

SCW ZYMURGY CLUB

Operating Procedures Manual

Club Room located

R.H. Johnson Activity Center located at Entry D3

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I. Hours of Operation

Monitors are normally on duty from 9:00 AM to 4:00 PM Monday through Saturday, except when the Recreation Center is closed. Classes are scheduled as needed Monday through Saturday. Craft time will be by reservation during scheduled days as determined by the board. Board may also adjust the rooms open time and days as is necessary.

II. Room Usage

The Room keys will be held by the RCSCW Monitor and President, and anyone designated by the President from time to time. All craft or social usage must have a minimum of two people per room or space. Exception can be store room if another person is in the adjacent room with only 1 door between them. There will be no time that only one person will be allowed in the room for an extended time alone. Entrance to the club room will be through the front door next to the RCSCW monitor station. The exception is for scheduled deliveries.

Keys to the store room, walk-in cooler and all cabinets will be held in the club room and accessed by the Monitor and anyone the President so designates.

It is the responsibility of each person to leave the room and courtyard (brew patio) in the same condition as they found it. This includes all equipment setups be cleaned and put back in their respective location.

Any person/group that uses another person/group's equipment shall not alter that equipment in any fashion. They shall not modify any hardware without permission of that person/group.

III. Facilities Administration

1. The SCW Zymurgy Club Events with Education Committee prepares the schedule for the Room and works with the monitors scheduling brew and wine sessions.
2. The use of the SCW Zymurgy Club room other than by the club must be approved by the President and then reserved through RCSCW Scheduling Office.
3. The use of other RCSCW facilities requires clearance in writing from the RCSCW Scheduling Office. Parties and special functions are scheduled individually.
4. It should be apparent that the scheduling of resources involves the cooperation of several people. The SCW Zymurgy Club Events with Education Committee is responsible that this cooperation exists. If they are unable to resolve a problem the matter is referred to the Events Chairperson or the SCW Zymurgy Club President as may be appropriate.

IV. Monitors

Monitor Duties

1. The monitors as volunteers are charged with the responsibility for maintaining decorum, protecting Membership value and the assets of the SCW Zymurgy club, and assuring club room user compliance with club safety policies and procedure and guest policy. Each member is asked to give back to the club by providing service time.

Service time is defined as one or more of the following: serving on the board of directors, as a committee chair, teaching workshops, or being a monitor during times the club room is open. The primary safety role of the monitor is to use good judgment in determining a sound course of action in the event of an emergency. For this reason, the monitor must not consume alcohol while on duty. Other monitor duties follow.

2. CLUB OPENING /CLOSING the Club Entrance Key should always remain with the RCSCW Monitor on duty. The first monitor must complete the Opening Check list (Appendix).
3. The last monitor must complete the Closing Checklist (Appendix). Both Checklists are posted on the pull-down desktop.
4. SIGN-IN the Monitor signs in (**Monitor Log Sheet inside cover of yellow binder**) first, and puts on the monitor badge. Both are kept inside the Monitor Desk. Then greet members and visitors and have them sign in using the current day's Event sign-in sheet. All event Sign In sheets should be left in the desk, for the Membership Chair.
5. VISITOR TOURS Answer general questions about the club and give visitors a facility tour. Visitors should always be escorted when in the club room. Membership applications can be found just inside the door.
6. SAFETY Assure all club room occupants adhere to the posted Safety Policies and Procedures. If an Emergency occurs call 911 in the event of Fire or Medical attention is required, then contact the club President and Safety Officer. For safety reasons, use of Club Craft Equipment is for qualified members only. At no time should a member be using equipment solo.
7. ACCEPTING PAYMENTS All payments by check should be payable to SCW Zymurgy Club, and be accompanied by appropriate paperwork. Take new member applications and dues. Facilitate and record member purchases of club merchandise and consumables. If cash is collected, put cash in an envelope and clearly mark the envelope with name of remitter, payment purpose, and payment date.
8. EQUIPMENT and MERCHANDISE CHECK-OUT / CHECK-IN Record all equipment loan check-outs / check-ins in the equipment inventory. If a Merchandise item has an inventory sheet, complete the entries (ie logo glasses).
9. MONITOR CONTINUITY Assure continuity of service with verification of the attendance of the next monitor on duty and close room if there is no following monitor.

