EB 0 1 2005

CREATIVE STITCHERS CLUB
OF
SUN CITY WEST
SUN CITY WEST, ARIZONA

BY LAWS

ARTICLE I - GENERAL

Section A

The name of this organization shall be CREATIVE STITCHERS CLUB of SUN CITY WEST.

Section B

This organization shall be a non-profit organization whose purpose shall be to promote cooperation and interchange of ideas among the members who are interested or engaged in needlework; to maintain high standards of design and technique in needlework; and to provide educational opportunities for members.

Section C

These By Laws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, By Laws and Rules, Regulations and Procedures for Chartered Clubs. In the event of a conflict between these By Laws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document shall prevail.

Section D

This Chartered Club shall be operated as a non-profit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the By Laws of the Recreation Center

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 precondition for membership, nor will members be required to join any national, state or regionally affiliated organization.

Section C

1. Resident Guest: A resident guest is a resident of Sun City West with a current Association Membership Card or Tenant Activity Card, who has not formally joined a respective Club, but is qualified to do so. A resident guest may attend no more than two (2) meetings before membership is required.

2. Non-resident Guest: A non-resident guest is not qualified to join a Chartered Club.

A. Non Recreation Card Holder Guest is an individual who temporarily resides as a guest with a Sun City West resident during an area visit. This guest may not attend more than one (1) function a year. Individual member may host one (1) person per function and member must accompany non-recreation guest.

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 has been established.

Section E

Other (e.g., disciplinary actions.) The following are recommended for Club disciplinary actions:

1. First Offense - a written warning from the Club.
2. Second Offense - a short-term suspension by the Club.

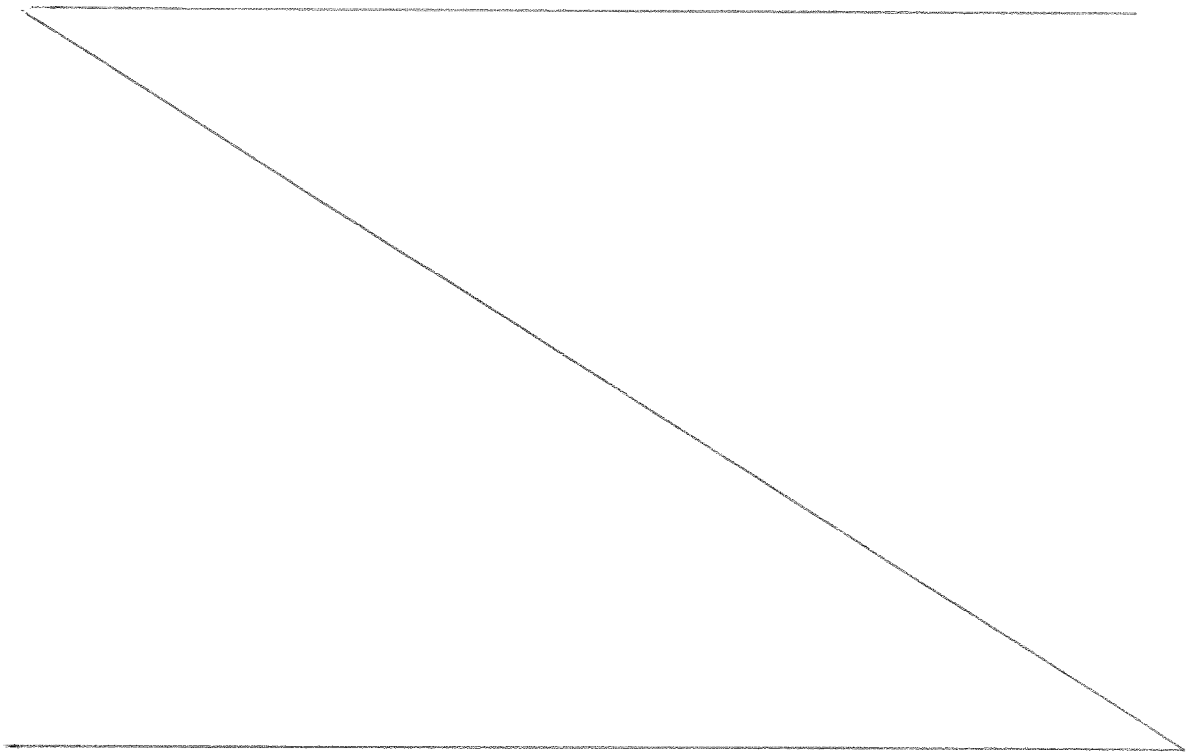
3. Third Offense - a longer term suspension by the Club, and
4. Fourth Offense - termination recommended by Recreation Centers' General Manager to the Governing Board. Any suspended or terminated Club member has the right to appeal to the Governing Board. (See Chapter 2, Paragraph 2 (d) of the Rules, Regulations and Procedures.)

