

PALO VERDE PATCHERS

CLUB HANDBOOK



SUN CITY WEST, AZ 85375

Effective 3_1_2021

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INTRODUCTION

Club Regulations: Bylaws And Club Handbook

PVP is governed by Club Bylaws that have been approved and amended by the membership. The Bylaws adhere to the most recent Rules, Regulations & Procedures for Chartered Clubs (RR&P) published by the Sun City West Recreation Center. The PVP Handbook adheres to the Club Bylaws and provides guidance for day to day operations.

Welcome To Palo Verde Patchers

The Palo Verde Patchers (PVP) club offers year round meetings and activities so members can quilt, share knowledge, make friends and provide support for each other. The club hosts classes, special interest groups, social events (teas, luncheons, and holiday parties), quilt shows, quilt challenges, and shopping trips, all in a friendly and supportive environment. A more wonderful sense of camaraderie would be hard to find!

Since its inception, PVP has been dedicated to the art of quilting, both hand and machine. We welcome Sun City West residents regardless of quilting knowledge. Members are given opportunities to learn and improve their skills through classes offered by talented members of our group as well as outside professional instructors. Classes are offered and they vary from beginning quilting to advanced techniques and in a range of styles from traditional to art quilts.

In addition, PVP members work together to support local charitable efforts through the "Quilts for Causes" programs. You will have many opportunities to volunteer with one of these programs where all levels of quilting expertise are needed.

We encourage you to review this handbook to become familiar with all that PVP has to offer. Then come learn new skills, socialize and participate in the many great programs and activities, or just spend time socializing and making new friends.

Once again on behalf of the club members, the board welcomes you to PVP!

Note: The blue, underlined titles are "hot links" so that if you are viewing this document online, you may click on the "hot link" to go directly to the referenced Website location.

LEADERSHIP

Board Of Directors

The Board guides the organization and assures that PVP and its members adhere to the Rules, Regulations, and Procedure for Chartered Clubs (RR&Ps) in Sun City West. For details about the Board's officers, terms, etc. see the PVP Bylaws that are posted on the Website and are found in hard copy In the Club room.

The PVP Board members have three duties that guide their actions:

Duty of Care: To take care of PVP by ensuring prudent use of all assets, including facility, people, and good will.

Duty of Loyalty: Ensuring that PVP's activities and transactions

1. advance the club's mission to provide a social setting and learning opportunities for Sun City West residents who have an interest in quilting and
2. are in the best interest of PVP, not in the best interest of the individual board member (or any other individual or for-profit entity).

Duty of Obedience: Ensure that PVP

1. obeys applicable laws and RR&Ps,
2. follows PVP bylaws, and
3. adheres to its stated purposes/mission.

The PVP Board of Directors is made up of the PVP President, the two Vice Presidents, the Treasurer, the Secretary and the immediate Past-President (for one year term only, as a non-voting member). The names and contact information of the current year's Board of Directors can be found on the [PVP Website](#).

Board Meetings

The Board meets in the club room prior to every General Membership meeting at a day/time agreed upon by the Board members. PVP members are welcome to attend any meeting and must give written prior notice of their topic for discussion. Club members may participate only in regard to topic.

Board Term of Officer

Officers are elected annually in November; they assume office on January 1st and serve for one (a) year. An officer cannot serve for more than two consecutive terms in the same office, except for the Treasurer. If a vacancy occurs, the Board will appoint a candidate, and the name will be submitted for membership approval at the next club meeting.

Nominating Committee

The President appoints a nominating committee to select candidates for President, Vice Presidents, Secretary and Treasurer. The candidates are announced in October and voted on by the general membership in November.

Committee Coordinators

The Committee Coordinators are club volunteers who manage the bulk of the activities for the club. The following is a list of positions that are usually required. If you would like to contribute your time and talent on one of these committees, please contact the Committee Coordinator. The list of names of most current Committees and Committee Coordinators can be found on in the [Member Only](#) section of the PVP Website.