V. Event Procedures:

A. Events

1. Dedicated Host/Hostess is needed for all Events including a designated non-drinking monitor.
2. Plan Event with Events Chair.
3. Events Coordinators - For Beer Events and Wine Events - shall get approval of date, time & plan to include charge to member or free social get-together with Events Chair!
4. Events Chair shall get approval by the board. Approval can be by email.
5. If budget (monies from club bank account) is requested, provide board with dollar amount needed and what it will cover. All food drinks, & decorations should be covered by the amount charged to member. Club will not subsidize food or alcohol.

6. All Events that Charge members must be approved by the board and monies must go thru the bank account. Cash collected **shall not** be spent to buy items for Event. Any un-open alcohol not used shall be brought back to the club for use at a future Events or General meetings.
7. All Social Events using the Clubs Name, where members bring wine, beer, food, etc., and monies are not collected shall be approved by the board thru the Events chair. Sign-up Sheet still needs to be mailed or emailed to Treasurer.
8. Sign-up sheet is to be filled out by Host/Hostess, showing member/guest name, amount paid, and how paid (check# or cash). This form must be accompanied monies being turned into treasurer along with Expense/Income Request form. Reimbursements must be approved by President prior to check being written. Host/Hostess to use online form or a piece of paper showing Event name & date, name of member, guest, amount paid, check number or cash, Event name & date. Whoever is checking mail will call Host/Hostess with names & amount paid.
9. Sign-up sheet and Income/Expense Request form are to be turned into Treasurer after event. Reimbursements to Host/Hostess must include receipts along with Income/Expense Request form. Checks needed for Vendor prior to event must include invoice/statement from vendor with Income expense request form filled out prior to Event. Mail or bring forms to meeting.
10. Adverting: ALL POSTERS and EMAILS must include; 'For Members only' or 'For Members and their invited Guest', Date of Event, Deadline to sign up, Location & Time of Event and, contact person with email address or phone number, amount to be Charged with checks payable to SCW Zymurgy Club (in US dollars) No-refunds.
11. Three Events a year will have a budget set up for decorating, entertainment, etc., to be paid by Club, excluding food and drink.
12. All Income and Expense Request must have a form filled out and mailed to; PO Box 5566, SCW, 85276 or; emailed (treasurer@scwzymurgyclub.com) or; can bring to meeting.
13. Any donations, tips or raffle must use a container labeled for the specific purpose intended.

B. Zymurgy Club at Community Functions

Check List: for those interested in having the Zymurgy Club represented at a Community Function Board Approval is required; please submit the following information for their review.

1. Why do you think Zymurgy Club should be involved in the event?
2. What is the benefit to the Club for this involvement?
3. Will there be any expenses that Zymurgy Club would be responsible for?
4. Will the event be raising money for a charity or group?
5. Who is in charge of the Zymurgy Club's representation for the event?
6. Will it be advertised, and how will that be handled?
7. Will the Club room be needed and what is the time frame?
8. If the room is used, who will be responsible for its condition?
9. Will the club sign or other club equipment be needed and if so who will be responsibility for it?
10. A report should be written after the event to help decide if Zymurgy should consider this event again.

VI. Z-Club Craft Etiquette, Infractions

Z-Club Craft is intended to be both educational and productive for our members. The intent of this document is to address topics surrounding all Craft Day and follow-up activities to promote a safe, enjoyable, and friendly environment for all crafters using the Z-Club Equipment. This is intended to be a

living document. Based on feedback brought to the attention of the Brew Master, Wine Maker and Coffee Craft, it will be updated as issues and needs arise and brought before the board.

The crafter who schedules the event (the "In-Charge Crafter") is the primary individual responsible for assuring that the craft environment is **safe** and welcoming for all in attendance.

