

SUN CITY WEST METAL CLUB

BY--LAWS Fun Revision 09/06/05

Article I - General

SECTION A: The name of this organization shall be "Sun City West Metal Club" of Sun City West, Maricopa County Arizona. Where the name "Club" is used henceforth, it shall mean the Sun City West Metal Club. Where the name "Association" is used henceforth, it shall mean "The Recreation Centers of Sun City West, Inc."

SECTION B: The purpose of the Club is directed to promote the following:

1. A community interest in working with metals.
2. The development of an expanded base of knowledge for all shop users in the fabrication, etc., of metal through cooperative exchange of ideas and expertise.
3. An optimum level of safety through instruction as defined in the by-laws and safety manual and in the proper use and care of shop equipment.
4. A spirit of good fellowship among club members and club guests.

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 the applicable Arizona and Internal Revenue Tax Codes, and the Bylaws of the Recreation Centers.

SECTION E: The Club is chartered by the Association to supervise and control all operations within the shop as conducted by club members and guests, to provide that the conduct of these operations remain in compliance with such limitations as may be imposed by the Association's current Articles of Incorporation, its Bylaws, and its Chartered Club Rules, Regulations and Procedures, or revisions thereto.

Article II Membership

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

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

SECTION C: Guest privileges are specified in the Association's Chartered Club Rules, Regulations, and Procedures, Chapter 3, Section 2 (a) (b) (c) (d).

Club definitions & policies

1. Recreation Card Holder Guests may use a work bench or vise on a space available basis using only their own or Club owned hand tools that are not power driven. Metal Club members shall have first priority on space without exception. No charge shall be made for bench work using personal tools or club owned tools that are not power driven. The guest may attend four times before being required to join the Club.
2. Non-Recreation Card Holder Guest may be invited to Metal shop social events (picnics) by individual Club members only. There will be no open invitation. A maximum of four (4) Non-Recreation Card Holder Guests may be invited to a function per individual member. Their club member host must accompany Non-Recreation Card Holder Guests.
3. Special Event or Tournament guests. It is not anticipated that this category of guest will ever be applicable to this Club. In the event that it ever is, the Club President will manage it as specified in Chapter 3, Section 2c of the Association's Rules, Regulations, and Procedures for Chartered Clubs.

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 has been established.

The yearly membership dues will be accepted by the Monitors from January 1st, to the last day of February. Starting March 1st, you may not use the shop facilities until your dues are paid. If dues are not paid by April 1st your name will be removed from the roster. New member applications will be accepted at any time during the year and the annual dues will be collected for the current year only.

SECTION E: The following disciplinary actions may be taken by the Club against any member or guest who does not conform to the Association's Chartered Club Rules, Regulations and Procedures and/or the Club Bylaws.

1. If action is taken as the result of a violation of the Club rules regarding the personal safety of Club members or the protection of shop equipment, disciplinary action shall be in accordance with Section K "Violation of Club Rules".
2. If the offense is not related to a violation of Club rules regarding the personal safety of Club members or the protection of shop equipment, as described in paragraph 1 of this section, the following disciplinary action may be taken by the Club.
 - a) First offense, a written warning from the Club describing the violation and the consequences of continuing the activity.

- b) Second offense, a short-term suspension by the Club.
- c) Third offense, a longer-term suspension (up to 2 weeks) by the Club.
- d) Fourth offense, the Club President shall report the situation to the Association's General Manager who may recommend disciplinary action that may include termination of the party's membership in the Club and/or Association. .

Any suspended or terminated member has the right to appeal to the Governing Board. (See Chapter 2, Paragraph 2.d. of the Rules, Regulations and procedures). This reference is in regard to revoking a charter not a member but the procedure is the same. Proper member suspension is referenced to in Chapter 3, l.g.

Any suspension of operating privileges based on safety concerns may be appealed to the Association's Recreation Activities Manager whose decision in such matters shall be final. See Recreation Centers of Sun City West, Inc. Chartered Club Rules, Regulations and Procedures, Chapter 3 Section 4~ Safety Program.

In the event of the dismissal of a member from the Club, the dues assessment shall be prorated for the balance of the current year and shall be refunded to the member.

SECTION F: Any person meeting the requirements in Section D above may become a member of the Club by:

1. Reading and agreeing to abide by the Club's Bylaws.
2. Execution of a Club membership application card, the signing of which will formally acknowledge the prospective member's agreement to be bound by the requirements . of these Bylaws, and agreeing to accept responsibility for performing committee duties and work assignments without any kind of compensation or personal gain, and all for the proper functioning of the Club.
3. Payment of Club dues and fees, and any special membership assessments applicable to the current whole year.
4. Satisfying all current training and operational requirements as may be established by the Club.

