

SUN CITY WEST METAL CLUB

Article I - General

RECEIVED
OCT 07 2011

RECEIVED
NOV 11 2011

Section A Identifying Terms

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 "Recreation Centers" is used henceforth, it shall mean "The Recreation Centers of Sun City West, Inc."

Section B Club Purpose

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 of metal through cooperative exchange of ideas and expertise.
3. An optimum level of safety through instruction as defined in the bylaws 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 Compliance with Association Rules

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 Non-Profit Organization Requirements

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.

Section E Control Retained by the Recreation Center

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

SUN CITY WEST METAL CLUB

Article II - Membership

Section A **Membership Qualifications**

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

1. All members must agree to abide by the Club Bylaws and operations manual.
2. Satisfy all current training and operating requirements of equipment as established by the club.

Section B **No other affiliation required**

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

Section C **Guests**

Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II. and appendix IX

1. Recreation Card holders as guests: Guests may use a work bench on a space available basis using their own tools or club owned hand tools. This excludes the use of all power tools and equipment.
2. A Recreation Center card holder may attend five (5) times as a guest before being required to join the club. A non-Recreation Center card holder may attend as a guest five (5) times.
3. Guests may be invited to metal shop social events by Club members only. A maximum of guests May be invited by any one member. The Club member must accompany guests to the function.

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 Club 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 Associations employees so qualified on the Club's bulletin board. The Association shall authorize the right to be billed for materials, damaged equipment, or any other charges prior to the use of equipment and facilities provided by the members.

Section D **Dues**

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*¹ has been established.

*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. A simple majority is required for all issues except bylaws and for officer withdrawals as per Article IV, B.4 in the Association bylaws

SUN CITY WEST METAL CLUB

1. Yearly dues will be accepted beginning January first until the 28th of February. Members must provide a valid Recreation Center membership card at the time of renewal.
2. Beginning March 1st, a member will not be allowed to use the shop until their dues are paid.
3. If dues are not paid by April 1st, the member's name will be removed from the membership roster.
4. New member application will be accepted at any time during the year. Until September 30th, dues will be collected for the full current year with no pro-rating. New Members joining after September 30th may have reduced dues for the remainder of the year, as determined by the Board.

Section E Other (e.g., disciplinary actions) - (RR&Ps, Chapter 3, Article I, F, 5)

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause 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.

Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspensions. Termination of a club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges.

The following disciplinary action may be taken by the Club Board against any member or guest who does not conform to the Association's Rules, Regulations and Procedures or the Club bylaws.

1. First Offense - a written reprimand from the Club President describing the violation and the possible consequences of continuing the activity.
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 - longer suspension or termination recommended by Recreation Centers' General Manager to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board. (RR&Ps Chapter 3, Article I, F. 5).

Section F Use of Club Facilities

Every member must sign in when entering 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 the guide for monitors.

SUN CITY WEST METAL CLUB

Section G Commercial Enterprises

No commercial enterprises will be permitted without written approval from the Association and the Club Board.

Section H Violations 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 their 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 their activities in the shop for that day.
2. Should the club member decline to follow the instruction of the Monitor or Club Officer, they shall be requested to leave the shop area and shall be barred from using the shop facilities and equipment until the matter can be resolved by the Club 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 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 the time request the accusing member(s) to be present for a face-to-face discussion of the matter.

Article III – Officers

Section A Makeup of Club Board

The club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer.

Additional officers with voting rights for this club are: a 2nd vice-president, an assistant treasurer and a General Purchasing Agent, a Metal Purchasing Agent and a Welding Purchasing agent, for a total of nine (9) members.

