




MEMORANDUM

TO: Kent Blumenthal, Chief Executive Officer

THRU: George Rushing, Recreation Services Director

FROM: Karen Rans, Club Liaison

DATE: December 11, 2018 . *AD* 12/12/18

RE: Request for a new GVR Needle-Arts Club

I received a formal request for a proposed new club, GVR Needle-Arts Club. The club states in their application that the purpose of the club shall be to provide opportunities for GVR members interested in all forms of needle-arts to come together to share their knowledge with others and learn from one another.

I verified that the members listed on their application are current GVR members and updated the list with the correct GVR numbers, addresses and phone numbers.

This group of GVR members has been meeting since the summer of 2018 and formed a three-month group which is going strong with increased attendance. We have submitted an article to be run in the January 2019 issue of GVR Now, see attachment, to entice even more awareness of their proposed club.

Representatives from this club plan on attending the annual GVR club meeting on January 11, 2019. I ask that you review their club application request and place it on the next available Board Affair Committee meeting on January 8, 2019 for consideration for a new GVR club.

GVR NEEDLE-ARTS CLUB

"Idle Hands are the Devil's Workshop". This is the adage that many of our ancestors lived by. When their long day's work was done, they always had some form of stitching nearby for their "free" time.

For many years, Vicky Mournian and I attended stitching festivals around the country. We always noticed no matter where, we always felt a camaraderie and sense of fellowship whenever we attended these festivals.

A few months ago we were talking about how much we enjoyed these get-togethers and how much we missed them. That's when we thought about forming a club here in GVR where we could once again have that feeling. And, we quickly found, there are others in our community who feel the same way. Just as in days gone by when neighbors would meet for a "sewing bee" we, too, get together to stitch, tell stories, relax and de-stress and help each other in our needlework endeavors.

We have members who cross-stitch, needlepoint, and embroider as well as those who stitch hardanger, do smocking and weave. We also have those who knit and crochet. We have members who are beginners and we have experienced stitchers who have won awards for their work.

It's a wonderful form of relaxation and has been proven to be a great form of therapy for those who have suffered stroke and other health issues.

We already have almost 35 members who are hoping that we will become a "sanctioned" GVR club in the new year. So if you are a "stitcher" --- or you want to try a new needlecraft, please join us at our next meeting. We meet on the 2nd Wednesday and 4th Friday of each month from 2-4PM at Casa Paloma II.

We'd love to meet you -- show you what we are all working on -- and convince you that you too can be a needleworker!!!

Barb Mauser

For more information, please feel free to contact:

Barb Mauser swbarb@aol.com. 520-393-3659

Vicky Mournian. vicky@themournians.com 520-269-7587



APPLICATION FOR CLUB STATUS

Please complete the following application and enclosures in their entirety.
Incomplete applications will not be accepted.

1. Proposed name of your club: The GVR Needle-Arts Club
2. You must have a ***minimum of thirty-five (35) GVR members*** to apply for “Club Status.”
Does your group have thirty-five (35) or more interested GVR members? YES NO

3. Is the mission or purpose of your group consistent with GVR’s mission: *“To provide recreational and social opportunities to enhance the quality of our members’ lives”* .
Please explain below:
“To provide opportunities for GVR members interested in all forms of needle-arts to come together to share their knowledge with others and learn from one another.”

4. Why is your group seeking GVR “Club Status?” Circle all that apply:

Reservation Preference
Insurance
GVR support
Need of dues
Tax purposes

Facility space issues
High interest in activity
Storage
Better operation of group
Other _____

5. How will this club benefit GVR and the membership?
It will bring members together who enjoy needle-arts that have not found another club that offers these crafts

6. In the space below, please describe, in detail, the purpose, plan and charge of your group.

PURPOSE: to bring together members who enjoy all forms of Needle-Arts to share their passion in their particular form of art.

PLAN: to meet twice a month in this endeavor.

CHARGE: To enjoy the companionship of others and learn from each other.

7. Does your group understand that facility reservations are not guaranteed and your meeting space may vary from year to year? YES NO

8. What type of facility will you be requesting? (Note: Your group must be able to maintain 50% of the assigned facility space at all times)

Art Room	Dedicated space (such as the hobby shops)
Large meeting room X	Small meeting room X
Auditorium	Swimming pool
Outdoor facilities	Stage
Dance floor	

Other We hope to grow from a small room to a large one!