SECTION G: Qualified persons employed by the Association may be permitted to use the facilities of the Club provided they pass the same training requirements as Club members. These qualified employees will be considered "guests" as so defined in the Club's Bylaws. The Executive Board will provide a list of names of those so qualified based upon a written list provided by the Association. The Secretary shall post the names of the Association's employees so qualified on the Club's bulletin board. The Association shall authorize the right to be billed for materials, damaged equipment, etc., prior to the use of equipment and facilities provided by the members.

SECTION H: Everyone must sign in and show a valid Association membership card upon request. In addition, to establish for the Monitor's clear on-the-spot knowledge of the user's status with respect to safety training and possible usage charges, every user of

the shop must wear the official Club badge at all times. A procedure for acquiring a badge, temporary badge, or replacement of a lost badge is defined in a guide for monitors.

SECTION I: No commercial enterprises will be permitted without written approval from the Association and the Executive Board and with the approval of a majority of the membership at any official meeting.

SECTION J: Any Club member assessments recommended by the Executive Board must be approved by a majority, plus one (1) of the total membership as of the date of any proposed approval. A quorum being present.

SECTION K: Violation of Club Rules:

1. The rules of the Club are for the personal safety of all Club members and the protection of shop equipment. It is noted here with emphasis that the Monitor is afforded unilateral authority to render decisions during the Monitor's period of duty which in his/her best judgment carries out the letter and spirit of these Bylaws. It shall be the duty of any shop Monitor and Club Officer to immediately request any Club member in violation of any Club rules to discontinue any such violation or to discontinue his/her activities in the shop for that day.
2. Should the Club member decline to follow the instruction of the Monitor or Club officer, he/she shall be requested to leave the shop area, and shall be barred from using shop facilities and equipment until the matter can be resolved by the Club's Executive Board. In such instances, the Club member shall be notified in writing by the Club President, of the date, time and place that the Club's Executive Board will meet with the Club member involved to discuss the alleged violation(s) and the conditions under which the Club member may continue as an active member. The involved Club member may at that time request his accusing member(s) to be present for a face-to-face discussion of the matter.

Article III - Officers

SECTION A: The Club's Executive Board shall consist of a President, First Vice-president, Second Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, First Purchasing Agent, Second. Purchasing Agent, Welding Supplies Purchasing Agent, and immediate Past President.

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: All officers shall be elected for a term of one year, January 1 through December 31, or until their successors are duly elected and installed.

1. The officers shall be elected by the Club's membership at the annual meeting in December. Nominations may come in two ways:
 - a) From Candidate Forms posted in the Metal Club within 2 business days after the October General Meeting.
 - ❖ Members may choose to become a candidate by adding their
 - ❖ name to the candidate form.
 - ❖ There must be more than one candidate for an office.
 - ❖ Candidates who wish to run must sign the form where it says,
 - ❖ "If elected, will serve."
 - ❖ Candidates on the Candidate Form shall be nominated by a
 - ❖ member of the Nominating Committee at the Regular
 - ❖ November meeting. A single second is required.
 - b) From nominations from the floor at the Club's November meeting.
 - ❖ Nominations from the floor must be made with the candidate's written approval and require two seconds. Nominations shall be closed at the end of Regular November Meeting.
2. Each Candidate shall be given an opportunity to say a few words (5 minutes maximum) at the Regular December meeting before ballots are handed out and an election held.
3. Voting with respect to any office having more than one nominee shall be accomplished by a written secret ballot. The ballots will be counted immediately by the Executive Board and the resulting tally given to the membership. Those so being candidates being elected may witness the ballot counting.
4. No member shall hold more than one elected office at a time, and no member shall be eligible to serve more than two consecutive terms as President. All other officers may succeed themselves if nominated and elected.
5. In the event that a vacancy occurs in an elective office the Nominating Committee shall elect a candidate for the office subject to the approval of the membership at the next regular meeting of the Club. Upon approval, the officer shall assume the office immediately. The term of office shall be for the

calendar year. The only exceptions are the First Vice President, who may choose to succeed to the office of president as outlined in (Section D, Paragraph 2 Duties of Officers and the Second Vice President, who may choose to succeed to the office of the First Vice President as outlined in Section D, Paragraph 3. (Duties of Officers)

