

PALO VERDE PATCHERS

CLUB HANDBOOK



SUN CITY WEST, AZ 85375

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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 (SCW) 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 by hand and by 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 offered vary from beginning quilting to advanced techniques with a range of styles.

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 and other important club documents on our Website to become familiar with all that PVP has to offer. Then come and learn new skills and participate in the many great programs, such as our “Quilt for Causes” charity projects and other activities where you can make new friends. <https://patchers.scwclubs.com/> To protect your privacy, the member contact information is kept in the *Member Only* section of the Website. Email PaloVerdePatchers@gmail.com if you have forgotten the password.

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: Ensure that PVP's activities and transactions

1. advance the club's mission to support Quilts for Causes, the club's charitable work
2. provide learning opportunities for Sun City West residents who have an interest in quilting
3. build community for the members through shared activities
4. 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, Vice President of Programs, Vice President of Classes, Treasurer, and Secretary. The immediate Past-President serves as a non-voting member for one year term only. The names and contact information of the current year's Board of Directors can be found under *Palo Verde Patchers* tab on the PVP Website.

Board Meetings

The Board meets prior to every General Membership meeting at a day/time agreed upon by the Board members, and otherwise as needed.

PVP members are welcome to attend any meeting and must give prior written 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 year. No officer can 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 general 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 in the *Member Only* section of the PVP Website.

Depending on need, the Board may form Committees including:

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

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, through the weekly News and Notes, and meeting announcements.

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.

Community 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](#) under the *Activities* tab.
 2. 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 while sharing common interests.
 - a) A SIG master schedule is posted under the *Activities* tab on the Website.
 - C. Charity work, described as Quilts for Causes, is supported by three SIGs. Full descriptions may be found on the Website
 1. Honor Quilts thank veterans who have seen combat.
 2. Charity Quilts and Tote bag activities support the charity(its) as selected by the club. Additional charity work is completed for other organizations from time to time.
 - D. For more information or to contact a SIG leader, refer to the Special Interest Groups descriptions under the *Activities* tab on the Website. Contact information for SIG leaders is found in the *Member Only* tab 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.

III. Weekly Meetings

- A. When there is no General Membership Meeting, a weekly announcement session is held in the club room on Tuesday mornings at 10 a.m.
- 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 member 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
 - 3. In-room Potlucks
 - 4. Kuentz Kamp
- B. Kuentz Kamp is held throughout the year in the club room. It is an opportunity for members to bring their supplies and machine(s) and leave them in the room for several days of sewing.
 - 1. The Kamp is organized by a Committee Coordinator.
 - 2. Typically a team of PVP members “host” the event which includes planned activities and open sewing time for projects.
 - 3. There is a small fee for each session and advance registration is required.

V. 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 SCW 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. Members who renew their membership after January 31st deadline are will be charged a late fee.
 - 2. New members pay annual dues PLUS a \$5.00 Enrollment Fee.
 - a) New member dues will be accepted for the next year starting on December 1st of the prior year, however, membership is not activated until January 1st.

II. Responsibilities

- A. Members are expected to familiarize themselves with the club's Membership Handbook and Bylaws which are posted on the PVP Website.
 - 1. Annually, and if there are updates throughout the year, these documents will be updated and membership will be notified of the update.
- B. PVP Club 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. PVP Membership ID badges are used to record attendance.
 - a) The bar code on the membership card must be scanned when entering the room.
 - b) Members are encouraged to wear their ID badge when in the club room and at all Club meetings / events.
- C. Sun City West Rec Card
 - 1. Members must scan their Rec Card number into the ClubTrack system when entering the room.
 - 2. It is up to the member to ensure that his/her Rec Card is valid.
- D. Monitoring
 - 1. Each member is expected to fulfill his/her monitor requirements as set forth in this Handbook and described in the Monitoring Policy section of this handbook.
- E. 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
 - 2. Monthly calendars of events, including classes, are posted
 - a) Under the *Activities* tab of the PVP Website.
 - b) In the club room (hard copy)
 - 3. PVP Photo Directory and Membership List
 - a) The PVP Photo Directory (each member's contact information and picture) and the Membership List (contact information without pictures) is found under the *Member Only* tab of the Website.
 - (1) Please email PaloVerdePatchers@gmail.com if you have forgotten the password.
 - b) All documents are date stamped and updated throughout the year.