9. What days of the week will your group request to meet? (Note: You are only permitted two regularly scheduled activities each week)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

2nd Wednesday and 4th Friday each month

10. What time of day will your group request to meet? AM PM BOTH

11. Your group must be self-supporting in movable equipment, supplies, repairs and instructors through your own dues structure. Specialized equipment to meet the desires of a club shall not be financially supported by GVR dues or income. GVR *does* supply basic services such as facilities, utilities, custodial/maintenance support, fixtures, tables, chairs and initial equipment basic to the activity. Is your group willing to be self-supporting? YES X NO__

12. Does your group agree to leave all meeting rooms, kitchens, outdoor facilities, etc. in the condition you found them in? YES X NO__

13. Will your group need any regular set-up or staff services? YES X NO__ (tables & chairs)

14. GVR clubs are open to all members of GVR and members shall not be refused admission to any GVR Club. Is your group willing to include interested new members? YES X NO__

15. In the space below, please describe, in detail, any special qualifications or skills needed for your activity. There are no special skills

16. Is your group willing to provide orientation, instruction and training for new members if necessary? YES X NO__

17. Does your group understand GVR's guest policy as stated in the GVR Bylaws?
YES X NO__

18. Is your group willing to maintain an effective monitoring system to verify that all members attending your meetings/activities are all GVR members and eligible guests? YES NO
Please explain. We will have a monitor to make sure that all attendees sign in

19. Is your group willing to maintain monthly attendance records and report such to GVR?

YES NO Please explain: _____

20. Are the members of your group willing to abide by GVR Policies and Procedures, GVR Bylaws, and the Code of Conduct? YES NO

21. Is your group willing to have at least one membership meeting a year to elect new officers, review club bylaws and report this information to GVR on an annual basis? YES NO

22. Is your group willing to preserve club records for a minimum of 3 years? YES NO

23. Is your group willing to furnish necessary insurance on any equipment not owned by GVR brought onto GVR premises; e.g., musical instruments, tape players, computers, radios, etc. YES NO

24. Is your group willing to submit a yearly financial statement, account balances, income, and make proper reporting to the IRS? YES NO

25. Is your group willing to submit an updated membership roster, equipment inventory list, and other requested items to GVR annually? YES NO

MAIN CONTACT FOR YOUR PROPOSED CLUB:

Name: Vicky Mournian GVR # 158356

Address: 5933 S Meadow Hills Loop, Green Valley, AZ 85622

Phone: 520-269-7587 cell 713-724-5221

2019 GVR CLUB OFFICERS' INFORMATION

This form must be completed in its entirety and return by February 1st.

GVR CLUB NAME GVR Needle-Arts Club

	GVR #	NAME	ADDRESS (Include Zip code)	PHONE NUMBER & E-MAIL ADDRESS
President	149396	Barbara Mauser	5921 S Meadow Hills Green Valley 85622	520-393-3659 swbarb@aol.com
Vice President	217156	Dana Parsons	1010 S La Huerta Green Valley 85614	520-359-8593 Danaprsons777@gmail.com
Secretary	215956	Paula Allen	122 W Calle Nogal Green Valley 85614	575-808-1601 altonmpja@gmail.com
Treasurer	158356	Vicky Mournian	5933 S Meadow Hills Green Valley 85622	520-269-7587 vicky@the mournians.com
Other				

1. Who is the GVR Facility Reservation Contact?
 (This person is responsible for reserving the Facility and signing the GVR contract)

Barbara Mauser
Name
520-393-3659
Telephone number

2. Is there an Alternate Facility Reservation Contact?

Vicky Mournian
Name
520-269-7587
Telephone number

3. What are your Annual Dues?

\$5.00

NOTE: After the Annual Club Meeting, or if a change of Directors takes place anytime during the year please advise GVR Club Liaison Karen Rans immediately with the new officer's names. Contact her at (520)838-0153 or send her an e-mail at karen@gvrec.org.

(Please see the other side for additional information)

GVR's website has hosted an Informational Page for each of the clubs for several years. In an effort to provide the most accurate information on the web and to respect the privacy of our members, please complete the following by signing and dating it. Thank you for your assistance.