Section B Requirement to Comply with Rec. Center Rules

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 C Nominations and Voting Regulations

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)

SUN CITY WEST METAL CLUB

Nominations may come in one of two (2) ways:

1. From Candidate Forms posted in the Metal Club within, 6 business days after the September General Meeting. Members may choose to become a candidate by adding their name to the Candidate Form. Candidates on the Candidate Form shall be nominated by a member of the Nominating Committee at the October General meeting.
2. Nominations from the floor must be made with the candidate's written approval and require two seconds.
3. Nominations shall be closed at the end of the November General meeting.
4. All candidates wishing to run must sign the form which says "If elected will serve".
5. Each candidate shall be given an opportunity to say a few words (5 minutes maximum) at the December General meeting.
6. 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 the Nominating Committee and the resulting tally given to the membership. Candidates for office may witness the ballot counting.
7. 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.

Section D Membership Report to the Recreation Activities Manager

The First Vice-President is responsible for submitting the **CR 15** membership report to the Recreation Activities Manager by February 1st. of each year.

Section E Officer Duties, Responsibilities & Term Limits

The Club Board shall be elected for a term of one year, terms beginning January 1st and running through December 31st. Election will be held at the designated December election meeting. Elected officers take office on January 1st.

1. The **President** shall be the Chief Administrative Officer of the Club and shall preside at all Membership & Club Board meetings. The President shall appoint committee chair-persons 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 will succeed to the office of President until the end of the current calendar year.
3. The **Second Vice President** shall assist the President and 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 the resignation or extended disability of the First Vice President the Second Vice President will succeed to the office of the First Vice President until the

SUN CITY WEST METAL CLUB

end of the current year. The Second Vice President shall be the Head Monitor and may appoint assistants to enlist monitors to serve at specific periods of time to fulfill the requirements of the Recreation Center.

4. The **Secretary** shall record and maintain the minutes of all meetings of the Club Board and Club General Meetings. 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. The Secretary shall post Club notices, as required, on the Club's bulletin board. Minutes will be approved by the President.
5. The **Treasurer** shall disburse Club funds as directed by the President or Purchasing Agent. The Treasurer shall maintain the financial records of the Club, reporting as requested by the President, to the membership and the Recreation Centers
6. The **Assistant 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 Board. The Assistant Treasurer shall assist either the Treasurer or President, upon request.
7. The **General Purchasing Agent** shall oversee all purchasing for the Club. This includes appointing members responsible for purchasing welding supplies, metal material and consumable shop materials. All purchases must have a written purchase order showing quantities and prices.
8. The **Metal Purchasing Agent** is responsible for the purchase and pricing of all metal raw material used in the shop. All purchases must have a written purchase order showing quantities and prices.
9. The **Welding Purchasing Agent** is responsible for the purchase, pricing of welding consumables, as well as providing recommendations to the Board for the purchase of desired welding equipment. All purchases must have a written purchase order showing quantities and prices.

Section F Other (e.g., vacancies in office)

In the event that a vacancy occurs in an elective office during the term of office, the Nominating Committee shall select a candidate for the office subject to the approval of the candidate and 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 remainder of the calendar year. The only exceptions are the First Vice President, who will succeed to the office of President as outlined in Section C, Paragraph 2 (Duties of Officers) and the Second Vice President, who will succeed to the office of the First Vice President as outlined in Section C, Paragraph 3 (Duties of Officers)

Section G Impeachment Proceedings

To impeach an 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 the Recreation Activities Manager)

SUN CITY WEST METAL CLUB

Section H Relinquishing Possession of RR&Ps to Succeeding Officers

It is the responsibility of each officer to pass the Rules, Regulations and Procedures book on to their successor.

Article IV - Meetings

Section A Frequency of Meetings

There will be a General Membership meeting conducted during each quarter of the calendar year. The General Meeting held in December is designated as the election meeting per Rec. Center RR&Ps.

The Metal Club will hold a General Membership meeting once each month, except during the months of June, July and August, at a time and place agreed upon by the Club Board and the Recreation Centers.

The Club Board, consisting of the elected officers of the Club, shall hold monthly meetings at a time and place to be designated by the President. The time and location shall be posted on the Club's bulletin board at least thirty-six (36) hours in advance of the meeting. The Board may decide to cancel scheduled monthly meetings in June, July and August.

Section B Provisions for Calling and Recording Meetings

Any Club member wishing to do observe at a Board meeting may do so. They may not participate in any manner without the consent of the President. Those wishing to be included in the agenda must notify the President of their desire to do so.