1. Make sure that all participants are familiar with the crafting area and know where and how to turn off main water and gas feeds (including outside the walled patio area) of those applicable to the craft in question.
2. There will be three (3) people present throughout the brewing of beers and ales. The In-Charge Crafter (brewer) is responsible to maintain that 2 monitors are present. Assure that one individual in the club room has assumed the Monitor responsibilities, including no alcohol consumption. The same applies for a second Monitor, required as the patio is in use. Also, when the patio is in use, the monitors will ensure the main entrance remains unlocked throughout the brew.
3. Crafting preferences relating to **Crafting Theory** are the domain of the In-Charge Crafter.
4. Following the craft work, the In-Charge Crafter will document any issue(s) or problems, lack of supplies or breakage in an E-Mail to the Brew Master, Wine Maker or Coffee Team for follow-up.
5. When placing the crafted brew in the assigned space(s) in the fermentation refrigerator or shelf, the In-Charge Crafter is responsible for attaching a label on each fermenter which identifies the Owner, Owner's phone number, and target date the space will become available.:
6. Participants using Z-Club equipment in conjunction with beer, wine or coffee handling (i.e. Racking to secondary fermenter, kegging, bottling, etc.) are responsible for cleaning the equipment used and returning it to its correct storage space. Be sure to turn off LP Gas, CO2, and lock up all cabinets, supplies, doors, etc. before leaving.
7. The In-Charge Crafter is responsible for the cleanliness, and care of club equipment. If a club member reports to the board that following a craft session there were issues of cleanliness or unreported breakage or misuse of club equipment the board will review the complaint. Repeated issues are covered under Bylaws Section E.

VII. RCSCW Alcoholic Beverages Policy:

- A. The sale of alcoholic beverages is prohibited in all the Association's facilities, except those displaying Arizona State Licenses.
- B. As a matter of convenience, the Association will allow Chartered Clubs to transport and dispense (not sell in any form, e.g., cash or prepaid tickets) alcoholic beverages on the Association's property during club sponsored functions. Adopted: February 1, 1989 Restated & Approved May 26, 2011 21
- C. However, this authorization clearly stipulates that the control and liability provisos of Arizona Legal statutes pertaining to the consumption and transport of alcoholic beverages are solely the responsibility of the club.
- D. The Association neither condones, nor sponsors the consumption or transport of alcoholic

beverages during club functions, unless those club functions are conducted in an Association's licensed facility (beer & wine) with the Association's employees serving and dispensing the alcoholic beverages. (Assoc. policy Fa9)

Copy of POLICY STATEMENT Fa9.

1.1 Policy: This policy establishes guidelines controlling the sale/consumption of alcohol on Association property. State Law (ARS Title 4, Alcoholic Beverages) regulates the sale and consumption of alcoholic beverages. The Association is bound by these Statutes and must regulate the facilities under its control. Participants and Clubs using Association property are obligated to follow state law, Association Bylaws and Policies. This policy only regulates properties and facilities, owned by or under the control of the Association and describes consumption of alcohol under three circumstances:

1.2 Sale of alcohol on Association property using a special event license.

1.3 Consumption of alcohol without a license.

1.4 Consumption of alcohol on licensed Association Property

2.1 Sale of Alcohol:

Sale of alcohol is defined as:

2.2 Exchanging money for a drink or container of alcohol (see AZ Statutes).

2.3 Covering the cost of alcohol with event admission fees constitutes the "sale" of alcohol.

3.1 Selling Alcohol on Association Property at Public Event Using a Temporary Special Event License:

Chartered Clubs, Association Members or employees sponsoring event open to the public (not owner members) may sell alcohol on Association property if all the following conditions are met:

3.2 To hold a public event which will involve the sale of alcohol, authorization must first be obtained from the General Manager.

3.3 The Club, SCW resident or the Association then obtains a temporary Special Event License from the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5 Floor, Phoenix, AZ 85007-2934, Phone: (602) 542-5141. For more information, you can visit their website at www.azll.com or email at liqr@azll.com.

3.4 The application must then be submitted to the County Board of Supervisors for their approval. Items for consideration will be added to their meeting agenda on the 1st Wednesdays of each month. Please allow at least one month between the date your request is submitted for consideration and the actual date of your event.

3.5 The alcohol is lawfully purchased from a licensed distributor/retailer.

3.6 Alcohol is served in accordance with State laws.

OPEN TO THE PUBLIC MEANS: "Invitational Event" which invites members of the public (individuals or groups of individuals that are not Chartered Club members, are not resident members, or members of an official group) MUST OBTAIN A TEMPORARY SPECIAL EVENT LICENSE.

4.1 Consumption of alcohol without a Temporary Special Event License: A temporary State Special Event license is not required if an event is sponsored by a chartered Club or other official group (i.e. Governing Board, Standing Committee) and is restricted to the membership of that club/group and is held on Association property. (Invitees must be a member of the club and/or a resident member of the Recreation Centers of Sun City West.)