Please list the names of the contacts for the Club on GVR's Information Page as follows:

Main Contact Name: Barbara Mauser

Secondary Contact Name: Vicky Mournian

Is there additional information that you would like to have posted on the Club Informational page? If so, please write your information in the space provided.

The purpose of the club shall be to provide opportunities for GVR members interested in all forms of needle-arts to come together to share their knowledge with others and learn from one another.

Do you want the telephone number of the **Main Contact** to be listed on the web?

Yes, you can list the telephone number of the **Main Contact** as: _____

No, I would prefer that you **do not** list the telephone number of the **Main Contact**.

Do you want the telephone number of the **Secondary Contact** to be listed on the web?

Yes, you can list the telephone number of the **Secondary Contact** as: _____

No, I would prefer that you **do not** list the telephone number of the **Secondary Contact**.

By signing this document I am giving my permission to GVR to post the information on their website as indicated above.

Main Contact Signature: _____ Date: _____

Secondary Contact Signature: _____ Date: _____



Annual GVR Club Agreement to retain GVR “Club Status”

GVR Mission Statement

“To provide recreational, social and leisure education opportunities that enhance the quality of our members’ lives.”

We, the Green Valley Recreation, Inc. (GVR) GVR Needle-Arts Club understand that our group is subject to GVR rules and regulations in order to retain our GVR “Club Status” that includes the following benefits:

- Use of GVR logo and trademarks;
- Priority facility reservations and meeting space at no charge;
- Liability insurance coverage at no cost to Club;
- Use of basic utilities at no charge (e.g., electric; gas; water);
- Custodial and maintenance services;
- Essential equipment and/or material storage on a space available basis.

In exchange for aforementioned benefits of having GVR Club Status, the GVR Needle-Arts Club agrees to the following Terms and Conditions:

1. Club agrees to indemnify and hold harmless GVR.
2. Club is required to include either “Green Valley Recreation, Inc.” or “GVR” in their Club name, effective January 1, 2016. [Note: GVR understands that Club Bylaws may need to be amended to accommodate this requirement with notification to the IRS].
3. Club is required to use the official “GVR Clubs & Activities” logo and official color palate provided by GVR in all Club promotional items, printed materials, banners, flyers and advertisements.
4. Verify that all GVR Club members are GVR ‘Members in Good Standing’ as defined by GVR Bylaws.
5. Offer Club membership to all GVR ‘Members in Good Standing’ who shall be entitled to participate in any meeting or activity.
6. Maintain at least twenty-five (25) active GVR members in the Club to retain “Club Status”; if Club membership falls below the twenty-five (25) active member minimum, the Club will need to increase its membership or jeopardize losing GVR “Club Status.”
7. Utilize at least fifty percent (50%) of assigned Club space at all times. GVR has the option of reassigning the Club to another facility, combining the Club with another of similar interest, or releasing the Club from “Club Status”, if deemed appropriate.
8. At GVR’s sole discretion, GVR may consolidate the Club into another group if it is determined that there is a fifty-percent (50%) or more cross-over in membership between two or more GVR clubs.
9. Facility meeting space may limit participation in club activities.

10. Orientation, training, and instruction will be offered to new Club members when advanced skills or special qualifications might limit membership.
11. Grant GVR the right to communicate information to Club members via U.S. Postal Service, email, or other means. [Note: GVR does not sell or otherwise share its mailing lists with third-parties].
12. Not affiliate with any national, state, or regional organization that requires GVR members to join.
13. Permitted to bring our alcoholic beverages for Club functions on to GVR property, provided that Club obtains prior written approval from GVR;
14. Club may not sell alcohol on GVR premises without a state-issued liquor permit.
15. GVR guest privileges may be granted at the Club's, as long as the guests are eligible in accordance with GVR Bylaws and policies; GVR guests may not regularly participate in Club activities.
16. Honorary Club membership, or the equivalent, may not be granted to a non-GVR member.
17. Execute an effective monitoring system to ensure that only GVR members and eligible GVR guests are in attendance at Club meetings and activities.
18. Furnish necessary insurance on any equipment not owned by GVR and brought onto GVR premises (e.g., musical instruments, sound systems, computers, radios, etc.).
19. Operate under an IRC 501(c) 4 nonprofit tax status registered with the Internal Revenue Service (IRS).
20. Have an IRS Employer Identification Number (EIN) and provide the number to GVR.
21. Be responsible for any local, state, or federal taxes incurred because of Club activities.
22. Maintain a bookkeeping system recording all income and expenses, and retain receipts for expenditures for at least seven (7) years.
23. Preserve all Club correspondence and meeting minutes for a period of no less than four (4) years.
24. Be self-supporting in providing movable equipment and operating supplies unique to the Club, as well as repair and replacement of such equipment at the Club's expense.
25. The Club accepts that all equipment purchased by the Club or provided by GVR is the property of GVR, whether original equipment, replacement of original equipment, or new and additional equipment.
 - a. Equipment includes, but is not limited to, machines, computers, furniture, machine tools, building fixtures, building improvements, carpeting, and kilns.
 - b. The Club may not lend or borrow any equipment or supplies that are GVR property.
 - c. The Club accepts that all specialized equipment required to meet needs or desires of Club members will not be underwritten or otherwise financially supported by GVR.
26. Club will obtain GVR approval before installation of any equipment or any rearrangement of equipment that may affect floors, walls, air conditioning, electrical equipment, or additional consumption of gas and electricity. Outside costs incurred for installation or relocation of equipment will be charged to the Club.

