

## **BYLAWS R.H.JOHNSON LAPIDARY CLUB**

### **Article I – General**

Section A – The name of this organization shall be: R.H.JOHNSON LAPIDARY CLUB (referred to hereafter as the Club.)

Section B – The purpose of this Club is to provide instruction in the art of Lapidary skills and to provide facilities for the improvement of said lapidary skills and learning.

Section C - These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Bylaws, and Rules, Regulations and Procedures 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 Bylaws of the Recreation Centers.

### **Article II – Membership**

Section A - Membership shall be open to all members in good standing of the Recreation Centers.

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

1. Members are permitted use of any and all equipment in the Club upon successfully completing the required number of hours of instruction in each type of equipment, with emphasis on safety. A designated instructor will conduct such classes of instruction. The Club's Board of Directors determines the fee for these classes.

2. New members may be exempt from completing the required instruction by demonstrating knowledge and experience from prior

use of lapidary equipment to the satisfaction of the instructor or Club President. a 4 hour orientation course on the use of all equipment is required. The fee for this course, determined by the Club's Board of Directors, covers the Club dues and the cost of instruction.

3. It is expressly understood and agreed that the Association members petitioning for membership, shall indemnify, and hold harmless, the association, the Club, their officers, heirs and assigns, and instructors, their heirs and assigns, from all claims of damages, to themselves and all others; properties or injuries of any kind, including death, to any and all persons, and from all judgments recovered there from and all expenses in defending said claims or suits, to include, but not limited to, court costs, attorney fees and any expenses caused by or arising out of the action or omission of the association, the Club and their members, instructors, monitors, officers, the Club chairpersons, servants, agents and employees, and all heirs and assigns of the above mentioned principals.

4. Club equipment and machinery are used at member's risk. The Club is not responsible for injury or loss sustained by a member while operating said equipment or while on Club property. approved eye protection must be worn when operating any and all Club equipment.  
**NO EXCEPTIONS!**

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Section 2 (a)(b)(c)(d). Recreation Center cardholder guests and non-cardholder guests must be accompanied by a member at all times. The guests may visit and observe activities of the Lapidary but may not use any of the Lapidary equipment or participate in instructional classes. Guest participation at social events is limited to six guests per member per event. There is no limit to the number of times a guest may attend social events.

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 quorum<sup>1</sup> has been established.

1. Fees & Charges- New members will be assessed costs of instructors' fees plus the cost of supplies and materials placed in the new member's kit. These fees are to be adjusted quarterly according to increase cost to the Club. For new members, annual dues for current year are

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<sup>1</sup> 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.

included in the cost of instruction and will be prorated if the class is completed before November 1. If the class is completed after November 1, dues for the current year will be forgiven. members wanting to use faceting, intarsia, inlay, dichoric glass, or wire encagement equipment must complete a special course. The Club may establish fees for instruction on specialty areas such as faceting, inlay, intarsia, etc. The Board of Directors determines a fee covering cost of materials and instruction.

Section E – Members may be dismissed or re-instated by action of the Board of Directors in accordance with the association guidelines listed below. causes for such dismissal shall include documented examples of disruption, dissension and theft and other (e.g., disciplinary actions). The following are recommended for Club disciplinary actions:

1. First Offense - a written warning from the Club,
2. Second Offense - a short-term suspension by the Club,
3. Third Offense - a longer term suspension by the club not to exceed two weeks,
4. Fourth Offense - termination recommended by Recreation General Manager to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board. (See Chapter 3, Paragraph 1 g. of the Rules, Regulations and Procedures).

### **Article III – Officers**

Section A - The Executive Board shall consist of a President, First Vice President, Second Vice President, Secretary and a Treasurer, Assistant Treasurer, a Director-at-Large. Voting members of the Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer and a Director-at-Large.

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 B - The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, section 5 k.)

Section C – Term of office, for all officers and Chairpersons, will be one year from January 1 through December 31. Duties will be as follows:

President; The President shall preside at all regular business, special and board meetings. The President shall appoint committees as necessary for efficient Club functioning and shall act as Chairperson of a committee to review these Bylaws at the least once a year to insure currency.