Association Members, Chartered Clubs or Non-Chartered Clubs may consume alcohol at an event if:

4.2 The alcohol is purchased from a licensed distributor/retailer.

4.3 The event is not open to the public.

Individual Members may bring their own alcohol to the event however it cannot be consumed within the premise of a licensed site (i.e. Sections 3.0 and 5.0).

5.1 Consumption of Alcohol on Licensed Association Property:

5.2 The Association owns (7) Series 7 alcohol permits for the following properties:

1. Deer Valley Golf Course
2. Desert Trails Golf Course
3. Echo Mesa Golf Course
4. Pebblebrook Golf Course
5. Stardust Golf Course
6. Trail Ridge Golf Course
7. Sports Pavilion

5.3 Leased Facilities

5.2.1 The Crooked Putter Restaurant located at the Grandview Golf Course owns a Series 12 permit as well as a Series 7 permit.

5.3 Alcohol may be sold under these licenses within the designated premise. Only alcohol sold under these licenses may be allowed onto the licensed premise, i.e., Golf Course or Sports Pavilion or Crooked Putter restaurant. Violators will be asked to remove the alcohol or leave the licensed premise.

5.4 The operator of the facility is responsible for posting the attached notice:

6.0 Assumption of Liability: Chartered Clubs, Association Members and other groups recognize that a degree of liability exists when an event allows consumption of alcohol. Organizers are urged to use good judgment when allowing consumption, licensed or otherwise.

VIII. Meetings

SCW Zymurgy Club Board Meetings are held on the first Wednesday of the month, September through June. July and August meetings may be called if the board deems necessary.

SCW Zymurgy Club General Meetings are held on the second Wednesday of the month, September through May. June through August meetings may be called if the board deems necessary.

IX. Processing of Membership Applications and Participation

All persons eligible for membership in the SCW Zymurgy Club will complete a membership application. This includes new members and renewal members. Membership forms may be obtained from the SCW Zymurgy Club Monitor, or on the SCW Zymurgy Club web site. All new and renewal applicants must complete the form and list their valid SCW Recreation card number then send to the Membership chair or given to the Club Monitor. All memberships are individual.

Membership chair is responsible for reviewing the correctness of each application and verifying the applicant's information is legible. All membership forms will have a copy of payment attached or noted and filed. Cash, check or online payment will be accepted with applications.

Members Change of Personal Information is also to use the application form and note that is only for the indicated change. The completed form is returned to the Membership chair that will make the changes in the club roster and informs the Communication chair and President.

The Club Membership Chairperson, or designated assistant, will process the membership forms. They will

update the database, and prepare a deposit list for the Club Treasurer. The checks and deposit list are given to the Treasurer for deposit in the clubs banking account. The SCW Zymurgy Club Treasurer verifies the deposit list, prepares the deposit slip and delivers the funds to the bank.

The membership forms, along with a copy of the deposit amount, are retained each day and filed alphabetically by last name for quick reference in the Membership files.

The secondary membership database is used by the Communication chair for email or membership activities notifications. See the SCW Zymurgy Club bylaws for restrictions.

The SCW Zymurgy Club Membership Chairperson, or an appointed assistant, shall prepare the name badges for all new members. New badges shall be displayed in the club room for the member to pick up. Lost badges will be replaced with the normal fee charged. Defective badges will be replaced free of charge.

The SCW Zymurgy Club Membership Chairperson is to report to the Board, at each regularly scheduled meeting, the number of new members joining each month, and the current membership count.

Participation Data: The SCW Zymurgy Club Membership Chairperson or an appointed assistant shall provide monthly participation figures to the Recreation Activities Manager's office relating to their club's activities. This report is due by the second Monday of the following month. Use Form CR-4 (Monthly Participation Report) for submitting this information. Form CR-4 is used by the Association's management to evaluate the need to sustain club charters, (based on member participation) or justify changes in facility allocation. Failure to comply may jeopardize the club's charter.

