



## **SUN CITY ANTHEM**

## **WOODCHIPS WOODWORKING CLUB**

### **Bylaws**

May 2010

# **Sun City Anthem Woodchips Woodworking Club Bylaws**

## **ARTICLE I – GENERAL**

- Section A. The name of this organization will be the Sun City Anthem Woodchips Woodworking Club (SCAWWC), hereafter referred to as the "Woodchips," a subsidiary of the Sun City Anthem Community Association, Inc. (SCACAI), hereafter referred to as the "Association."
- Section B. The purpose of this Club is to provide a dedicated woodworking venue within the SCA Community.
- Section C. These bylaws will fully comply with the Association's Governing Documents and Chartered Club Rules and Procedures. In the event of a conflict between these bylaws and the documents, or rules, the documents or rules shall prevail, and the Woodchips Board will present changes to these bylaws at the next general meeting for approval.
- Section D. This organization shall be operated under the authority and control of the Association in accordance with applicable statutes and the Association's Governing Documents.
- Section E. No member shall use the woodshop facilities to carry on or conduct a private business.

## **ARTICLE II – MEMBERSHIP**

- Section A. Membership shall be open to all Association members in good standing without discrimination as to sex, race, religion, color, ethnic culture, sexual orientation or national heritage.
- Section B. There shall be no precondition for membership, nor will members of SCAWWC be required to join any national, state or regionally affiliated organization.
- Section C. A member shall be defined as any Sun City Anthem Association member in good standing with the Association who is current in their dues to the Woodchips Club.
- Section D. Resident and non-resident guests will not be allowed to go past the monitor's station while any machine is in operation, in accordance with the decrees set forth by the insurance company and the Association's guidelines in the Policies and Procedures Manual, and stated in the Chartered Club Guidelines. Guests will be defined as anyone who is not a member of the Woodchips Woodworking Club.
- Section E. The annual dues are established at a minimum of \$10.00 and a maximum of \$50.00 per person, plus a one-time \$5.00 fee for training materials. Currently the annual dues are \$25.00 and any

change to the annual dues will require a vote by the Woodchips Club members in accordance with Article VII, Section A.

Section F. Dues are payable on the first day of January, and are prorated if a member joins after July 1st of the year. If a member allows their membership in the club to lapse past the last day of January, they must re-apply for membership, pay the \$5.00 training fee and be re-trained on all clusters they intend to use before they will be allowed to use any machine or tool in the woodshop.

Section G. There will be no refunds of dues.

### **ARTICLE III – BOARD OF DIRECTORS (Officers)**

Section A. The Woodchips Woodworking Club Board of Directors shall consist of the President, Vice-President, and Chief Operations Officer, Secretary, Chief Financial, Membership and Safety Officers.

Section B. All of the Board of directors shall be elected by a vote of the general membership and shall serve without compensation.

Section C. Woodchips Club members in good standing may be nominated for election. Members of the Board of Directors will serve a one-year term with the opportunity to serve a maximum of two consecutive terms in the same position. Directors can hold more than one position at a time for a maximum of one year but will only have a single vote.

Section D. Responsibilities:

1. President – The President shall preside over all Woodchips Club/Board meetings and be responsible for the administration of all club business; shall act as principle liaison between the Club and SCACA; shall appoint, and can remove with a majority vote of the remaining Board of Directors, Chairpersons of all ad hoc committees; be an Ex-Officio member of all committees (except for the Nominating Committee); and shall ensure financial and administrative integrity of the Woodchips Club. All records must be passed on to the successor.
2. Vice-President – The Vice President shall preside at all meetings in the absence of the President and shall perform such other duties as may be assigned by the President. The Vice-President will interface with the Activities and Operations Directors to coordinate interrelations between them. All records must be passed on to the successor.
3. Secretary – The Secretary shall keep all records; issue notices of all meetings and maintain minutes thereof; and shall furnish SCAWWC with such reports

as may be necessary. The Secretary shall conduct all correspondence relating to the Woodchips Club. The Secretary will maintain the disks and hardcopies of the current Bylaws and Position Descriptions of the Club Board of Directors. The Secretary will ensure the Secretary's records are retained for at least three years. Upon leaving office the Secretary will pass the records to the successor.

