

# Sun Lakes Rock, Gem & Silver Club By-Laws

## ARTICLE I - MEMBERSHIP & USE OF FACILITIES

1. Membership is limited to residents and lot owners in The Sun Lakes Country Club, Cottonwood/Palo Verde, and IronOaks communities. Residents and lot owners become members in good standing (i.e.: Members) upon signing a Waiver of Liability; paying and remaining current in payment of dues and current in residency.
2. Use of club facilities, equipment, tools or supplies is limited to Members who:
  - a. Have paid applicable activity fees, signed a waiver of liability, and;
  - b. If taking classes or are working under the direction and supervision of an Instructor or Monitor,or:
  - c. If working independently in an Open Shop, (The Board does not advise working in a shop alone.) having been qualified to do so by satisfactorily completed instructional classes or demonstrated capability in the safe and proper use of said equipment, tools and supplies. A current list of Members qualified for each craft shall be displayed in each shop.
3. Upon completing the term of office, the club President will automatically become a Life Member. The Board of Directors (the Board) may nominate any other Member for Life Membership because of special services to the club. Approval requires a majority vote of Members present at a General meeting. Life Members may remain members in good standing without paying dues and shall be eligible to hold office and vote on club business.
4. The Board may nominate, at any General meeting, any person upon whom it wishes to confer Honorary Membership. Approval requires a majority vote of Members present. Honorary Members may maintain membership in future years without paying dues, but shall neither hold office nor vote on club business.

## ARTICLE II –FINANCES

1. DUES: Annual membership dues shall be as determined by the Board and approved by the membership.
  - a. When a change in dues is deemed necessary, the recommended change shall be presented to the Members by the Board and must be voted upon at a regularly scheduled General meeting. Approval requires a majority vote of Members in good standing present.
  - b. Dues are payable each October 1st and cover membership through the following last day of September, **which is the end of our club's fiscal year**. Dues will not be prorated for individuals who join the club after October 1st.
2. INTERNAL CONTROLS: All cash and checks received in the name of the Sun Lakes Rock Gem & Silver Club must be deposited intact to the Club Treasurer in a timely manner. (Funds should be deposited in a Cash Box.) All disbursements must be made by SLRGS Club check on the basis of approved vouchers. Class fees should be made by check whenever practical.
3. ACQUISITIONS: The Capital Account will be charged for the purchase of all newly acquired equipment that has been approved by the Board. The approved voucher for any equipment purchased through the Capital Account must fully identify the equipment purchased: i.e. *Trim saw 5-02-12 purchased new All American Co. Ser. # 986 558 3321 for \$500-Check #4333 and date of Board meeting that purchase was approved.*
4. DISPOSAL OF EQUIPMENT: Funds from equipment sold will be credited to the Capital Account. Supporting documents should identify the equipment sold: *i.e. Trim saw 502-12 sold to Jim Stone, Ser. # 986 558 3321 for \$400-Check #333 and date of Board meeting that disposal was approved.*

1. a. The applicable Craft Chairperson will recommend to the Board any equipment for disposal (as surplus/too costly to repair/cheaper to buy new replacement, etc.) The Board will discuss and approve or disapprove recommendation and determine method of disposal.
5. CAPITAL FUND INCREASES AND/OR REPLENISHMENTS MUST BE APPROVED BY THE BOARD

### **ARTICLE III - MEETINGS**

1. General meetings are held to provide a forum at which Members can exchange knowledge regarding common interests. It is encouraged that Club plans, programs and activities will be discussed and participated in by all Members. Activities will include lectures, programs, show & share, demonstrations, exhibits and workshops. In addition, club business requiring membership approval shall be brought to the floor.
2. Fiscal Year begins on October 1st. General and Board meeting dates shall comply with Article V of the Constitution. Meeting time and location shall be established by the Board.
  - a. General meetings are the third Monday of each month **except** May, June, July, August and September. Meetings are held at a location designated by the Board. Notices of General meetings will not be sent to Members unless a change of date, time or place becomes necessary.
  - b. Any change in meeting dates, times or places shall be acted upon by the Board and communicated to the Members at the next General meeting; if change only precedes the date of the applicable meeting, the Board will notify Members by internet or telephone.
3. Special meetings may be called by the President. In the President's absence, a majority of the Board may call a Special meeting. The date, time and place of any Special meeting shall be provided to Members at a General meeting preceding the date of the Special meeting.
4. Those Members attending a General meeting shall constitute a quorum.
5. Issues necessitating membership action shall be brought to the floor at any General meeting and require approval by a majority vote of Members present. Proxy votes will not be recognized. Annual elections are held in February (see ARTICLE IV.5.).