SECTION D: DUTIES OF OFFICERS

1. The President shall be the Chief Administrative Officer of the Club, and shall preside at all meetings of the Club and Executive Board. The President shall appoint committee chairpersons and otherwise perform all duties customary to the office. The president shall represent the Club in all matters related to the Association.
2. The First Vice President shall assist the President upon request, and shall assume the responsibilities of the office of President in the temporary absence of the President. In the event of resignation or extended disability of the President, the First Vice President may, if he/she chooses, succeed to the office of President until the end of the current calendar year. The Executive Board shall determine when and if such an extended disability or absence of the President represents the appropriate time for the First Vice president to assume the office of President.
3. The Second Vice President shall assist the President and the First Vice President upon request, and shall assume the responsibilities of the office of First Vice President in the temporary absence of the First Vice President. In the event of resignation Of extended disability the First Vice President, or if the First Vice president chooses to succeed to the office of President, the Second Vice President may, if he/she chooses, succeed to the office of First Vice President until the end of the current calendar year. The Club's Executive Board shall determine when and if such an extended disability or absence of the First Vice President represents the appropriate time for the Second Vice President to assume the office of First Vice President.
4. The Secretary shall record and maintain the minutes of all meetings of the Club and Executive Board. The minutes shall be maintained for three (3) full calendar years. A copy of the last six (6) months minutes shall be maintained on the Club's bulletin board for use by the membership. The Secretary shall post Club notices, *as* required, on the Club's bulletin board, and shall serve *as* Corresponding Secretary.
5. The Assistant Secretary shall maintain a current roster of the Club's membership, and may act as Secretary in the temporary absence of the Secretary. A copy of the current roster shall be available on the Club's bulletin board for use by the membership.

6. The Treasurer shall receive, be responsible for, and account for and properly record all the Club's revenues and expenses. The funds shall be deposited and maintained in one of the local banks as decided by the Club' Executive Board.

The Treasurer shall disburse Club funds as directed by the President or Purchasing Agents. The Treasurer shall maintain the financial records of the Club, reporting as requested by the President, to the membership and the Recreation Centers.

7. The Treasurer and Assistant Treasurer shall both audit the transactions of the Purchasing Agents.
8. The First Purchasing Agent and the Second Purchasing Agent share responsibility for purchasing supplies and equipment, other than welding supplies and equipment, for the Club. They may act independently of each other or together. They must issue written purchase orders for all orders including confirmation orders, indicating all prices and terms of sale.
9. The Welding Supplies Purchasing Agent is responsible for purchasing welding supplies and equipment for the Club. He/she must issue written purchase orders for all orders including confirmation orders, indicating all prices and terms of sales.
10. Purchases of new or replacement portable equipment with an estimated unit cost over \$300, or of equipment of any value which will be installed on the shop premises, or of any electrical equipment requiring other than normal 110V power must be approved by the Recreation Activities Manger. See Chartered Club Rules, Regulations and Procedures, Chapter 4, Section 6, Paragraph a & b.
11. Any officer may be subject to withdrawal from office during the current year by (2/3) vote of the membership present at a special meeting called during the month's regular meeting is held. If the election removes the officer, a vacancy will occur to be managed by the Nominating Committee.

Article IV - Meetings

SECTION A: There will be a general membership meeting conducted during each quarter of the calendar year.

SECTION B: Minutes will be taken by the Secretary of the Executive Board meetings, the general meetings and any special meetings to document all business sessions, minutes, as well as other pertinent administrative records, and will be retained for a period of three (3) years.

SECTION C: Voting and Meeting Requirements

1. Voting (See Article m, Section C).
2. Membership & Club board Meetings (See Article N A through D)

3. Quorum: Preamble Page 4 definitions Rules, Regulations and Procedures.
4. Refer to Roberts Rules of order for assistance in parliamentary procedures. By-Law provisions take precedence over Roberts Rules for parliamentary rule.

SECTION D: The Executive Board meetings shall consist of the elected officers of the Club and the immediate Past President of the Club, if the Past President remains a member of the Club and the Association. Each member of the Executive Board shall have one vote on issues presented for determination.

1. The Executive Board shall hold monthly meetings at a time and place to be designated by the President. The time, location and place shall be posted on the Club's bulletin board at least thirty-six (36) hours in advance of the meeting. Any member who wishes to observe, but not participate in any manner without the consent of the President may, notify the President of his/her intention to attend.
2. The Executive Board shall have general supervision of the affairs of the Club between regular meetings of the membership.
3. The President shall preside over the Executive Board meetings, A quorum for the purpose of conducting business shall be a majority of the elected board members.
4. The Executive Board shall be assisted by all the standing Committee Chairpersons in making policy.
5. The Executive Board may act as a Grievance Committee to settle any grievances between members regarding Club disputes if requested by any member.
6. A regular Club meeting shall be held once a month, except during the months of June, July and August, at a time and place agreed upon by the Executive Board and the Recreation Centers. A meeting in September may be optional at the discretion of the Executive Board.
7. Special Club meetings may be called for specific purposes at the discretion of the Executive Board with a seven (7) day advance notice on the bulletin board.
8. A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws 'or to approve budgets. A quorum shall be ten (10) percent of the Club membership with a minimum of 20 and a maximum of 100.