Depending on need, the Board may form the following Committees:

Audio Visual, Audit of Books, Calendar and Class Announcements, Quilt Challenge, Quilts for Causes, Coffee Cabinet, Craft Fairs (Spring and Fall), Farewell Ambassador, Holiday Party, Kamp Kuentz, Library Quilt Display, Librarian, Membership, Potlucks (in room), Publicity, Quality Assurance for Village Store sales, Quilt Camp, Raffle Ticket Sales, Spring Luncheon, Sunshine and Sorrow, Technical Team (PVP Webpage, Email, SignUpGenius, and Database), and Village Store sales.

MEMBERSHIP

Meeting Location And Hours

PVP meets year-round in their Club Room located at the Fred Kuentz Recreation Center.

Club Room Hours of Operation

Monday, Thursday, and Friday	8 a.m. to 4 p.m.
Tuesday and Wednesday	8 a.m. to 8 p.m.
Saturday	8 a.m. to 4 p.m.

- Note: Hours of operation may vary depending on extenuating circumstances. If changes are made, members will be notified via email.

The Club Room is divided into two work spaces: **Studio A: Amazing Artist** and **Piecemakers**. Activities such as classes may be assigned to a workspace with the unassigned workspace available for Open Sew.

Social Opportunities

- I. Volunteering on Committees
 - A. Members may indicate their Areas of Interests on the annual membership/renewal forms.
 - 1. Members may be contacted for participation based on their selection of interests.
 - 2. Both seasonal and one time committee opportunities are available.
 - B. Special Interest Groups (SIGs)
 - 1. SIGs meet at regularly scheduled times during the month. The most current schedule is posted on the [PVP Website](#).
 - 2. All PVP members are welcome to participate in as many SIGs as desired.
 - 3. SIGs range from a more formalized structure where projects, workshops, and special events (e.g., shop hops, trunk shows, etc.) are planned, to groups that meet and socialize while sharing common interests.
 - 4. For more information or to contact a SIG leader, refer to the Special Interest Groups descriptions and contact information found in the [Member Only](#) section of the Palo Verde Patchers Website.
- II. Open Sewing
 - A. At least 25% of the Club's open hours are dedicated to Open Sewing.
 - 1. Any member is welcome to use the Club room during Open Sewing.
 - 2. At any time during posted Club room hours, if there is no activity scheduled, any member may use the facility to sew, however, monitor guidelines MUST be followed. See the Monitoring section of this Handbook.
- III. Weekly Meetings
 - A. When there is no General Membership Meeting, a weekly announcement session is held in the club room.
 - B. The purpose **of the session** is to share announcements (which are also communicated via email) and to have "Sew and Tell" where members share their projects.
- IV. Parties and Luncheons
 - A. The club hosts and subsidizes members's attendance for two annual events.
 - 1. A Holiday Party Luncheon in December where the "Quilter of the Year" award is announced.
 - 2. A Spring Luncheon that includes entertainment.
 - 3. In-room Potlucks, informal gatherings typically held during the summer months.
- V. Quilt Camps
 - A. PVP strives to plan a mid-week trip each Spring to a quilt retreat location that is a reasonable driving distance from Sun City West.

1. The Quilt Camp Committee Coordinator makes the arrangements at the Board approved retreat location.
 2. Club members who would like to attend pay their own expenses.
 - B. Kuentz Kamp is held in the summer. It is an opportunity to bring your supplies and machine(s) and leave them in the room for several days sewing.
 1. The Kamp is organized by a Committee Coordinator.
 2. Typically a team of PVP members “host” the event which includes planned activities, open sewing time for projects, and several meals.
 3. There is a small fee for each weekly session.
- VI. Quilt Challenge
1. A quilt challenge is usually planned for February in the year that the club does not have its quilt show.

Membership Requirements And Responsibilities

- I. Membership Requirements
 - A. Members must reside in Sun City West and have a valid Rec Card number at all times.
 - B. Membership dues for the year are collected starting December 1st of the prior year through January of the year in which the dues are required.
 1. Annual dues are \$15.00
 2. Members who renew their membership after January 31st deadline are classified as New Members and will be charged accordingly.
 3. New members pay annual dues PLUS a \$5.00 Enrollment Fee.
 - a) If a membership has lapsed for a year or more, the New Member fee is applied.
 - b) New member dues will be accepted for the next year starting on December 1st of the prior year.

