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# CHARTERED CLUB BYLAWS

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JOHNSON LAPIDARY



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Johnson Lapidary

### Section B - Purpose of Organization

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 – 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.

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## 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 Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### 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.

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.

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.

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.

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

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

A Non-Recreation Card Holder Visitor must be accompanied by a Club Member host at all times when in Club facilities and Club Monitor is to ensure visitors are following safety policies.

**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 CR-15 Membership Report.

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. Please see Club Rules.



## 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 a form CR-16 (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.

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## Article IV – Officers

### Section A – Club Officers

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

Voting members of the Board shall consist of the President, Vice President, a Secretary, Treasurer, and Assistant Treasurer.

### 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 CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Vice President shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 18 for Officer Duties and Responsibilities descriptions.

Term of office for all officers and Chairpersons will be one (1) 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 may fulfill a position if that person is duly elected to the position by the club membership.

### Section F – Filling a Board Vacancy

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 – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

**Section H – 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](http://www.scwclubs.com)) onto their successor.

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## Article V – Meetings

### Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 – Required 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 (20) 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).

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## 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

Any plan to purchase equipment, supplies, rock, slabs, etc., totaling up the five-hundred dollars (\$500.00), at one time, shall be brought to the attention of a member of the Board. Expenditures from five-hundred dollars (\$500.00) to one-thousand dollars (\$1,000.00) 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 one-thousand (\$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 – 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 18.

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## 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 safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

### 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

**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.

**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.

**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!

**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.

**Rock Coordinator:** The Coordinator shall possess knowledge about rocks and is responsible for purchase and pricing of rocks.

**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 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.

### Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

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## Appendix A – Club Officer Role Descriptions

### 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.

### 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, and submitting the CR15 membership report the Recreation Manager by Feb 15th 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.

### 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 Manager by February 15 for the preceding year.

### Assistant Treasurer

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

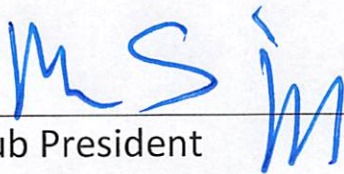
### **Secretary**

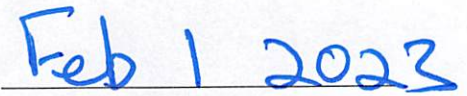
The Secretary shall keep minutes of all Club meetings, including Board and General Meetings, and perform other secretarial duties as needed. Minutes must be approved by the President. Records and minutes shall be kept for a minimum of three years and shall be available to the members of the Board at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

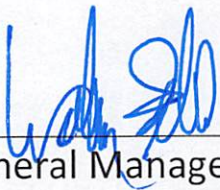
## Appendix B – Bylaws Amendments

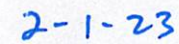
Attach Amendments To This Document Behind This Page

Signatures

  
Club President

  
Date

  
General Manager

  
Date