First Vice President: Shall preside at all meetings in the absence of the President and shall be responsible to the Board of Directors for the efficient management and/or administration of Club Facilities; publishing of the Newsletter and reporting the number of members participating monthly on a CR4 form to the Association. The first Vice-President shall be assisted by all officers and Chairpersons and will, in turn, assist them in every way possible.

Second Vice-President: Shall preside at all meetings in the absence of the President and First Vice-President and shall assume the duties and responsibilities of the Club when required. The Second Vice-President shall be Chairperson of the monitors for all functions in the grinding and slab rooms. The Second Vice-President will appoint individuals in each area to see that the functions are properly staff. Each monitor is considered to be a direct representative of the Board and shall have authority to deny members use of equipment and machinery if found to be improperly operating said equipment. In the event of such action, a report to an Officer of the Board is required as soon as possible.

Secretary: The Secretary shall keep minutes of all Club meetings including Board and General Meetings, and perform other Secretarial duties as needed. Records and minutes shall be kept for a minimum of three years and shall be available to the members of the Board at any time, and a copy posted on the bulletin board after each meeting.

Treasurer: The Treasurer shall receive all monies, and deposit same regularly in a bank account approved by the Board. The Treasurer

shall keep a complete record of all receipts and disbursements, and shall pay all bills when they are documented and approved by the President or, in the absence of the President, by a Vice President or other member of the Board. The Treasurer shall make a monthly statement showing receipts and disbursements including funds, or any other balances. All tax and financial reports will be prepared as required by the association and /or Federal and State regulations. If bond is required, the Treasurer will furnish same at Club expense. all financial records of the Club shall be made available to the officers and directors and kept at a minimum 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 February 1 for preceding year.

Assistant Treasurer: The assistant Treasurer shall assist the Treasurer and take over duties of the Treasurer if and when required.

Director-at-Large: The Director-at-Large will be the immediate past president, when possible, with voting rights. The term will be for one year only.

Section D- In the event an elected officer can no longer serve, the President or in his absence the Board, can appoint a replacement for the balance of the year.

## **Article IV - Meetings**

Section A - Frequency of Meetings: General Club meetings will be held every other month, starting in January, except July & August, at a time, place and date scheduled by the Board of Directors. Information relative to the meeting, will be posted on bulletin boards and mentioned in the Club newsletter, well in advance of the meeting. The Board of Directors may call special meetings. Robert's Rules of Order will be followed in the ordinary conduct of business when the Bylaws do not conflict.

Section B - Provisions for Calling and Recording Meetings: 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.

## Section C - Voting and Quorum Requirements:

1. Members in good standing are entitled to one vote on issues placed before the membership requiring approval.
2. A quorum, at a General Meeting, shall be ten (10) percent of the membership or 20 people, whichever is greater, and a maximum established at 100. A quorum for a Board Meeting requires at least 50% of the voting members of the board.
3. A secret ballot is required, at the annual meeting, only when more than one name is presented for officers or directors.
4. Roberts Rules of Order will be followed in ordinary conduct of business when Bylaws do not conflict. Stated Bylaw provisions take precedence over Robert Rules.

## **Article V - Financial**

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

Section B – Any plan to purchase equipment, supplies, rocks, slabs, etc., totaling up to \$500.00, at one time, shall be brought to the attention of a member of the Board of Directors. expenditures from \$500.00 to \$1,000 require advance approval of the President or Vice-President and subsequent Board ratification. This provision applies to any officer, or director, and the Chairperson of the Purchasing Committee. Any expenditure Totaling \$1000 or more, will require prior approval of the general membership. Only expenditures of \$15 or less can be paid by petty cash. See Chapter 4, Paragraph 4b (1)(d).

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 D - All lapidary checks will require one of the following

signatures: President, First Vice-President, Treasurer or assistant Treasurer. Checks payable to an officer shall be signed by another officer.

Section E – An annual inventory will be made to include all equipment valued over three hundred dollars (\$300.00). a simplified annual inventory will be made to include all equipment and retail supplies valued under three hundred dollars (\$300.00) or any item with significant value.