Each Board member shall have one vote on issues presented for determination.

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 shall be available to the membership before the next general meeting.

1. A Special General Meeting may be called for specific purposes at the discretion of the Club Board with fourteen (14) days advance notice posted on the Club's bulletin board.
2. Any officer, other than the president, may be removed from office for the remainder of the current year by a two thirds (2/3) vote of the membership present at a special meeting called for that purpose. The special meeting, after being advertised, may, if desired, be held just preceding or following the month's General meeting. Any vacancy created will be managed by the Nominating Committee
3. Impeachment proceeding must be brought to remove the President from office. The Rec. Center will provide directions should a petition for such action be submitted by twenty-five (25) or more members. (See Article III, Section C, third paragraph of the RR&Ps.)
4. The President has the authority to call Special Board meetings with thirty-six (36) hours advance notice.
5. For a grievance or reasonable cause twenty-five (25) members are necessary to require the President to call a special membership meeting.

SUN CITY WEST METAL CLUB

6. The President or a motion supported by two-thirds (2/3) of the Board may call for a Special membership meeting with fourteen (14) days prior notice.

Section C Voting and Quorum Requirements:

1. Club Board Meetings - A quorum is a simple majority of the board
2. 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. A simple majority is required for all issues except bylaws and for officer withdrawals as per **Article IV, B.2** in the club bylaws.
3. To approve bylaws requires a 2/3 majority vote after a quorum is established. There can be no proxy votes. *A quorum shall be ten percent (10%) 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.* (Quote from the RR&Ps). The two-thirds (2/3) vote of the membership is of those present at a meeting specifically called for such a purpose. The vote will be by ballot.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert Rules, i.e. anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V - Financial

Section A Retaining Financial Records

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

Section B Expenditure Limits and Required All authorized Signatures

Except for the purchase of supplies, purchases of new or replacement of equipment with an estimated cost exceeding \$750 must have approval of the Club members at a meeting that meets quorum requirements. For purchases less than \$750 only the approval of the President is needed.

Only expenditures of \$25 or less can be paid from petty cash. See RR&Ps Chapter 4, Article V, B, 4.

The president, treasurer and assistant treasurer are authorized to sign checks. For checks in the amount of \$1,500 or more two (2) signatures are required.

Section C Remuneration Forbidden

No club member shall receive any 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 previously approved by the Association's Recreation Center Activity Manager.

SUN CITY WEST METAL CLUB

Section D **Audit Requirements**

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 Association's 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 for Hired Instructors**

Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Association's Recreation Activities Manager for approval.

Section G **Treasurers Responsibility to the Association**

The Treasurer is responsible to submit Form CR-7 (Annual Financial Statement) to the office of the Association's Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H **Inventory requirements, equipment and simplified**

The treasurer is responsible for submitting the inventory report to the Association's Activities Manager by December 31.

Article VI - Committees

Section A **Committees and Committee Chairs**

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

Section B **Standing Committees**

Permanent (standing) committees, at a minimum, will include Safety and Audit per the Association's RR& Ps. The Metal Club will also have a standing Nominating Committee.

1. Safety Committee

The Safety Committee will check out all equipment, ensure that members are trained, and that there are no visible hazards in the work place.

2. Auditing Committee

The chairperson and two committee members appointed by the President shall make an annual year-end audit of the Treasurer's books and records. The committee shall report their findings to the Club Board at

SUN CITY WEST METAL CLUB

the first meeting following calendar year. No officer shall serve on this committee. A report must be made to the Association by February 1st (Form CR- 7)

3. Nominating Committee

The committee shall be appointed by the President after the September Executive Board meeting. It shall consist of four (4) members with the chairperson being 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 coming year. They shall also prepare a slate and conduct the elections for that year.

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 Center's 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.

Submitted by (Don Mellum) Club President 11/10/11

Approved by (Mike Whiting) General Manager 11/10/11

CK 10/10/11

SUN CITY WEST METAL CLUB