F. 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) PVP Board of Directors
 - b) Committee Coordinators
 - c) Special Interest Groups contact information
3. Found under various tabs in the public sections of the Website:
 - a) Club Handbook and Bylaws
 - b) Monitor Duties
 - c) SignUpGenius instructions and links
 - d) General information and history of Quilts for Causes
 - e) Club History
 - f) Schedule for Special Interest Group Meetings (no contact information)
 - g) Quilt show information
 - h) Photos from events

III. General Membership Meetings

- A. All club members are encouraged to attend the general membership business meetings, held throughout the year in accordance with Rec Center SCW requirements.
 1. In addition to the business meeting and member “Sew and Tell,” guest speakers from outside of the community may be hosted.

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 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 monitoring at special events. The Board shall review the Club's Monitor credit requirements on an annual basis and establish the Club's monitoring requirements. 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 each calendar year.

With the exception of special events, a monitor shift is 4 hours and earns 1 monitor credit. Monitor credits may not be carried over from year to year. Members may not assign or "gift" their monitor credits to another member.

Procedure

I. Earning Monitor Credit

A. Teaching a Class

1. Teachers earn one monitor credit for each session that is taught in a class.
2. The VP of Classes will submit the teacher's name and the monitor credit to the Monitor Chairperson AFTER the class is successfully completed.

B. Special Interest Group Meetings (e.g. Miniatures, Featherweights, etc.)

1. The SIG leader may earn credit IF he/she is signed up as a monitor for the shift during which the SIG meets.
2. Monitor credit may be awarded for classes taught during a SIG if all the class requirements are met.
 - a) The VP of Classes will determine if class credit may be earned and submit the monitor credit to the Monitor Chairperson.

C. Open Sewing Periods

1. Two club members may earn monitor credit for each 4 hour shift.
2. Monitors are required to remain for the entire shift.

D. During Classes

1. One monitor may earn one credit for every 4 hour class period.
2. The monitor may be a class participant but MUST remember that his/her primary duty is as a monitor.

E. 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 room monitors will be assigned.

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.
- F. 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.
- G. Honor Quilt Longarmers
1. A chosen Longarmer will receive one monitor credit for each quilt longarmed.
- II. Exemptions and Exceptions for meeting the annual Monitor Credits obligation
- A. Exemptions from monitoring
1. The member must annually submit a written request to the board president.
 - a) Via email
 - a) In a note handed to the president or placed in the suggestion box
 - b) 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, or someone in the member's household, ie. an adult child, sibling etc.
 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) Exemption requests must be renewed (resubmitted) annually at the start of the membership year.
 - c) If warranted, an exemption may be submitted anytime during the year.
- 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.

Room Monitor 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. Other responsibilities are posted in the club room at the station where members scan their badges and on the PVP 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 on the PVP Website.
 - D. A computer terminal in the Club Room, which also has instructions posted, may be used to access SignUpGenius.
 - E. If you need help using SignUpGenius, contact a board member who will direct you to the right person.
- II. Scheduling guidelines
 - A. The monitoring schedule will be available for the upcoming 3 months
- III. If a member cannot complete his/her scheduled monitoring duty, he/she is responsible for finding a substitute. A list of substitutes can be found posted in the club room.
- IV. Monitoring may not always be scheduled through SignUpGenius. Exceptions may include the following where other methods are used:
 - A. Special Events
 - B. Kuentz Kamp
- 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.
 - B. 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.
 - C. General Meetings and Special Events
 1. The Monitor Chairperson will record the names and credits earned for members who complete monitoring for these event.

Failure to Fulfill Monitor Duties

The Monitor Chairperson will review each member's monitor credits at the end of the membership year. Members who fail to complete their monitor requirements will forfeit access to classes, Kuentz Kamp, luncheons and all club events, entries into the quilt show, and opportunities to sell items through the boutique and stash sale. They may attend meetings and use the room.

CLUB ACTIVITIES AND RESOURCES

Classes

Policy

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. A minimum class size is 3.
 2. If the class is taught in a SIG, group members may be given first choice to sign up.
- II. In order to be qualified as a class (or a class in a SIG) 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. Registration 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.
 - a) SIG Classes are not required to charge a registration fee.
 - B. Class registration 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. Registration 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 forfeits the class fee.

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 Studio A. 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 veteran's 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 the primary fund-raising activity which supports the club's charitable work. Information about the upcoming quilt show is posted on the Palo Verde Patchers Website under the *Activities* tab.

Raffle Quilts

Any and all raffle quilts must be presented to and approved by the Board of Directors. Raffle quilt ticket sales support the Quilts for Causes (charity) account. Raffle quilts are typically made for the 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

Quilt Show Boutique

At the quilt show, the boutique provides an opportunity for members to sell their quilts and quilt related creations. This sale is handled through the club which retains a percentage of the earnings of the member.

Stash Sale

On occasion, PVP members have an in-room stash 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.

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.
- Funds support the making of Shelter Quilts and Honor Quilts.

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 reports and documents required by 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.