Example

2019	2020	2021 Status during enrollment period	Status after end of enrollment period, Jan 31st
Not a Member	Not a Member	New Member	New Member
Member	Not a Member	New Member	New Member
Member	Member	Renewing Member	New Member

4. Each new member is invited to attend one of the regularly scheduled New Member Welcome coffees.
- II. Responsibilities
 - A. Membership Handbook, Bylaws, and Membership Directory

1. When new members sign up, they receive a PVP binder with a hard copy of the Membership Handbook, current Bylaws, and Membership Directory and instructions on accessing the PVP Members portion of the Website.
 2. For renewing members, documents are available on the PVP Website.
 - a) The Membership Handbook and Bylaws are in the Palo Verde Patchers [Officers/Bylaws](#) section of the Website.
 - b) The Club Directory is in the [Member Only](#) section of the PVP Website.
 - c) Annually, and as needed if there are updates throughout the year, the Membership Handbook and Membership Directory and other documents are emailed directly to members.
- B. Membership ID
1. Each member receives a Member ID badge with a unique club membership number and a bar code.
 - a) There is a \$5 fee to replace a lost Membership ID card.
 - b) Please contact the membership team if you need a replacement.
 2. Member ID badges are used to record attendance by scanning in the bar code at the member sign in station.
 3. Member ID badges must be worn at all times in the club room and at all Club meetings / events.
- C. Monitoring
1. Each member is required to fulfill his/her monitor requirements as set forth in this Handbook and described in the Monitoring Policy section of this handbook.
- D. Communication
1. Communication with members is via Email.
 - a) It is the member's responsibility to report any changes in contact information (address, phone, Email, etc.) to the Membership Chairperson
 - b) If a member does not have email, alternate communication will be established (posting in the club room or mailing of hard copy).
 2. Monthly calendars of events, including classes, are posted
 - a) On the public page of the [Palo Verde Patchers](#) Website and
 - b) In the club room (hard copy)
 3. PVP Directory and Master Membership List
 - a) The PVP Directory (each member's contact information and picture) and the Master Membership List (contact information without pictures) is found in the [Member Only](#) section of the Website.
 - (1) Please email a member of the Website team if you have forgotten the password.
 - b) All documents are updated throughout the year with new member information.
 - (1) The membership chairperson announces updates via email.

E. Miscellaneous Documents

1. Additional documents that members may find useful are posted on the Website and include, but are not limited to, the following:
2. Found in the [Member Only](#) section
 - a) Guidelines for Member Sales
 - b) PVP Board of Directors
 - c) Committee Coordinators
 - d) Special Interest Groups contact information
 - e) Monitor Duties
3. Found under various tabs in the public sections of the [Palo Verde Patchers](#) Website:
 - a) General information and history of Quilts for Causes
 - b) Club History
 - c) Schedule for Special Interest Group Meetings (no contact information)
 - d) Quality Assurance Guidelines for Sale Items

III. General Membership Meetings

- A. All club members are encouraged to attend the general membership business meetings.
 1. The meeting is normally held the 2nd Tuesday of each month from September through May.
 2. In addition to the business meeting and member “Sew and Tell,” guest speakers from outside of the community may be hosted.
 3. Meeting locations and times are communicated.

MONITORING

Requirements

The Club room is monitored in order to ensure the safety of members and appropriate use of the room. Unless granted an exemption, ALL club members, regardless of past or present leadership role(s), are expected to contribute by monitoring.

Per Rec Center rules, the PVP club space will have at least two (2) club members present at any time that either one or both of the club’s rooms are in use.¹ At least one of these members must be designated as the the PVP monitor. PVP members may earn club monitor credits as outlined in the following policy and procedure.

¹ Although the space is designed to allow partitioning into two (2) work spaces, for Rec Center and PVP monitoring purposes, they are treated as one room.