Prior to the April General meeting, the President shall convene a meeting of the Board, Instructors, Monitors and others as appropriate, to plan activities for the year, including volunteer appreciation events, class schedules, fees, programs, field trips and operating procedures as well as Board approval for new equipment acquisitions. Any business necessitating Board action requires approval by a majority vote of the Board members present

### **ARTICLE IV - ELECTIONS & TERMS OF OFFICE**

1. Elective positions are club officers (President, Vice-President, Treasurer and Secretary), Chair-persons of crafts embraced by the club (Lapidary, Silver, Lost Wax, Glass and Creative Crafts), Class Coordinator; Membership Coordinator; Museum Curator; and Equipment Oversight Manager. Members elected to those positions automatically become Directors of the club and sit on the Board during their terms of office.
2. The term of office for elective positions shall be two years. Incumbents may not be reelected to consecutive terms except, when a nominee cannot be found for the position of an incumbent whose term is expiring, the Board can recommend that the incumbent may be reelected.
3. The President shall appoint a nominating committee of at least three Members by the December General meeting. The committee shall seek and recommend candidates to replace incumbents whose two-year terms are expiring, and present a slate of those candidates at the January General meeting. At that meeting, any Member in good standing may nominate other Members in good standing and in attendance as additional candidates. If those nominees accept, their names will be added to the official slate. Upon adjournment of the January General meeting, nominations will be closed.

4. Elections shall be held at the February General meeting. Candidates for two officer positions and approximately half of the other elective positions shall be elected in alternating years to provide continuity on the Board. If a vacancy occurs during the first year of a two year term, the membership shall elect someone for the remaining period at the next General meeting in order to maintain the alternating year schedule. If it occurs after that time, the President shall appoint a Member to serve until the next election.
  - a. Nominees must be elected by a majority of the votes cast. When there is only one nominee for a position, a voice vote or show of hands will suffice to confirm election, and counting written votes for that position is unnecessary.
  1. b. When there are two or more nominees for the same position, voting must be by closed ballot. In this case, the Secretary and another Member chosen by the President shall collect all ballots, and count the votes for each nominee. If no single nominee receives a majority of the votes cast (50% plu1), the nominee receiving the fewest shall be dropped and a second closed ballot, run-off vote shall be taken. This procedure shall be repeated until one nominee receives a majority of votes.
5. Newly elected candidates shall assume their duties as of the March Board meeting where newly elected and outgoing Members attending to facilitate transfer of Chair notebooks, equipment, keys, knowledge and sharing of information such as vendors used and location of any off-premise equipment.

#### **ARTICLE V - BOARD OF DIRECTORS**

1. As provided by the Constitution, the Board shall conduct club business, including control and management of its affairs and the property owned by or entrusted to it. **It is incumbent upon Board Members to: strive to attend all Board meetings; engage in all its deliberations; and ensure that decisions and actions are consistent with accepted business and fiscal practices.** The Board shall also ensure that all club Members comply with the rules and procedures in the Constitution & By-Laws. The Past President may act in an advisory capacity but shall not have a vote.
2. The Board shall determine if and when there is a need for a special assessment. Any assessment must be presented for membership approval at a General meeting.
3. As provided by Article V.1. of our Constitution, the Board shall meet the first Monday of each month, October, November, December, January, February, March, April, and May at a time and place specified by the Board.
4. A simple majority of the total number of Directors shall constitute a quorum at any meeting of the Board.

#### **ARTICLE VI – OFFICERS**

1. The President shall provide leadership for the club and has the following authority:
  1. a. Approve expenditures for tools, materials, expendable supplies and equipment maintenance required by a craft group (those crafts managed by a Craft Chairperson) up to an aggregate total of \$500.00 per month for each craft group. This authorization is not a monthly budget for discretionary use and shall not be used for purchases of additional or replacement equipment (a prerogative of the Board only). Expenditures for a craft group exceeding 500.00 in any month must be approved by the Board.
    - b. Signatory authority for all Club bank accounts.
    - c. Delegate spending authority to another Board Member, when appropriate, up to a limit of \$250.00.
    - d. During the months of May through September, if an immediate decision on an expenditure is necessary, the President may, with Board approval, approve spending any amount not exceeding the available treasury balance (including amounts known to be available for deposit prior to the expenditure). If the amount to be spent might require a change of dues or a special assessment to reimburse the treasury, the expenditure must await membership approval at a General or Special meeting called for that purpose.
2. The Vice-President shall act as President in the President's absence and, at such times, has authority to sign club checks for approved expenditures.