Article V - Financial

SECTION A: The financial records of the Club shall be retained for a period of seven (7) years (prior to current year).

SECTION B: Except for the purchase of supplies, purchases over three hundred (\$300.00) must have written pre-approval of the majority of the Club's Executive Board

at a meeting with a quorum present. Attempts to separate what may be considered a single order to avoid the three hundred dollar limit are grounds for automatic removal of those participating from office. In no case shall purchases be made which would reduce the treasury below three hundred dollars (\$300.00) without the written approval of the majority of the Club's Executive Board. In no case, may any purchase reduce the treasury balance to less than fifty dollars (\$50).

A petty cash fund shall be maintained containing a sufficient amount of money to take care of the legitimate and appropriate requirements of the Club. Written vouchers must be supplied for every disbursement. Only the president and Second Purchasing Agent shall have access to this fund. the Assistant Treasurer shall make a monthly audit of the Petty Cash Fund and issue a written report to the Treasurer. An exemption was given this club to the \$15 or less provision in the RR&P's (See Chapter 4 page 26, 4.b.1d) regarding Petty Cash.

SECTION C: 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:

1. The fiscal year will be the calendar year.
2. The Monitors shall send a written report to the Chairperson of the Shop Committee, stating the name of any Club member who fails to pay in full for any supplies or materials used during any day, and shall include on the list the items and amount due.
3. The Chairperson of the Shop Committee shall immediately investigate the Monitor's report and, if justified, ban the further sale of supplies, materials and tools to the Club member involved, pending settlement in full. The Executive Board shall also review the matter and take additional action as they deem necessary.

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.

SECTION C: The President shall appoint additional committee chairpersons as deemed necessary for the essential function of the Club and to the successful operation of the shop. The chairperson of each standing committee may appoint Club members to his/her committee to assist in the operation of the committee's function.

1. SHOP COMMITTEE - The chairperson of this committee shall be responsible to keep current the general rules to be followed in the safe use of the shop and the shop equipment. A copy of those rules is to be located on the Club's bulletin board. The chairperson shall see that the shop is maintained in a fully operable and safe working and environmental condition. The chairperson shall make written reports of all accidents, potentially hazardous conditions.

It must be noticed by all members that they themselves are responsible for their own safety and that of those around them. The facts are that this is a volunteer Club and the members are of various skills, ages and abilities, and there is an element of risk in participating in the Club. Those who do not wish to assume such potential risks should not be members.

2. PUBLICITY PROGRAM COMMITTEE - This committee shall plan and assure that the Club receives proper publicity of its meeting, programs, and activities and plan and promote programs of interest to the membership.
3. MONITOR COMMITTEE - The Chairperson of this committee shall be the Head Monitor. He/she may appoint assistants to enlist monitors to serve at specific periods of time to fulfill the requirements of the Association. During all operating hours, a Monitor must be provided by the Club to ensure that established operating procedures are followed. In the event a Monitor is not present when required, the Club facility will be closed. Monitors shall record all income and issue receipts for amounts over \$20.00. Payments shall be made with exact change or check. No change fund shall be maintained.
4. NOMINATING COMMITTEE: - Shall be appointed by the President after the September board meeting. It shall consist of six (6) members, the chairman to be voted on by the committee. The purpose of the Committee is to ensure that there are sufficient candidates to fill all of the offices for the ensuing year. They shall also prepare a slate and conduct the election for that year.
5. AUDITING COMMITTEE - The Chairperson and two committee members appointed by the president shall make an annual year-end audit of the Treasurers books and records, shall report the committee's findings directly to the Executive Board at the first meeting of the following calendar year. No officer shall serve on this committee. A report must be made to the Association by February 1. (Form CR7).
6. TRAINING COMMITTEE - The Chairperson of this committee and training staff appointed by the Chairperson shall qualify prospective members in the "proper" and "safe" use of the equipment before they are allowed to work independently. The Training Committee shall maintain sign-up sheets for training each type of equipment for Club members and Club guests. The dates and frequency of such safety/training courses will be posted on the Club bulletin board by the Training

Committee Chairperson. Personal safety will be emphasized during the training with special notice given to the "Sun City West Metal Club Safety Manual."

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 a purpose, a quorum being present. Procedures for filling 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. I
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Activities manager for final approval. 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.

AMENDMENTS:

Frank Palermo, President

9/8/05

Mike Whiting, General Manager

10/24/05