



BY-LAWS of R. H. JOHNSON LAPIDARY CLUB

19803 R. H. Johnson Blvd. Sun City West, AZ. 85375

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, Association Bylaws, and Rules, Regulations and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document shall prevail.

Section D - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

Article II - Membership

Section A - Membership shall be open to all members in good standing of the 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 will determine 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. An orientation course on the use of all equipment is required. The fee for this course, determined by the Club's Board, covers the Club dues and the cost of instruction.
3. It is expressly understood and agreed that members shall indemnify, and hold harmless the Club, its 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 other expenses caused by or arising out of the act or omission of the Club and its 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, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder. Recreation Card Holders may attend two social functions before joining the club.

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

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 cost to the Club. For new members, annual dues for the current year are included in the cost of instruction and will be prorated if the class commences after June 30. If the class commences after October

1. Dues for the current year will be forgiven. Members wanting to use faceting, intarsia, inlay, dichroic glass, or wire wrapping equipment must complete a special course. The Club may establish fees for instruction on specialty areas such as faceting, inlay, intarsia, etc. The Board determines a fee covering cost of materials and instruction.

Section E –Maintaining a Club Charter:

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

¹ A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets, or to conduct other club business 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.

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

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

Section H - Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two (2) weeks) by the club.

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

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - a. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 1. Member in question and Club President or presiding officer shall present their case.
 2. Ruling will be made based on majority consensus
 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities

Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.

- a. General Manager may suspend a member up to sixty (60) days.
- b. Club termination may be recommended by the General Manager to the Governing Board.
- c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the RCSCW Recreation Card).

5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

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

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

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

Article III – Officers

Section A – The club board shall consist of a minimum of four officers. The Lapidary Club board shall consist of a President, a Vice President, a Secretary, a Treasurer, and Assistant Treasurer. Voting members of the Board shall consist of the President, Vice President, a Secretary, Treasurer, and Assist Treasurer.

Section B – Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association’s Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

It is the responsibility of the retiring president at the end of his term to present the new president with the Rules, Regulations and Procedures documentation. The new president will then ascertain that his newly elected officers receive and read the documentation.

Section C – The club board shall be elected by a majority vote of those present at the club’s annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L).

Term of office for all officers and Chairpersons will be one year from January 1 through December 31. While it shall be encouraged that the individuals fulfilling the positions of Officers change with each annual election, there shall be no limit on the number of terms a member a may fulfill a position if that person is duly elected to the position by the club membership.

Section D – The Vice President is responsible for submitting CR 15.

Section E – Responsibilities of Board Members.

1. **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 By-laws at least once a year to insure currency.
2. **Vice-President:** Shall preside at all meetings in the absence of the President and shall be responsible to the Board for the efficient management and/or administration of Club facilities; publishing of the Newsletter and the SCW Clubs Web site, reporting the number of members participating monthly on a CR4 form to the Recreation Centers, and submitting the CR15 membership report the Recreation Activities Manager by Feb 1st of each year. The Vice President shall be Chairperson of the Monitors for all functions in the grinding and slab rooms. The Vice President will appoint individuals in each area to see that the functions are properly staffed. 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 be an Officer of the Board is required as soon as possible. The Vice-President shall be assisted by all officers and Chairpersons and will, in turn, assist them in every way possible.

3. Secretary: The Secretary shall keep minutes of all Club meetings, including Board and General Meetings, and perform other secretarial duties as needed. Minutes must be approved by the President. 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.
4. Treasurer: The Treasurer shall receive all moneys, and deposit same regularly in a bank account approved by 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 another member of the Board. The Treasurer shall make a monthly statement showing receipts and disbursement including funds, or any other balances. All tax and financial reports will be prepared as required by the RR&Ps 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 kept for 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 the preceding year.
5. Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer and take over the duties of the Treasurer if and when required.

Section F – Vacancies in Office. In the event an elected officer can no longer serve, the President or, in his absence, the Board may appoint a replacement for the balance of the year.

Section G – Impeachment. To Impeach and officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from Recreation Activities Manager)

Section H – It is the responsibility of the Club president to pass a copy of the Rules, Regulations and Procedures book on to their successor.

Article IV - Meetings

Section A – Frequency of Meetings: General Club meetings will be held every other month, with a minimum of one meeting per quarter, starting in January, except July & August, at a time, place and date scheduled by the Board. Information relative to the meeting will be posted on bulletin boards in the club room and sent electronically to members with e-mail addresses on record with the club, well in advance of the meeting. Election of Officers for the following year will take place at the November meeting. Board meeting will be held preceding the general meetings. The Board or President may call special meetings. Roberts’s Rules of Order will be followed in the ordinary conduct of business when the By-laws 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. Minutes of general meetings should be available to the membership before the succeeding general meeting.