X. Election of officers for SCW Zymurgy Club will be as written in the SCW Zymurgy Club bylaws.

XI. Procedures for a Contested Election

In the case of a contested election for SCW Zymurgy Club Officers, the SCW Zymurgy Club President, with the approval of the Board, will appoint an Election committee. The Election Committee will:

- A. Draft the rules and procedures that will govern that campaign and election for approval by the SCW Zymurgy Club Board. If the rules that are established by the Election Committee and approved by the SCW Zymurgy Club Board are violated by any of the candidates, the SCW Zymurgy Club Board may disqualify the candidate(s) from the election.
- B. Distribute the approved rules and procedures to all candidates and to the general membership.
- C. Plan and oversee the voting process.

XII. Job Descriptions

A. SCW Zymurgy Club President

The President with collaboration from the Club Board members shall determine the dates of the four business meetings per year. The President shall oversee all Club committees. Preside over SCW Zymurgy Club Board meetings, special called meetings and SCW Zymurgy Club General Meetings. This includes developing an agenda and following Roberts Rules of Order in conducting the meetings.

Attends the Rec Centers called meeting for officers and represents the club. Is a member of the SCW Zymurgy Club Board.

Submits reports, and requests reports from other SCW Zymurgy Club Board members as required to the Recreation Centers.

The President works with the Events chairperson in co-coordinating refreshments and special parties and helps to promote harmony, new ideas & programs.

The President reviews the treasurers report, approves expenditures for the club.

Attends the Board meetings to advise and be advised of needs and policies.

Reviews the SCW Zymurgy Club Bylaws and operating procedures and recommends changes to the board and membership.

B. SCW Zymurgy Vice President

Vice-President's responsibility – The Vice-President shall preside at all business meetings in the absence of the President. The Vice-President shall perform other duties as directed by the President.

The Vice-President shall preside over the web site committee and be a member of the Marketing committee.

XIII. Procedures for Disbursement of SCW Zymurgy Club Funds

1. The SCW Zymurgy Club Treasurer is responsible for the accounting and disbursement of all SCW Zymurgy Club funds. Up to two additional officers may be designated by the President at his discretion to have authorization for signing bank checks.
2. In accordance with Sun City Recreation Centers Rules for Charter Clubs, the Treasurer will manage the funds for purchasing all fixed and non-fixed assets, equipment, material and implemented:
 - a. All monies received, including money for special activities (parties, etc.) must be deposited in the Club's bank account and duly recorded.
 - b. All disbursements will be made by payment from the SCW Zymurgy Club bank account either online or from the check book. Expenditures in excess of \$1,000 will require the approval of the membership. See the SCW Zymurgy Club bylaws for restrictions.
 - c. The SCW Zymurgy Club treasurer is not a purchasing agent for the club, and is strictly prohibited from ordering property without the specific authorization of the Board, and recorded in the Board's Minutes. See the SCW Zymurgy Club bylaws for restrictions.
3. Request for disbursement will be submitted to the SCW Zymurgy Club Treasurer using a standard expense report form with supporting receipts or invoices.
 - a. Expense report forms will reflect approval and signed by the SCW Zymurgy Club President.
 - b. The expense report will show the function to be charged, the payee, the expense category, the date of the invoice or receipt, a brief description, and amount to be paid.

c. All records of disbursements, with supporting documents, will be filed when created and retained as a permanent record for an annual audit with other financial documents.

d. A copy of the CR-10 form(s) for MAJOR EQUIPMENT will be attached to the expense form if applicable.

e. Exception to the above policy will include recurring monthly disbursements for printing and mailing of newsletters etc. The invoice for printing the newsletter will be approved by the Editor. A bulk mail account will be maintained at the Sun City Post Office with a deposit. Postage charges to

the deposit will be obtained from the bulk mail clerk, and a payment made to the U.S. Postal Service to reimburse the deposit. forwarded to the SCW Zymurgy

Club Treasurer.

A. The Treasurer is responsible for reporting receipts and disbursements of the club. To support this responsibility the SCW Zymurgy Club Treasurer will provide a statement of the amount of cash in banks, a copy of club's monthly transaction register, and a summary of the income and expenses for the month.

B. Financial Operating Procedure SCW Zymurgy Club annual dues shall be set by the SCW Zymurgy Club Board and approved by the membership.

All property acquired by SCW Zymurgy Club shall be owned by the Association. An inventory of all property will be recorded by the SCW Zymurgy Club Treasurer and reported to the SCW Zymurgy Club Board and the Recreations Activities Manager by December 31 each year.