Policy

Activities by which members may earn monitor credit include, but are not limited to the following: fulfilling the PVP monitor duties, teaching classes, and/or volunteering at the Village Store. The Board shall review the Club's Monitor credit needs and requirements on an annual basis and establish the Club's monitoring requirements based on the ratio of club activities to the number of members. Members vote on increases in monitor credits, however a reduction in the monitor credit requirement does not require a member vote.

- Members are obligated to earn (5) monitor credits in 2021.

Procedure

- I. Earning Monitor Credit during the following activities:
 - A. Teaching a Class²
 1. Teachers earn one monitor credit for each session that is taught in a class.
 2. The VP of Classes will record the monitor credit AFTER the class is successfully completed.
 - B. Completing a Shift at the Village Store
 1. There is no limit to the number of monitor credits that a PVP member may earn by working Village Store shifts.
 - C. Special Interest Group Meetings (e.g. Miniatures, Featherweights, etc.)
 1. One monitor credit is available per 4 hour shift.
 2. The Group Leader does not automatically earn monitor credit. He/she will earn credit IF signed up as a monitor for the shift during which the SIG meets.
 - a) There must always be a 2nd person in the PVP Club Room.
 3. If the group uses only one of the two workspaces, the monitor is expected to complete the shift if there are individuals using the other work space for Open Sewing.
 - D. Open Sew Periods
 1. Two club members may earn monitor credit for each 4 hour shift.
 2. It is the expectation that the monitors will remain for the entire shift.
 - E. Classes
 1. One monitor may earn one credit for every 4 hour class period.
 2. The monitor may not be participating in the class.
 - F. General Meetings
 1. On days when General Meetings are held in the Lecture Hall or Social Hall, the Club room is closed during the meeting time and therefore, no monitors will be assigned.

² Credit will be given only if the class meets the PVP criteria as defined in the Classes section of the handbook.

2. The monitors for General Meetings in the Lecture or Social Hall shall be determined by the Membership Chairperson in consultation with, and approval by, the Board.
- G. Special Events (e.g. Kuentz Kamp)
1. Special Events that qualify for monitor credit must occur in the meeting room.
 2. Monitor needs will be determined by the event committee chairperson in consultation with the board.

Summary Overview of How to Earn Monitor Credits

Item #	Activity	Monitors & Credits
A	Teaching a class	1 credit for teaching each session of a class. Number of sessions must be pre-approved by the VP of classes.
B	Volunteering at the Village Store	1 credit per shift More than 1 PVP member may want to monitor during the same shift. This decision is up to the Village store.
C	Special Interest Group standing meetings	1 monitor per meeting (4 hour shift), 1 credit per shift
D	Open Sew	2 monitors per 4 hour shift, each earning 1 credit
E	Scheduled class periods	1 monitor per class period (4 hour shift)
F	General Meeting	Number of monitors determined for each meeting with each monitor earning 1 credit per 4 hour shift.
G	Special Events	Number of monitors determined for each event with each monitor earning 1 credit per 4 hour shift.

- II. Exemptions and Exceptions for meeting the annual Monitor Credits obligation
- A. Exemptions from monitoring
1. The member must submit a written request to the board president for a temporary or long term exemption.
 - a) Via email
 - b) In a note handed to the president
 - c) Via U.S. Postal Service
 2. The request must include:
 - a) Name of the member and date of request.
 - b) Reason for the request.
 - (1) The member's health.

- (2) The health of a member's spouse or partner.
- (3) Age 80 or over IF member no longer wants to monitor.
- c) And the period of time for the exemption.
 - (1) Temporary: the year in which the member cannot monitor.
 - (2) Permanent: that the member will no longer be able to monitor.
- 3. The Board will review exemption requests and determine if the exemption will be granted.
 - a) The Board secretary will note the exemption on the member's file in the database.
- B. New members joining in the last quarter of the year
 - 1. A new member who joins for the current year during the last quarter (Oct-Dec), is only under obligation to earn 3 monitor credits for the remainder of the year.