3. The Secretary shall be the club's official correspondent, document the proceedings of Board and General Meetings and generate and maintain files of club correspondence.
4. The Treasurer shall be the club's chief financial officer and has authority to collect and deposit all incoming funds and to write checks against the club's checking account for approved expenditures

#### **ARTICLE VII - CHAIRPERSONS OF MAJOR FUNCTIONS**

1. The Class Coordinator, working with the President and appropriate Craft Chairpersons, shall manage the scheduling of instructional classes and open shop periods at all club-managed facilities.
2. Each Craft Chairperson shall manage the crafts assigned by the Board and is authorized to approve expenditures for tools, materials, expendable supplies and equipment maintenance required for those crafts, up to a specified aggregate total per month. That amount is \$250.00 for Silver, Lost Wax, Glass and Creative Crafts and \$300.00 for Lapidary. These authorizations are not monthly budgets for discretionary use and shall not be used to purchase additional or replacement equipment (a prerogative of the Board only). Expenditures exceeding the above specified amounts must be approved by the President or at a meeting of the Board.
3. The Membership Coordinator shall manage membership enrollment and has authority to collect appropriate fees and issue membership cards and appropriate stickers/labels.
4. The Museum Curator shall manage the exhibit of museum-quality rock/mineral collections, members' craftwork and other items representing club activities in display facilities owned by Sun Lakes Homeowners Associations.
5. The Equipment Oversight Manager shall manage the maintenance of club-owned equipment and tools in all club-managed facilities and has authority to incur expenses of \$100.00 or less for its maintenance, repair and replacement.

#### **ARTICLE VIII - APPOINTEES & SUPPORTING COMMITTEES:**

1. There shall be the following non-elective positions which require special craft or technical qualifications. Candidates must be members in good standing. They may volunteer, be recommended by Members or chosen by the applicable Chairperson.
  - a. Assistant Craft Chairperson
  - b. Instructor
  - c. Open Shop Monitor
2. There shall be the following appointive positions to lead social and non-craft related activities. Candidates must be members in good standing and may either volunteer or be nominated for appointment. The Board shall review, select and appoint nominees by majority vote to serve for one year. Each appointee shall have authority to determine the need for size of a support committee, and select Members willing to participate. The Committee Chair will estimate the cost of the event and submit a budget to the Board for approval. The Field Trip Coordinator shall manage the planning and execution of Club field trips and, with prior Board approval and a cap on expenditures, has authority to conduct exploratory trips and claim reimbursement for reasonable related expenses.
  - a. Hospitality Coordinator
  - b. Publicity Coordinator
  - c. Website Coordinator
  - d. Raffles Coordinator
  - e. Holiday Party Coordinator
  - f. Picnic Coordinator
  - g. Field Trip Coordinator

#### **ARTICLE IX. - SPECIAL COMMITTEES**

1. Special Committees will be as follows:

- a. **AUDIT:** The President shall appoint an Audit Committee consisting of one to three Members at the February Board meeting. It shall audit the Treasurer's books and bank records and report to the Board at its March meeting. The President shall report the findings at the March General meeting.
- b. **NOMINATING:** The President shall appoint a Nominating Committee in December to choose a slate of candidates to be presented to the membership (see ARTICLE IV.3.)

#### **ARTICLE X - STANDING RULES FOR CLASS INSTRUCTORS & MONITORS**

1. Instructors shall have, whenever possible, an Assistant Instructor to help in teaching. This will also allow the Assistant to gain experience and confidence to become an Instructor. Assistants should be chosen with that in mind.
2. Personal projects of Instructors, Assistants and Monitors shall be secondary to helping members during classes and open shop hours. They are not expected to do work on the Members' project, only advice and instruction.
3. Keys provided to Instructors, Assistants and Monitors for all Club property (doors, cabinets and drawers) are for their personal use only, are never to be loaned or duplicated, and must be returned to their Craft Chairperson upon request.

#### **ARTICLE XI APPENDICES**

1. The Board may promulgate Appendices to the By-Laws to document Position Descriptions, Policies and Procedures. Appendices shall be issued, revised or cancelled by majority vote of the Board.

#### **ARTICLE XII – AMENDMENTS TO THE BY-LAWS**

1. Upon recommendation of the Board and presentation to the membership, these By-Laws may be amended by a majority vote of Members present at any General meeting.

APPROVED BY THE DIRECTORS AT THE **January 5, 2015** BOARD MEETING.

APPROVED BY THE MEMBERSHIP AT THE **January 19, 2015** GENERAL MEETING.