ARTICLE III - OFFICERS

SECTION A

The Club Board shall consist of (at a minimum,) a President, a Vice President, a Secretary and a Treasurer.

Newly elected or appointed officers, within fourteen



(14) business days of taking office, shall attest that they have read and understand the Associations' Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section B

The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Section 5.(k).

Section C

Responsibilities of Officers and terms in office.

1. The President will preside over all meetings of the Creative Stitchers Club of Sun City West. In agreement with the Treasurer, an assistant Treasurer will be appointed. The President will appoint Chairpersons of all Standing Committees such as Publicity; Historian; and any and all other Standing and Special Committees as deemed necessary and appropriate.

   a. The President will appoint a nominating committee in the month of October. The committee is to select the candidates which will be reported at the Board meeting the second Monday of November. Election to be held on the 3rd Monday of November. The incoming officers to be installed in December and take office in January.

   b. The President will appoint a By Laws committee, biannually consisting of a Chairperson, two (2)

members at large and Parliamentarian.

1. Duties will be to review the By Laws of the Club and meet the guidelines of the Recreation Board of Sun City West.
2. The 1st Vice President, in the absence of the President, will preside over such meetings, and assume any other duties pertaining to the office in the absence of the President. She is responsible for programs.
3. The 2nd Vice President is responsible for assuming duties of 1st Vice President in her absence. She is in charge of membership keeping records concerning all members, provide orientation and name tag kits.

2. The Secretary will keep a complete record of all meetings. The Secretary will keep an inventory of Club's properties, and reports in a permanent file. The Secretary will handle all correspondence.
3. The Treasurer will keep a record of dues collected from the membership, as well as any other monies received for the Club, depositing such monies in a bank account. The Treasurer will pay all bills. The Treasurer will present a report each month, with a copy to the President and to the Secretary, who will file the report with the records.
4. The Parliamentarian position will automatically be filled by the immediate Past President, whose responsibilities will be to advise the presiding officer of the rules of a deliberative meeting.
5. No member shall be eligible to serve more than one

(1) office at a time.

6. No member shall be eligible to serve more than two (2) years consecutively in the same office.

Section D

Should a vacancy occur in any of the elected positions, the President will appoint a member to fill the unexpired term.

1. If an appointed Chairperson should not be able to fulfill her term of office, the President will appoint a successor.

ARTICLE IV - MEETINGS

Section A - Frequency of Meetings

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

Section B

The President may call a special meeting, if necessary, on any other meeting day. (See Section A above.) Minutes will be taken by the Secretary to document all business sessions. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section C

Business meetings will be held on the third Monday of each month (9:30am) October through and including May.

1. Club Board meetings will be held at the discretion of the President.
2. At any meeting there should be a **quorum** present to conduct the business of the Creative Stitchers Club of Sun City West. A quorum will be a majority of the members present, with current dues paid.
3. Roberts Rules of Order can be used to assist in

parliamentary procedures. Stated By-Law provisions take precedence over Roberts Rules: i.e., anything not stated in the By Laws shall be referred to Roberts 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

All bills will be presented for payment at the monthly meeting of Creative Stitchers Club of Sun City West. A vote of the Club membership will be necessary for expenditures greater than $50.00. Club does not have a Petty Cash Fund.

Section C

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

Section D

The Treasurer will have signature authority of checks. In the event of the absence of the Treasurer, the President and Assistant Treasurer will have the signature authority. Only one signature will be necessary on checks issued by the Creative Stitchers Club of Sun City West.

ARTICLE VI - COMMITTEES

Section A

Committees and or chairpersons may be elected by the

general membership or appointed by the Club Board.

Section B

Permanent (standing) committees, at a minimum, will include Safety and Audit.

ARTICLE VII - AMENDMENTS

To amend the By Laws 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 By Laws will be submitted to the Recreation Centers' Recreation Activities Manager for final approval. The amended By Laws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

ARTICLE VIII - DISSOLUTION

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

Adele Sacher

Adele Sacher — Jan. 3. 2005

President

Approved: Mike Whiting — 3-23-05

General Manager