An asset, once acquired by a SCW Zymurgy Club shall not be disposed of without its Board's approval. Once an item is disposed it will be recorded as such in that year's inventory.

XIV. Inventory Procedures

Annually in December all Club equipment shall be inventoried in accordance with the R, R, & P for Chartered Clubs as stated in Chapter 4, section 6, paragraph b. Using a copy of the prior year inventory list provided by the Association's Finance Department, people in the Club who have been active in purchasing and disposing of equipment will revise last year's list to reflect the correct inventory as of December 31. New equipment will be priced using vendor's invoices. The original of the revised inventory list will be submitted to the office of the Recreation Activities Manager by December 31. A copy will be provided to the SCW Zymurgy Club Treasurer so that totals can be reported on the annual CR-7 report. The inventory will show items identified as Major equipment with a unit price exceeding \$300. Items valued as less than \$300 per unit will be shown as Minor equipment on the list. The list will show the location of all equipment and the purchase date if known as well as a description, unit cost and extended value.

A simple inventory report of all items will be kept separately from the RCSCW report.

1. There will be section for items costing less than \$ 300.00 called minor equipment.
2. There will be section for items costing more than \$ 300.00 called major equipment.
3. Items should be organized or designated as to their location within the club room.
4. A copy of this inventory list shall be kept in the store room for reference purposes.

The purpose of the SCW Zymurgy Club website is to provide information about the Club and fermentation science. To accomplish this, the following general procedures are applicable:

- A. SCW Zymurgy Club, through its Board of Directors, is responsible for its website.
- B. The SCW Zymurgy Club Website Committee is responsible for the content of the website subject to the oversight of the SCW Zymurgy Club Board.
- C. The Webmaster at the request of club officers, directors, and event coordinators adds pages, events, and pictures to the website. Other website committee members may update the calendar, posts flyers, publishes bulletins and maintain membership lists.
- D. The Webmaster is responsible for maintaining the SCW Zymurgy Club website and the club domain registration through GoDaddy.com.
- E. Change to any part of the SCW Zymurgy Club website will be coordinated with the SCW Zymurgy Club Webmaster. The SCW Zymurgy Club Webmaster may delegate, subject to their supervision, the creation and/or upkeep of certain pages of the website.
- F. Personal information will not be posted on the website unless authorized by the affected member(s).
- G. The webmaster is also responsible for the RCSCW Clubs site. The SCW Zymurgy Club is listed under the Arts & Crafts clubs list. The club name has an External Link which opens the club's website. No information is posted on the website. The Rec Center does require that the Bylaws and the Club Officers be kept up-to-date. The webmaster should update this section as needed.
- H. The webmaster must have a basic understanding of networking, web design and site administration. This person should be familiar with Club Runner. It is also advisable to have knowledge of basic html, widgets, gadgets and other web-page enhancements.

XVI. SCW Zymurgy Club Communication

- A. The bulletin of SCW Zymurgy Club is emailed weekly. The bulletin is available on the SCW Zymurgy Club website to all SCW Zymurgy Club members.
- B. The articles are prepared by Marketing, Education and Events Committees, and various other contributors as appropriate to the events in any forthcoming month.
- C. The responsibilities of the Communication chair are to:
 - 1. Edit submitted material for language and content.
 - 2. Send copy to Webmaster to post on the club web site.
- D. The SCW Zymurgy Club Communication chair will maintain a file of past copies of the bulletin.

XVII. Zymurgy Club Email and Etiquette

All members have access to Club Runner email. Email is a quick and efficient method of communicating Zymurgy club business. No commercial advertising or forwarding of advertisement on the club email system is allowed by a member. The board may allow

the names of sponsors for Club Special events on emails when voted upon. All email and addresses, and membership list are private and not for commercial use

1. Identify yourself. State your name and a contact number or email in the signature
2. Clearly state the subject of the email even when replying.
3. Avoid Reply All. Club Runner may send it to every member even if unintended
4. Use professional salutations, hello "named person" if intend for one, Hello Committee if this can be addressed by a committee. If you are sending to all members please use, Hello Zymurgy Club.
5. Make every attempt to be courteous. Avoid exclamation points or all capital letters
6. Please be concise and short.
7. Opinions may differ so state an opinion in a civil manner. Words have weight.
8. All are urged to express opinions about any club business but refrain from personal attacks.
9. Request action or provide solution to be considered by the elected board.
If requesting board consideration have your request prepared and written for presentation at the next board meeting.
10. Proof read your message for clarity and spelling.