Section F – Bank accounts: Accounts should not exceed the amounts considered prudent to fulfill the association goals of “Providing for the recreational and/or leisure interests of their members and SHALL NOT HAVE PROFIT AS A GOAL.” At no time shall the operating fund balance exceed 50% of the reasonably anticipated expenses for the current year. Due to the time periods in which the annual membership dues are collected, the Club will be allowed ninety (90) days to make necessary disbursements to return within the limit. If the operating fund balance, combined with CD’s and other similar investments, exceeds this maximum balance, the surplus shall be transferred to the Associations Facility Reserve Fund. If a Club , due to its size, requires an account in excess of the limit, it must be reviewed and approved by the Recreation Manager.

Section G – Club Equipment Reserve Fund: The Club will need to establish an Equipment reserve Fund for the future repair and replacement of the present equipment. It is recommended that an amount equal to ten percent of the replacement value of the Club’s equipment be maintained in this reserve or at least enough to replace the most expensive single item of equipment.

Section H –Club funds in excess of operating expenses shall be invested in insured certificates of deposit or as approved by the Board in accordance with Association Bylaws.

## **Article VI – Committees**

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

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

The permanent (standing) committee Chairpersons, (Directors), and

their duties are as follows:

1. Maintenance & Safety Chairperson: This Chairperson is responsible for the repair and maintenance of all equipment and machinery installed in the Club. The Chairperson is authorized to make necessary emergency purchase up to \$250.00 with subsequent approval of the President or Vice-President.

2. Instruction Coordinator: This Chairperson is responsible for providing trained instructors to teach new and untrained members the basic methods of lapidary, faceting, inlay, intarsia, dichoric glass & wire encagement techniques. The instructors provide on-the-job training, and this instruction will include safety methods in operating Club equipment and machinery. The coordinator shall keep the membership roster updated.

3. Purchasing Agent: This Chairperson is responsible for purchasing all items required in the shop, findings, supplies, spare parts, tools needed to keep an adequate inventory as established by the Board. The Purchasing Agent shall certify all expenditures with the Treasurer. Reimbursement of expenses incurred by Purchasing Agent in conducting the business of the Club, with claims for same, will be made to the Purchasing Agent when approved as herein required.

4. Jewelry Inspector: This Chairperson, and the Chairperson's committee, is responsible for the approval or rejection of all jewelry items offered for sale through the Village Store. The Board shall set all standards of inspection of jewelry. Time and place of inspection, plus type of items and quantity, will be communicated weekly to the membership. This Director may ask Club members to assist in the inspections. Items to be sold through the store or Club windows are submitted at owner's risk.

5. Auditor: The Auditor will keep an ongoing audit of all receipts, disbursements, bank and other accounts, reconciling same. An annual audit report will be prepared and presented to the Board prior to the final general meeting of the year.

6. Computer Systems: This Chairperson is responsible for the computer operation, system, design, installation, and software or hardware additions. No changes can be made to the system without documentation and this Chairperson's approval and any person wishing to use the computer must have the approval and any person wishing to



use the computer must have the approval of this Chairperson. This equipment is for club use only.

7. Display Coordinator: This Chairperson is responsible for displaying items in Club windows or cabinets and is the only person authorized to place items for display. The Chairperson may appoint an assistant to act in the Chairperson's absence. The Club Manager or monitor is responsible for removing display items and taking them to the Village Store for sale.

8. Nominating Committee: The President may appoint a Nominating Committee consisting of a least three (3) members. The Chairperson will present, at the November Board and General Meetings, a new slate of officers for the new year and with the written consent of the nominees. All nominations from the floor will be accepted with the consent of the nominees to be stated at this time.

9. Rock Coordinator: This Coordinator shall possess knowledge about rocks; and is responsible for purchase and pricing of rocks.

10. Membership Chairperson: The Membership chairperson is responsible for maintaining the membership list and updating the individual member's records, collecting and recording dues and keeping an accurate and timely count of membership for determination of quorum requirements. The Chairperson is responsible for providing membership badges.

## **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 turned over to the Recreation Centers.

\_\_\_\_\_  
*(Type the President's Name)*  
President

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
*(Type the General Manager's Name)*  
General Manager

\_\_\_\_\_  
Date