Failure To Meet Monitoring Requirements

Policy

Monitor credits may not be carried over from year to year. If by **December 1st** of a membership year, the member has two or more (2+) monitor credits to fulfill, he/she must be signed up for the remaining credits in SignUpGenius, thus showing intent to fulfill the responsibility. Members who do not meet this expectation will be subject to the SCW RR&C Disciplinary action per the following Palo Verde Bylaws: Section G, Member Conduct and Section H, Monitors. Full text of the [PVP Bylaws](#) can be found on the Palo Verde Patchers Website.

Disciplinary Process

All disciplinary action is approved by the PVP Board and communicated by the Board President with a second Board member present if the meeting is in person, or by signature of both if the communication is in writing. ALL steps are documents on the [Chartered Clubs Disciplinary Actions \(CR-16\)](#) form found in the documents section of the Sun City West Chartered Clubs Website.

- I. Step 1: 1st week in December
 - A. In a meeting with the Club President and a Board Member, the club member will receive a verbal warning.
 - B. If, after one week of receiving this verbal warning, the member does not schedule the remainder of his/her required credits in SignUpGenius, disciplinary action will proceed to Step 2.
- II. Step 2: 2nd Week in December
 - A. The member will receive a written warning, sent via email, US Postal service, or delivered in person. This warning will specify how many credits the club member

must have scheduled in SignUpGenius for completion on or before December 31st of the current year.

- B. If, within 1 week of receiving this written warning, the member does not schedule the remainder of his/her required credits in SignUpGenius, disciplinary action will proceed to Step 3.

III. Step 3: Third Week in December

- A. If the member has not completed the remaining required credits OR scheduled them in SignUpGenius, the PVP Board will issue written notice, sent via email, US Postal service, or delivered in person. This suspension of one week means that the member may not use the club room or participate in any club activities during that week.
- B. The notice of suspension will be signed by the Club President and co-signed by a Board Member.
- A. Documentation of the suspension and all other disciplinary action will be forwarded to the Recreation Activities Manager within 2 business days.
- B. The Recreation Activities Manager will submit the case to the General Manager for further action. As noted above, the full text of the RR&P Disciplinary Action is on the Website.

Scheduling And Recording Monitor Duties

- I. Members are responsible for scheduling their own Club room monitor duties through SignUpGenius.
 - A. SignUpGenius is an online scheduling program.
 - 1. NOTE: This program only SCHEDULES monitoring days/times. See step V of this section for how monitoring credits are actually recorded.
 - B. Sign ups may be completed from any device (phone, tablet, computer) that can access the internet.
 - C. The link to SignUpGenius and instructions are posted in the [Member Only](#) section of the PVP Website.
 - D. A computer terminal in the Club Room, which also has instructions posted, may be used to access SignUpGenius.
- II. Scheduling guidelines
 - A. The monitoring schedule will be available for the upcoming 3 months
 - B. New members are encouraged to sign up for the slots where 2 monitors are needed and thus, the new member shares the shift with an experienced member.
- III. If a member cannot complete his/her scheduled monitoring duty, he/she is responsible for finding a substitute.
- IV. Monitoring may not always be scheduled through SignUpGenius. Exceptions may include the following where other methods are used:

- A. Village Store (must schedule through the store)
- B. Special Events
- V. Recording Monitor Credits
 - A. A member must scan the Monitor ID card at the beginning of his/her shift at the time he/she scans his/her Membership ID card.³
 - B. Exceptions
 - 1. The Village Store provides a signed monitor credit slip for the shift(s) worked and the PVP member must turn this slip in to the PVP Monitor Chairperson by dropping it into the Suggestion Box in the club room.
 - 2. After the completion of classes each month, the VP of classes provides the Monitor Chairperson **with** a list of teachers who have taught and the number of Monitor Credits they have earned.
 - 3. General Meetings and Special Events
 - a) The Monitor Chairperson will record the names and credits earned for members who complete monitoring for these event.