27. The Club understands GVR will provide essential storage for GVR Clubs at no cost, on a space-available basis only.
 - a. Club may store only those items that are critical to ongoing Club needs.
 - b. Storage of perishable foods, liquor, and highly flammable material is prohibited.
 - c. GVR is not responsible for any loss or damage to Club items stored on GVR property.

28. The Club understands and agrees that GVR facility space is based on space availability and is not guaranteed each year.
 - a. The Club will designate only one (1) Club contact person to schedule Club facility space reservations. Facility space reservations by unauthorized Club members will be denied.
 - b. A draft copy of the Club's regularly scheduled reservations will be provided to the Club President or his/her designee the day of the Annual GVR Club Workshop for review.
 - c. A signed copy of the Club's regularly scheduled reservations must be returned to the GVR Facility Reservations Coordinator within two (2) weeks of receipt by the Club President.

29. No later than January 31st, the Club agrees to submit the following documents to GVR:
 - a. A comprehensive Club Membership Roster. The Club Membership Roster shall include: name, street/ mailing address, email address, and GVR membership number for each Club member;
 - b. An annual fiscal year operating budget with a financial statement indicating cash on hand;
 - c. A copy of IRS E-postcard/990 EZ form for the previous calendar year;
 - d. A list of Club officers for the current calendar year;
 - e. An equipment/storage inventory list.

The Club President, Officers, and Board of Directors have read and understand this Agreement to retain its "Club Status" and acknowledge that failure to comply with the aforementioned GVR Terms and Conditions risks revocation of its "Club Status".

Signatures:

Club President

Date



GVR Club Liaison

Date

The GVR Needle-Arts Club Bylaws

Article 1 – Name

The official name of the organization shall be the **GVR Needle-Arts Club**, hereinafter known as the Club.

ARTICLE II – Purpose

The purpose of the Club shall be (1) to provide an opportunity for GVR members to share their interest in all types of needle arts, knitting and crochet, (2) to provide a friendly atmosphere and (3) to provide an opportunity for like-minded members to meet socially. All activities conducted by this Club and its members shall be in accordance with the GVR Bylaws, Corporate Policy Manual and GVR Code of Conduct.

ARTICLE III – Membership

- A. Membership shall be open to all regular GVR members or tenants in good standing with GVR.
- B. Any member who has not paid dues, fees or assessments to GVR or the Club as of the time such payment becomes delinquent shall be removed from the Club's roster.
- C. The Club shall not grant honorary membership or the equivalent to anyone NOT a GVR member.
- D. Guest policies and guest cards are privileges extended to GVR members to use all GVR facilities subject to the current rules and regulations put forth through Board policy and as defined in the GVR Bylaws. Up to two (2) eligible guests may accompany a Club member only one (1) time during a calendar year.
- E. A GVR member may attend a Club activity one time prior to joining the Club.
- F. All members and guest shall abide by the published GVR Rules and Regulations and the member Code of Conduct. Violations will jeopardize the privileges of the offending individual through removal from the Club's membership roster and/or possible GVR suspension procedures.