For a grievance or reasonable cause, it shall require twelve or more members to request that the Board call a special membership meeting. In such case, the President will call a meeting of the Board to review and act on the request. If deemed necessary and/or appropriate, the Board will direct that a general membership meeting be called to consider the issue. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section C – Voting and Quorum Requirements:

1. Club Board Meetings – A quorum is a simple majority of the board.
2. General Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club membership; however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100. Votes are to be visual by a count of hands unless, in a vote for officers, there is more than one name for an office. In that case the vote will be by secret ballot.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Robert's Rules of Order will be followed in the ordinary conduct of business when the By-laws do not conflict. Stated By-laws provisions take precedence over Robert's 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, rock, slabs, etc., totaling up the \$500.00, at one time, shall be brought to the attention of a member of the Board. Expenditures from \$500.00 to \$1,000 requires advance approval of the President, or Vice-President, and subsequent Board ratification. This provision applies to any officer, and the Chairperson of the Purchasing Committee. Any expenditure totaling \$1,000, or more, will require prior approval of the general membership. No expenditures shall be made by cash from “unbanked” monies.

The President, Vice-President, Treasurer, and Assistant Treasurer shall be authorized to sign checks for the club, Checks payable to any of these officers shall be signed by another officer authorized to sign checks.

Section C – No club members shall receive any compensation or financial award from the club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager.

Section D – Financial records must be audited on a yearly basis by individuals other than those elected to the club board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E – Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F – Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&P's. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager by Feb 1 for the proceeding calendar year.

Section H – Annual inventory of property and equipment will be made in December of each year in accordance with Chapter 4, Article VII or RR&Ps. The Treasurer shall be responsible for submitting the Annual Inventory Report the Recreation Activities Manager by December 31st of each year.

Section I – Bank accounts: Accounts shall be established and maintained in accordance with Chapter 4, Article V, F or RR&Ps.

Section J – Club equipment Reserve Fund: The Club will maintain and Equipment Reserve Fund for the future repair and replacement of the present equipment in accordance with Chapter 4, Article V, G of RR&Ps.

Section K – Club funds in excess of operating expenses may be invested in insured certificate or deposit or as approved by the Board in accordance with Association by-laws.

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

Article VI – Committees

Section A – Committees and/or chairpersons may be elected by the general membership or appointed by the board.

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

Section C – Duties of the 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 purchases up to \$250.00 with

subsequent approval of the President or Vice-President, the Chairperson is responsible for the review, recommendation to the Board for change and enforcement of the Club's Safety Rules.

Section D – Duties of the Auditor: The Auditor will conduct an ongoing audit of receipts, disbursements, bank, and other accounts, reconciling same throughout the year. The Auditor shall fulfill the requirement of Article, V, Section D of these Bylaws.

Section E – Other Chairpersons/Committees and their duties.

1. **Instruction Coordinator:** This Chairperson is responsible for providing trained instructors to teach new and untrained members the basic methods of lapidary. Faceting, inlay, intarsia, dichroic glass & wire wrapping 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 relative to qualifications/training.
2. **Purchasing Agent:** This Chairperson is responsible for purchasing all items required in the shop – findings, supplies, spare parts, and tools needed to keep an adequate inventory as established by the Board. The purchasing Agent shall certify all expenditures to the Treasurer. Reimbursement of expenses incurred by other than the 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.
3. **Jewelry Inspector:** This Chairperson, assisted by 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. The Inspector 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.
4. **Computer Systems:** This Chairperson is responsible for the computer system operation, design, installation, and software or hardware additions. No changes shall be made to the system without documentation and this Chairperson's approval, and any person wishing to use the computers must have the approval of this Chairperson. This equipment is for Club use only!
5. **Display Coordinator:** This Chairperson is responsible for displaying items in Club windows or cabinets that have been submitted to the Village Store for sale and is the only person authorized to place such items for display. The Chairperson may appoint an assistance to act in the Chairperson's absence. The Register Clerk is responsible for removing display items and taking them to the Village Store for sale.
6. **Nominating Committee:** The President may appoint a Nominating Committee consisting of at least three (3) members. The Chairperson will present, at the November Board and General Meetings, a slate of officers for the upcoming year along with the written consent of the nominees. Nominations from the floor will be accepted with the consent of the nominees to be stated at this time.
7. **Rock Coordinator:** The Coordinator shall possess knowledge about rocks and is responsible for purchase and pricing of rocks.

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

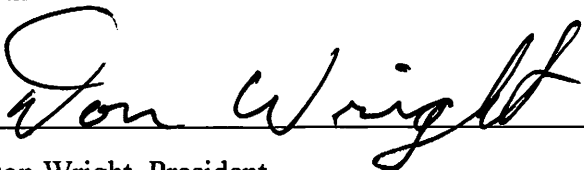
Article VII - Amendments

To amend the bylaws of this club required 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 amendment 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

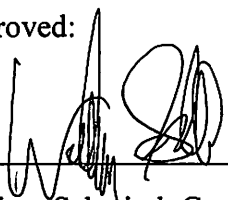
Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.



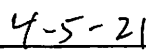
Don Wright, President



Date

Approved:


William Schwind, General Manager



Date