4. Chief Financial Officer – The CFO shall receive all monies and pay all bills owed by the Woodchips Club; shall keep an up-to-date ledger recording all financial transactions; shall perform miscellaneous duties such as, but not limited to, reconciling and retaining bank statements, and preparing financial reports for meetings. Prepare and communicate annual financial documentation as required by SCA, and participate in the annual financial audit. The CFO will ensure the financial records are retained for at least two years. Upon leaving office the CFO will pass the records to the successor.
5. Membership Director – The Membership Director shall keep all membership records and other information pertaining to the members such as membership/expiration dates, current phone and e-mail contacts and new member information packets. Keep committee chairpersons informed of those members wishing to serve on their committees. Give any monies collected to the CFO. Furnish Club Board members or Club members with such reports as may be requested. Distribute monthly list of new members to the Club Board. Serve as Nominating Committee Chairperson and procure a list of those interested in serving on the Club Board. Follow the procedures laid out in Section J of this Article.
6. Chief Operations Officer – The COO shall maintain a procedures manual for the shop and submit proposed changes to the Club Board for approval. Schedule shop usage for woodcrafts, toy making, hobbyists, as well as training sessions, advanced and special classes and periodic maintenance. Create and run training sessions for instructors, foremen and monitors. Produce and maintain a database covering the safety/cluster classes each member has taken and what tools and machines they are qualified to use.
7. Safety Director – The Safety Director, in conjunction with the COO, shall develop and run a safety and instructional program for all new and existing members of the club. These classes will include:

- a. Introductory classes that will teach the basic and safe operation of all machines and tools.
- b. Advanced classes that will teach the more complicated aspects of each machine's capabilities. Instruct trainers how to conduct a safety class and what a member must accomplish to qualify to use the machine they were trained on.

The Safety Director will regularly inspect all tools and machines to ensure they are operating correctly and safely. Inform members if need be, on a one to one basis, what safety rules they must abide by in order to use club equipment. Receive regular reports from the Safety Committee concerning suggested revisions in the safety program. Report recommended changes to the Club Board of Directors for evaluation.

- 8. Directors-at-Large – The Directors-at-Large are the chairpersons of the standing committees and consists of the Membership Committee, Activities Committee, Safety Committee, and Operations Committee. All records must be passed on to the successors.

- Section E. The Board of Directors of the Woodchips Club shall be responsible for the complete management of the affairs of the Club and shall advance all of the purposes for which the club was formed, according to the provisions of the bylaws and the vote of the members.
- Section F. The Club Board of Directors shall create standing committees, as necessary, in accordance with the Woodchips Club's bylaws and shall issue guidelines outlining the duties of those committees.
- Section G. The Club Board of Directors shall create subcommittees of standing committees, as necessary, in accordance with the Woodchips Club's bylaws and shall issue guidelines outlining the duties of those committees.
- Section H. For purposes of voting, a quorum for the Club Board of Directors will consist of a majority of those that currently hold elected positions and are in attendance for the vote.
- Section I. Should the Presidency become vacant, the Vice-President will succeed to that position. Should any other position become vacant, a majority vote of the remaining Club Board of Directors will determine a replacement.
- Section J. The Membership Director will chair the Nominating Committee. The committee shall consist of the Vice-President, the Secretary, and two members-at-large of the Woodchips Club. The

Membership Director will appoint the two members-at-large. All candidates for Club Board positions must be interviewed by at least three members of the committee.

- Section K. Recall procedures: Any member in good standing may initiate a resolution to recall any Board or Committee member at any general membership meeting. If this resolution is passed by a vote of the quorum, the resolution will be placed on the agenda for the next general membership meeting, or special meeting called by the Board of Directors. This subsequent meeting must be at least 20 days after the adoption of the resolution of recall. If, at this subsequent meeting, there is a majority vote of a quorum to recall an officer/committee member, the action becomes effective immediately following the vote. A replacement will then be nominated by a majority vote of the remaining Club Board of Directors, and must be approved by a vote of the quorum no later than the next general membership meeting.

#### **ARTICLE IV – MEETINGS.**

- Section A. Members shall meet at a time and place designated by the Club Board of Directors. Changes to a scheduled general meeting date or time will be made at least five days prior to such meeting via e-mail or on the Club website, stating the reason for the change. All meetings will be recorded.
- Section B. The Woodchips Club Board of Directors shall meet at a time and place designated by the President. Special board meetings will be called at the discretion of the President or a majority of Board members. All meetings will be recorded.
- Section C. The slate for the Club Board of directors for the following year will be presented at the October Woodchips Club meeting.
- Section D. The November membership meeting of each year shall be the annual business meeting of the Woodchips Club for the purpose of: taking nominations from the floor and voting on the slate for the next years' Club Board of Directors, approving the budget and conducting such other business as may be properly presented.
- Section E. Special member meetings may be called for by a majority vote of the Club Board of Directors, with a written notice of same to be sent via e-mail or continuously posted on the Club website, no less than five days prior to the date of said meeting.
- Section F. Robert's Rules of Order shall govern the conduct of business at all membership meetings.
- Section G. The basic requirement for approval of an action or choice by a deliberative assembly is the majority vote (more than half). A quorum must be present for the vote to be valid.