Monitoring Duties

Policy

The purpose of the monitor is to unlock and lock the room, to provide a safe environment for members, and to assure that only members and their qualified guests are in the room. Current monitor duties are posted in the club room at the station where members scan their badges and in the Members section of the PVP Website.

CLUB ACTIVITIES AND RESOURCES

Classes

Policy

As a social club, PVP offers opportunities for members to share their talents by volunteering to teach Classes to fellow PVP members. In order for the teacher to earn monitor credit, all Class criteria must be met.

Procedure

- I. General requirements
 - A. Classes are scheduled through the VP of Classes and advertised to all members.
 - B. Classes are available to all members.
 - 1. Class size limits may be set by the instructor and/or VP of Classes.
 - 2. If the class is taught in a SIG, group members may be given first choice to sign up.

³ SignUpGenius only SCHEDULES monitor sessions.

- C. To be scheduled, at least 3 students must be signed up.
- II. In order to be qualified as a class for which the instructor earns a monitor credit, it must include:
 - A. A supply list provided prior to the class.
 - B. A sample provided prior to the class.
 - C. Written instructions (authored by the teacher or via a free or attendee purchased pattern) provided during the class.
 - D. Detailed demonstration of the technique(s) during the class
- III. Fees
 - A. Tuition for PVP member taught classes: \$5.
 - 1. If the class requires 2 or more full sessions, the VP of classes has the discretion to charge \$5 for each session.
 - B. Class tuition fees are the property of PVP.
 - 1. PVP members are not paid for teaching classes.
 - 2. If a teacher provides class materials, with approval of the VP of Classes, he/she may request a “cost only” reimbursement from each student.
 - C. Tuition must be paid at sign up.
 - 1. No telephone or email reservations may be taken.
 - 2. One member may not sign up for another member.
 - D. Class fees are non-refundable
 - 1. If a class is canceled by the VP of Classes, the student will receive a voucher for another class of his/her choice.
 - 2. If the student cancels, he/she
 - a) Forfeits the class fee,
 - b) Finds another PVP member to take the class in which case financial arrangements regarding the class fee are strictly between the two members.
- IV. Using non-PVP teachers/presenters
 - A. Non PVP members may be hired to teach classes, lead a workshop, or present a program.
 - 1. The board must approve of the hire.
 - 2. The teacher/presenter is the Independent Contractor
 - a) A Rec Center Independent Contractor Agreement must be completed.
 - b) Contracts may not be issued for events that are more than one (1) year in the future.
 - B. Fees
 - 1. If all club members have access to the activity, the club may choose to subsidize some of the fee. This must be approved by the Board prior to contact discussions with the Independent Contractor.

2. If a SIG or the VP of Classes use an Independent Contractor and class seats are limited, the participants may be asked to pay all of the fees associated with the activity.

Club Resources For Members

The PVP Library

The Club maintains a library of quilt books for members to use. The library is housed in the shelves under the display windows that face the central patio of Kuentz Center. Books are arranged in groups by subject matter and alphabetically by author within each group. Books that don't fit into the various subject groups (e.g., applique, holidays, childrens's, etc.) are shelved alphabetically with the author's name after all the subject groups. The subject groups are color coded; and the shelf areas for each are labeled on the shelves. Books may be checked out for two (2) weeks. Check out and check in procedures are posted on the interior of the library cabinet doors.

CHARITABLE EFFORTS: QUILTS FOR CAUSES

The Club's charitable efforts are focused on the New Life Center, a domestic violence shelter, and quilts to honor veterans. On occasion, there may be additional charitable efforts.

Check the Monthly Calendar and/or Special Interest Groups for the scheduled meeting to work on these efforts. The New Life Center work is called "Shelter..." and the PVP veterans program is titled "Honor..." For more information about both of these efforts, see the Activities section of the [Palo Verde Patchers](#) Website.

FINANCES

Club Fund Raising

Quilt Show

Held biennially at one of the Sun City West Rec Centers, the PVP quilt show gives members an opportunity to display quilts they have worked on and completed. Judges select ribbon winners and the public is invited to view the exhibit. The sale of show tickets is PVP's primary fund-raising activity. Information about the upcoming quilt show is posted on the [Palo Verde Patchers](#) Website under the Activities tab.

