more than three (3) years without a one (1) year absence before running for the Board.

An ex-officio officer may not hold that position for more than one (1) year.

Section E – Filling a Board Vacancy

The Club Board will appoint successors to any vacancies occurring on the Club Board other than Club President.

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

There will be a five hundred-dollar ($500.00) maximum for expenditures of club funds by other than a vote of the general membership. The Treasurer and President will be authorized to sign checks. Treasurer will oversee the purchase of all fixed assets and equipment valued at three-hundred ($300.00) or more. Treasurer will ensure form Request to Purchase Equipment is completed appropriately. Treasurer in conjunction with President can delegate purchase of equipment under three-hundred ($300.00), for materials and supplies and the sale of supplies.

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

See Treasurer 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

Will be comprised of at least two members of the club. They will be responsible for:

Ensuring all safety-related incidents occurring in the Rip N Sew Clubroom, are reported as required. The Form Accident/Incident/Injury Report will be submitted to the Facility Supervisor by the club President within 24 hours of any incident requiring medical treatment.

Preparing and maintaining club Safety Rules that comply with RR&P's

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F - Other Committees and Their Duties

Other Committees may be formed to meet the needs of the club. They also may be disbanded when the club no longer needs the support of a committee.

Information Management System (IMS) – The IMS Committee Chairman will be appointed by the Club President and will maintain membership attendance records. The IMS Committee will submit the Monthly Club Roster Report and the Annual Membership Roster to the Recreation Activities Manager by the required due dates.

The IMS Committee will submit club rosters to clubtrack@suncitywest.com whenever there is a change in the roster.

Classes and Calendar – The Classes and Calendar Committee Chairman will be appointed by the Club President and will coordinate all matters pertaining to classes and Club Calendar.

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.
- Complete paperwork (Independent Contractor Agreement and W9) for new hires.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- 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.
- Responsible for publicity of Club Events.
- Coordinate all matters pertaining to monitors including calendar and education.
- Coordinate orientation for new club members.

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 and General Membership monthly.
- Provide an income statement to the Content Manager for posting on the website monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors and maintain 1099 records.

- Submit form Annual Financial Statement 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.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- 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.
- 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

Angelina C C Landon — 8-4-26

Club President — Date

8/12/2026

General Manager — Date