Section H. A quorum will consist of a majority of members in attendance at a general meeting where a minimum of 10 percent of the current membership are in attendance.

#### **ARTICLE V – FINANCIAL**

Section A. Financial records will be maintained for a period of two (2) years.

Section B. Except for expenditures funded by or required by Del Webb/Pulte Corporation or the SCACA, no single non-budgeted expenditure exceeding \$500 shall be made without the approval of the general membership.

Section C. Expenditures of up to \$500 may be made with the approval of any two of the Operations Officer, the President or CFO. Except in case of emergency, all expenditures must be approved in advance and in writing.

Section D. The funds of the SCAWWC shall be maintained in bank accounts at a commercially acceptable and Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation insured financial institution. The Club will maintain no petty cash account.

Section E. The President, Vice-President, Secretary and CFO of the Club will be authorized to sign checks drawn on an appropriate bank account. Two signatures on each check are required.

Section F. All invoices to be paid shall be approved by the CFO.

Section G. Financial records shall be maintained and reported to the Association in accordance with Chapter Four of the Charter Club Guidelines.

Section H. Within 30 days after a new Board of Directors begins their term, the outgoing and incoming CFO's must complete an inventory of all non-consumable items in the shop. This inventory will be included as an agenda item, and included in the minutes of the first Board of Directors meeting following its completion. The annual inventory will be signed by both the outgoing and incoming Presidents verifying its accuracy. If this is the same person, the incoming CFO will sign the annual inventory.

Section I. All proceeds from sales and projects completed for compensation will be deposited into a reserve account. This requirement does not preclude depositing additional monies into the reserve account as determined by the Board of Directors. The reserve account will be used to repair or replace parts on existing equipment, replace broken or worn out equipment or buy new equipment.

## **ARTICLE VI – COMMITTEES**

- Section A. There shall be non-voting ad hoc committee chairpersons as needed, appointed by the President.
- Section B. The ad hoc committee chairpersons shall serve for one (1) year and may be re-appointed at the discretion of the President.
- Section C. Standing committees as appointed by the Woodchips President include, but are not limited to: Tools and Equipment, Facilities, Training, Purchasing, Special Projects, Library, Maintenance, Website and Activities.
- Activities – Plan and administer a variety of activities for the Woodchips Club outside of the regularly planned events and all special events. Submit proposed ideas to the Club Board for approval and receive direction for upcoming events. Write publicity articles for each event and submit to the Board for approval. Submit articles to the Spirit, or place on the website.

## **ARTICLE VII – AMENDMENTS**

- Section A. Amendment of the bylaws of the Woodchips Club requires a majority vote of the membership present at a meeting duly called for such purpose, a quorum being present and required notice for this meeting being given.
- Section B. Notice of proposed amendments to the bylaws must be given at least 20 days prior to the meeting. Notice may be given by e-mail, by public notices at the Anthem Center, the SCA website or the Woodchips website.

## **ARTICLE VIII – WOODSHOP PROCEDURE**

- Section A. All Woodchip Club members will have access to the Safety and Operational procedures for using the shop and shop equipment, with updates provided as necessary. This manual is available on the Woodchips website. All updates shall be e-mailed to the membership, or included in the monthly membership meeting minutes.
- Section B. All Woodchip Club members will follow all the procedures set forth in the manual of Safety and Operational procedures when in the shop.
- Section C. Any Woodchips Club member not following the Safety and Operational procedures contained in the Woodchips Shop Manual, as determined by a Foreman, a Club Officer or the Safety Committee, may be required to go before the Woodchips Board of Directors to determine what action is appropriate, up to and including having their Woodchips Club membership revoked. Club members who become abusive, threatening, or create turmoil, disruption, or dissention among club members may also be required to go before the Woodchips Board of Directors to

determine an appropriate action, up to and including a recommendation to the Lifestyle Committee for membership suspension in accordance with SCA Guidelines for Chartered Clubs.

**ARTICLE IX – DISSOLUTION**

Section A. Prior to the Woodchips Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

**FOR THE WOODCHIPS CLUB:**

**FOR THE ASSOCIATION:**

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**Name/Signature**

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**Name/Signature**

\_\_\_\_\_  
**Date**

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**Date**