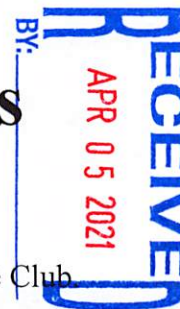


Palo Verde Patchers Revised Bylaws



Article I - General

Section A -The name of the Club shall be Palo Verde Patchers, here after referred to as the Club

Section B -The purpose of the Club shall be to encourage and foster the art of quilting in all forms.

Section C - These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc. Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures (RR & P's) 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' documents shall prevail.

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

Article II - Membership

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

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

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Guest privileges shall be limited to three (3) times per year for Non-Recreation Cardholders and Recreation Cardholders alike.

After 3 visits Recreation Cardholders will be required to join. Non-Recreation Cardholders must be invited and accompanied by a member host.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Regarding events in which the Club shares in the cost for members, non-recreation cardholder guest will pay full price for special events.

Section D - Dues - The amount of 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.

* Quorum is the minimum attendance at a club meeting necessary to conduct elections, to approve bylaws, to approve budgets, or to conduct other that requires a vote. A quorum shall ten percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E – Maintaining a Club Charter:

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

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

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

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

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

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

3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
 - a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

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

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

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

Section I- Monitors - All members shall serve as Club Monitors per the club rules (please see Palo Verde Patchers Handbook). The number of mandatory monitor credits will be determined by vote of membership. The Club Board will appoint a member to review all monitor activity to determine compliance. Members not meeting this requirement will be subject to RR&P's (Rules, Regulations & Procedures) chapter 3, Article 1, F disciplinary actions. Each instance shall be individually reviewed by the Club Board and a copy of the action will be sent to the Recreations Activities Manager to be kept in the Club File.

Articles III- Officers

Section A - The Club Board shall consist of four officers (at a minimum): President, Vice-President, Secretary and Treasurer.

Additional officers for this Club may include a 2nd Vice President who is elected and has voting rights; and, the Past President who has no voting rights.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office shall attest that they have read and understand the Association's Rules, Regulations and

Procedures for Chartered Clubs by signing Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Club Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C- The Club Board shall be elected by a majority vote of those present at the Club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Article VI, L)

Section D - The Club Treasurer will be responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1st of each year.

Section E - Terms in office, and responsibilities of officers: Officers shall be elected annually by the membership. Officers shall be elected to serve one year and shall assume office on January 1st_ No officer shall serve more than two (2) consecutive terms in the same office, with the exception of Treasurer. The Past President's term will be for one year only.

The President shall preside at all meetings of the Club and perform all duties customary to the office.

The Vice-President shall assist the President and in the absence of that officer, preside at all Club meetings and perform all duties customary to the office of President. The Vice-President shall be responsible for scheduling classes and workshops and arranging all program presentations at business meetings.

The Secretary shall keep a list of the membership, act as corresponding secretary and preserve the Club records for a period of three (3) years.

The Treasurer shall secure and properly record Club revenue and expenses. The Treasurer will oversee the purchasing of all fixed and non-fixed assets, equipment, and supply inventories. The Treasurer shall issue a quarterly format of the Annual financial Statement (Form CR-7). The Treasurer's records shall be made available to the auditing committee on request. The Treasurer shall preserve all financial records for a period of seven (7) years prior to the current year.

The Past President shall serve as a non-voting consultant to the board.

Section F - In the event that a vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval of the membership at the next regular meeting of the Club.

Section G: To impeach an officer, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from Recreation Activities Manager)

Section H: It is the responsibility of the club president to pass the Rules, Regulations and Procedures on to their successor.

Article IV- Meetings

Section A: Frequency of Meetings: A membership meeting will be held in each quarter: Club meetings shall be monthly September through May. The November meeting of each year will be the "election meeting".

(Quorum Requirements: See Article IV, Section C2, Membership Meetings, Club Bylaws)

Section B - Provisions for calling and recording meetings:

Minutes will be taken by the secretary to document all business sessions and will be approved by the Club President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Club Board Meetings will be called as needed at the discretion of the Board.

Special meetings may be scheduled for specific purposes at the discretion of the Club Board or request of the membership.

For a grievance or reasonable cause, a group of fifteen (15) members is necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section C: Voting and quorum requirements:

1. Club Board Meetings - A quorum is a simple majority of the board.
2. Membership Meetings – A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other Club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the Club membership; however, a quorum requirement cannot be less than 20 members. A Club could have in excess of 100 at a meeting, but the top required limit is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert's Rules for parliamentary rule. Anything not stated in these Bylaws shall be referred to Robert's Rules for Parliamentary rule.

Article V - Financial

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

Section B - The Club Board shall set a specific dollar limitation on Club expenditures by the Club Board and anything over that amount must have the vote of the membership. This

limitation is Seventy- Five Dollars (\$75.00). Only expenditures of \$25.00 or less can be paid by petty cash. (RR&Ps Chapter 4, Article V, B,4)

All monies received from dues, classes, special or social events must be deposited in the Club's bank accounts and duly recorded. No disbursements should be made from unbanked monies. All disbursements should be made by Club check or from an established petty cash fund, with backup documentation including invoice or signed receipt. All bank accounts shall be in the name of the Club and continue through succeeding administrations. Checks shall require only one signature; the Treasurer will be the first signatory, if unavailable, the President will be the signatory.

Section C - 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 Recreation Center Activity Manager.

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

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

Section F - Club Contracts: 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 Recreation Activities Manager for approval.

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

Section H - Inventory Report: The treasurer is responsible for submitting the Inventory Report to the Recreation Activities Manager by December 31 for the calendar year.

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

Article VI - Committees

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

All committee chairpersons are to present a written report to the President upon the completion of their event. The report should include pertinent information to assist future chairs in their event planning.

Section B - Permanent (standing) committees, at a minimum, will include safety and audit.

Section C - The duties of the Safety Chairman/Committee are to ensure that the room is clear of hazards and if any are noted to advise the facilities supervisor.

Section D -The duties of the Audit Chairman/Committee: See Article V, Section D Club Bylaws.

Section E - Each year the President shall appoint a nominating committee to nominate one or more candidates for each elective office. The committee shall report their nominations to the general membership at the October meeting.

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 amendments(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 Center's Recreation Activities Manager for final review. The amended Bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

Article VIII – Dissolution

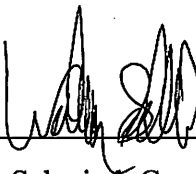
Prior to club dissolution (after all debts are satisfied) all properties and assets shall be turned over to the Recreation Centers.



Nancy Steely, President

4-5-21
Date

APPROVED:



William Schwind, General Manager

4-2-21
Date