ARTICLE IV – Board of Directors

- A. The governing body shall consist of four (4) Directors who are elected by the current members. The Officers shall perform duties as prescribed by these Bylaws and by the parliamentary authority adopted by this Club. The Board shall handle the general supervision of the affairs of the Club between Annual meetings, fix the hour and place of the Annual meeting, make recommendations to the membership and perform other duties as desired by the Club.
- B. The Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer and shall be elected by a majority vote of the members in attendance at the Annual meeting. The Board shall enforce the Club's Rules and Regulations, the Club's Bylaws, GVR Bylaws, the Corporate Policy Manual and GVR Club Rules and Regulations.
- C. The initial Directors of the Club shall be determined in any manner necessary to establish the Club and shall serve until the first Annual Meeting. Thereafter, the term of each Director shall be for no more than three (3) years starting at the close of the Annual meeting at which they were elected. No Director shall serve more than two (2) consecutive terms. All elections shall take place at the Annual Meeting and shall be by closed ballot.
- D. RESPONSIBILITIES OF OFFICERS:

President – The President shall preside at all meetings of the Club and shall carry out all orders and resolutions of the Club. The President shall be the executor of all Club funds and may approve all individual expenditures up to \$100.00. Expenditures over and above this amount must be approved by a quorum of the Board of Directors. (See last paragraph in this section for Board quorum).

Vice President – In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all powers of the President.

Secretary – Prepares minutes of the Annual Meeting. Must retain routine correspondence and other administrative records for three (3) years prior to the current year. Certain permanent records such as membership lists, year-end financial statement, Employer Identification Number, tax exemption etc., shall be retained for the life of the Club. The Secretary shall sign all formal written communications.

Treasurer – Makes all authorized disbursements, records and deposits in the bank account all monies of the Club, prepares a current financial report for the Annual

Meeting, prepares a year-end financial report on an annual basis and has books, records and papers available upon request of any member.

- E. A quorum for transaction of business at a Board meeting shall be three (3) directors.

ARTICLE V – Membership Meetings

- A. The Club's Annual Meeting shall be during the month of November of each fiscal year.
- B. Notice of the Annual Meeting shall be made by mail at least fourteen (14) days in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.
- C. A quorum for transaction of business at the Annual Meeting shall be one-tenth or 10% of the entire membership in good standing.
- D. Robert's Rules of Order shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Club's Bylaws or any special rules of order the Club may adopt.

ARTICLE VI – Dues and Fiscal Period

- A. The fiscal year shall be January 1 through December 31. The Club shall prepare a yearend financial statement within 30 days following close of the fiscal year. Such statement shall be available to all members at any reasonable time.
- B. The Board of Directors of the Club shall recommend an annual budget with final approval from the general membership at the Annual Meeting.
- C. Dues shall be due by January 1st. Non-payment of dues shall result in removal of the member's name from the Club's membership roster.

ARTICLE VII – Vacancies

The Vice President shall perform the duties and exercise the powers of the President during absence or disability. If any other office should become vacant, the remainder of the term shall be filled by appointment by the President with approval from The Board of Directors of the Club.

ARTICLE VIII – Amendments

The Board of Directors of the Club may make amendments to these Bylaws with a majority affirmative vote of the membership. The Club must submit any amendments proposed to GVR staff for approval, prior to adoption.

ARTICLE IX – Monitoring

An effective monitoring system shall be maintained by Club Officers to ensure that only members and eligible guests are in attendance at meetings and activities of the Club. All participants shall register on a log sheet provided by GVR each time they attend any meeting, program or activity. Monitors at GVR serve as hostess/host to members, guests and visitors. Monitors are empowered to enforce all Club and all GVR rules and regulations.

ARTICLE X – Grievance

All club members will abide by GVR Club Grievance Policy and when such grievance occurs will complete GVR Club Incident Form as required by GVR.

ARTICLE XI – Dissolution

Upon dissolution of the Club all assets, after all bills are paid, shall be transferred to GVR.

ARTICLE XII – Bylaws

A copy of these approved Bylaws shall be available to the general membership at the Annual Meeting. All elected Officers and Committee Chairpersons shall be furnished with a copy of the GVR Bylaws and the current approved Club Bylaws after each election.

Approving signatures:



Green Valley Recreation, Inc.,

12-12-18

Date

Club

Date