

Sun City Lincoln Hills Needle Arts Group

"Threads of Friendship"

Bylaws

Article I: Name & Affiliation

The name of this group shall be the Sun City Lincoln Hills Needle Arts Group, hereinafter referred to as "SCLHNA".

Article II: Purpose

SCLHNA is organized and will operate in full compliance with the Association's governing documents, including the Club Information and Guidelines Handbook.

The purpose of SCLHNA is to promote and preserve the heritage of needle arts, to promote fellowship and exchange ideas among persons who are interested or engaged in needle arts, to contribute to the knowledge and education of members through support of activities such as programs and workshops, and to give support to our local community.

Article III: Membership

Membership in SCLHNA is open and restricted to all Association residents.

Members who pay dues annually are considered in good standing and may hold office, vote in general meetings, receive communications and participate in all group activities.

Guests are welcome to attend not more than three meetings or breakout groups before being required to become a member. Guests are welcome to participate in all activities provided members are given priority.

Article IV: Meetings

Except for one or two summer months the general meetings shall be held every month at a predetermined time and location, unless otherwise changed by the Board or the SCLHCA. A quorum of the Executive Board (3) plus ten percent of the general membership shall constitute a quorum. If a quorum exists, the vote of a majority of members present shall be considered action by the membership.

Article V: Voting

By the September Board meeting, a Nominating Committee comprised of a minimum of two members and a maximum of five members, shall be appointed by the President. The Committee shall make an earnest attempt to recruit members in good standing to serve on the Board, either in the capacity as an elected officer or as an appointed chairperson. The Committee shall present a slate of officers to the membership at the October general meeting and request any additional nominations.

All members in good standing may vote. Voting for the nominated officers shall take place at the November general meeting. Results of the election and the President's appointment of Committee Chairpersons shall be published, announced at the December General meeting, submitted to the SCLHCA and take office on January 1 of the following year.

Article VI: Records, Reports and Operations

1. SCLHNA is responsible for internal financial transactions and records, including tax responsibilities, and has the responsibility to report appropriate financial business to its members.
2. SCLHNA governing documents, meeting minutes, and financial records must be available for review by any member in good standing.
3. SCLHNA will maintain a current list of at least two contacts with phone numbers and email addresses and submit it to the SCLHCA Room Booking and Club Coordinator.
4. Lists containing SCLHNA member information shall not be used for commercial, political or personal purposes not related to the business of SCLHNA.

The Executive Board shall consist of elected officers. Board members shall serve a one year term beginning on January 1.

The Executive Board shall be responsible for managing the business and activities of the group, as well as recommending any policy changes to the membership.

The Executive Board shall meet ten or eleven times a year or upon the call of three or more elected members of the Board. The general membership may attend Board meetings but may not vote.

Fifty percent (3) of Executive Board members shall constitute a quorum and is required to pass a motion in an open meeting.

A. Elected Executive Officers

1. *President*

Shall preside at board and general membership meetings; shall appoint chairpersons for committees to be responsible for special events as needed; have general powers and duties usually vested in the office of the President and shall have other powers and perform other duties as may be prescribed by the Board; shall remain on the board in an advisory, non-voting position for one year after term of office.

2. *First Vice President*

Shall act as program chairperson to schedule, organize and be responsible for knowledge of managing and coordinating on-site technical needs of the general meeting programs in agreement with the Board; shall be reimbursed for Kilaga Cafe lunch expenses the day of general meeting for self and contracted program speaker; in the absence of the President, shall perform the duties of the President.

3. *Second Vice President*

Shall act as travel chairperson and schedule and organize retreats and other travel events in agreement with the Board; shall assist President and First Vice President as needed; shall perform other duties as requested by the Board.

4. *Secretary*

Shall keep a record of all general meetings and board meetings; supervise the keeping of the records of the group, and shall perform other duties as requested by the Board.