Raffle Quilts

Raffle quilt ticket sales support the Quilts for Causes (charity) account. Raffle quilts are typically made on two occasions: the SCW Fall Craft Fair and the PVP biennial Quilt Show.

Occasionally, PVP membership may determine the need for additional raffle quilts to be made and raffle tickets are sold for specific purpose(s). Distribution of the proceeds of those additional raffles will be approved in advance by PVP Membership.

Opportunities For Member Sales

There are several opportunities for members to sell their PVP made creations. In each case, the members realize the bulk of the profit with a small percentage going to the Village Store and the club. Any quilt item that is made, or even partially worked on in our PVP club room on Rec Center premises, is considered to be an item that can be sold only through the Village Store or at one of the Craft Fairs. This is a SCW Rec Center rule that we must adhere to. Information about the Craft Fairs and Boutiques and the inventory form is found in the [Member Only](#) section of the PVP Website.

Death of Member

Per SCW Rec Center Rules & Regulations, items cannot be sold on behalf of a deceased club member under the umbrella of the Palo Verde Patchers. Upon death the member, all items made by the member will be pulled from the Village Store, Craft Fair and/or Boutique.

Quilt Show Boutique

At the quilt show, the boutique provides an opportunity for members so sell their quilts and quilt related creations.

Craft Fair Participation

Every other year when PVP does not have its Quilt Show, the club participates in the Sun City West Spring Craft Fair. Members may also participate annually in the Fall Craft Fair. The

club has a sales space and a PVP committee organizes, displays, and manages the sale of member's items at the fair. Members realize the proceeds from their sales, minus the appropriate percentages paid to the Village Store and to the club.

Spring Cleaning Sale

On occasion, PVP members have an in-room "spring cleaning" sale where members sell their excess or unfinished sewing-related items to other members. Transactions are managed by individuals selling items and all proceeds may be kept by the seller.

Village Store Sales

The PVP Village Store Coordinator manages the items members may sell at the Village Store which is located in the R.H. Johnson Recreation Center complex. The Quality Assurance Committee will have the final decision for whether items should be accepted or rejected for selling in the Village Store. Guidelines for Village Store sales are posted in the Members sections of the PVP Website.

Budget

Overview

- PVP Board will prepare an annual budget to be presented and approved by the Membership within the first quarter of each year.
- PVP maintains bank accounts as shown below.

General Fund Account

- Income comes from membership dues, class fees, the biennial quilt show, activity fees, etc.
- Monies from this account are used for expenses as designated by the annual PVP budget, i.e., Holiday Party, speakers, operations, hospitality, etc.
- Expenditures will be made according to the approved annual budget. Any un-budgeted expense in excess of \$75, or as noted in PVP Bylaws, requires a vote of the membership.

Quilts for Causes Fund Account

- Funds support the making of Shelter Quilts and Honor Quilts.
- Tickets sales from the raffle quilts fund this account; personal donations are accepted – but are not tax deductible.

Financial Reports

- PVP Club Treasurer prepares and presents the financial reports at the General Membership meetings; these reports are posted in the club room along with the Membership minutes prepared by the Secretary.
- PVP Club Treasurer prepares and submits the annual financial statement to the SCW Recreation Activities Manager for the preceding calendar year.
- Under the guidance of the SCW Recreation Activities Manager, the Treasurer annually completes the 990N electronic filing with the IRS.

Expenditures

Expenditures made on behalf of the club, for which you expect to be reimbursed, must to be approved in advance by the Board, regardless of the amount.

Expenditure limits for special events such as the Holiday Party, Spring Luncheon, and other events are set by the board and communicated to the Committee Chairperson.

Financial Planning

Planning for the expenses of the PVP Club is primarily the responsibility of the elected Board.

Members are encouraged to participate in meetings where discussions of expenses occur, read the financial reports provided, and ask questions in order to understand the club's finances.

Motions from members related to financial matters must be submitted in writing to the Board for discussion and approval before being presented to the membership.