5. Treasurer

Shall receive and keep all funds of the group and deposit them in a bank designated by the Board. Approved payments shall be paid by check or electronic payment and signed by the President, Vice-President(s), Treasurer, or Secretary. Shall keep and maintain accurate accounting of all funds and business transactions of the group; shall provide to the membership quarterly financial reports including income, expense, and balance for each budget category; shall perform other duties as requested by the Board; and shall file tax responsibilities as required.

B. Appointed Chairpersons

The Appointed Chairpersons attend board meetings in an advisory capacity to the Executive Board.

1. Membership Chair

Shall be responsible for the collection of membership dues; shall maintain updated roster for distribution.

2. Community Service Chair(s)

Shall coordinate community service projects as needed for local organizations.

3. Communications Chair(s)

a. Calendar and Brochure Facilitator

Shall be responsible for maintaining a monthly calendar of events and shall be responsible for updating and printing group informational brochure.

b. Article Writer

Shall prepare and submit monthly articles reporting the current activities of the group to the Compass and the Sun Senior News.

c. Webmaster

Using guidelines established by the SCLHCA shall be responsible for maintenance and content of group website.

4. Window Display Coordinator

Shall be responsible for the window display in the sewing room at Orchard Creek with items created by members of the group.

5. Sunshine and Welcome Chair

Shall welcome members and guests; and shall send greeting cards to members of the group when the occasion arises.

6. Sewing Room Monitor(s)

a. Sewing Machines

Shall monitor the equipment and schedule its maintenance.

b. Sewing Room

Shall replenish supplies needed for the sewing room; shall be the contact person when anyone encounters a problem in the sewing room.

7. Presidential Appointments

With the approval of the Elected Officers, the President may appoint additional Chairpersons or Co-chairs as needed for the good of the group. This may include the appointment of "Elects" who will assist an Elected Officer for a year and then be placed on the Slate of Candidates for election to that position the following year.

C. Membership Dues

The Executive Board shall review dues annually. Any recommended changes shall be by a vote of the Board by October and take effect the following year.

Renewal of membership dues shall be remitted to the membership chair by January 31, or the member will be dropped from the membership roster. Membership dues are not prorated.

D. Budget

In November the President and other elected officers shall prepare a budget for the next fiscal year. The tentative budget shall be reviewed and approved at the December Board

meeting. At the following January general meeting the budget will be presented and a vote for approval shall occur.

E. Deposits/Reimbursements

- Deposits of all monies are to be attached to a Deposit form, identifying group/budget category, amount, description and a listing or supporting documentation. Deposits shall take place within 7 calendar days of receipt by treasurer.
- Reimbursement receipts for expenses shall be submitted or approved by the Leader/Chairperson and attached to an Reimbursement Voucher identifying who it is payable to, the date, amount of purchase, group/budget area and description. Check record shall detail group/budget area and description.
- The President or First Vice President shall approve any requests by Treasurer for reimbursement.
- Unbudgeted requests and expenditures over \$50 per year, must have Board approval prior to expenditure or reimbursement by submitting a Request for Approval of Expenses form.
- All deposits and reimbursements for the current year are to be completed by December 28th.

F. Audit

Each fiscal year the treasurer's books shall be audited. The Register Report shall be compared to the Bank Statements. Should there be any question, the Deposits or Reimbursements forms shall be reviewed. One year after the Audit both Deposits and Reimbursements forms may be discarded. The President shall appoint the Auditor and shall present the findings to the Board and the membership by the March general meeting.

Article VII: Group Dissolution

In the event that SCLHNA dissolves, all remaining assets will be either returned to the members or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied. Upon dissolution or abandonment of recognized

group status, SCLHNA should notify SCLHCA Lifestyle staff of its reasons for dissolution or status abandonment.

Article VIII: Amendments

Bylaw amendments must be approved by SCLHNA general membership prior to be submitted to the CCOC for review and recommendation to the Association's Board of Directors for approval. They will become effective after final approval by the Association's Board of Directors.

Date of SCLHNA Board Approval: March 4, 2019

Date of SCLHNA Members Approval: March 12, 2019

Date of SCLH CCOC Review: April 2, 2019

Date of Final Review and Approval by
the SCLHCA Board of Directors: April 25, 2019