XVIII Files and Records

The following are permanent files/records of the SCW Zymurgy Club, and will be maintained by the current officer responsible for the indicated Club function.

1. Minutes of the SCW Zymurgy Club BOARD MEETINGS, by the SCW Zymurgy Club Secretary.
2. Minutes of the SCW Zymurgy Club GENERAL MEETINGS, by the SCW Zymurgy Club Secretary.
3. Financial records to include for the current year and 7 prior years, by the SCW Zymurgy Club Treasurer.
 - a. Transaction registers (monthly)
 - b. Balance sheet (annual report)
 - c. Revenue and Disbursements (monthly year-to-date report)
 - d. Bank reconciliation (monthly)
 - e. Record of Expense Reports with supporting receipts
 - f. Bank deposit slips

4. Annual financial reports to include the following:

- a. SCW Zymurgy Club Audit of Financial records: By the SCW Zymurgy Club Audit Committee.
- b. CR-7 FINANCIAL REPORT TO RECREATION CENTERS OF SCW: By the President and Treasurer.
- c. TAX REPORTS TO FEDERAL INTERNAL REVENUE AND STATE OF ARIZONA: By the Treasurer.
- d. ANY CORRESPONDENCE SUPPORTING THE ABOVE REPORTS.

5. Inventory Record of Club Property to include annual report to Recreation Centers of SCW: By the SCW Zymurgy Club Treasurer and/or Inventory Manager if applicable.

6. Records of approval by Recreation Center Manager (i.e, CR-10 Forms) for purchase of major items of equipment: By SCW Zymurgy Club Treasurer.

7. Accident Reports: Form RC-20-5, by SCW Zymurgy Club Safety Committee.

8. By-laws: By SCW Zymurgy Club President

9. Policies and Procedures: By SCW Zymurgy Club President

10. Newsletter: By SCW Zymurgy Club Editor

11. Monthly Report of Member daily attendance: By SCW Zymurgy Club Membership Chair.

B. Record retention schedule:

1. Correspondence and Meeting Minutes: 3 years
2. Financial records: 7 years (prior to current year)
3. Daily attendance: Current and Prior Year
4. Charter Approval, and Federal Tax ID Number, and Other Tax Topics: Life of Club

C. Location of files/records

1. Current Year files and records will be placed in designated folders in the SCW Zymurgy Club Filing Cabinet in Storage Room, or appropriate facility. Financial Records will be placed in appropriate files and computer software in the Storage Room or treasurer's office if applicable.

2. Annual files will be stored in a secure room within the club and storage containers will be marked to reflect content, year, and date of future disposition (as applicable).

3. The Secretary shall hold the records as described under Job description –Secretary.

XIX Craft Equipment

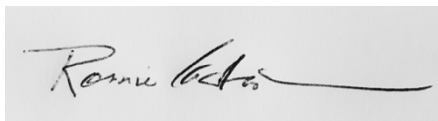
1. The club encourages member participation in its crafts by providing certain supplies and Equipment to minimize the member's investment while learning. Once a member has decided to practice the craft routinely (or for a longer than usual timeframe), it is expected that they then purchase and use their own so not to tie up the club's equipment for others to use. Examples are carboys, stoppers and airlocks.

2. Respect must be shown to all members using craft equipment so as not to affect their items in process. If necessary they should be contacted and asked to attend to the item in question.
3. Any member wanting to use the clubs craft equipment will need to go through training to be taught the proper use for safety and protection of the equipment. All equipment is to be kept clean and placed in the proper location after each use.
4. Cleaning of the brew system after each use must be done with the adopted procedure in the hand book.
5. All supplies that are used shall be placed back in the proper location.
6. Any supplies running low or item not in working order shall be reported to the Brew master, Wine Maker or Club Officer.
7. When an item or piece of equipment fails, breaks or is damaged in any way it shall be reported to the Brew master, Wine Maker or Club Officer.
8. No equipment or item shall be removed from the club room without club board approval.
9. All refrigeration equipment shall have an annual service to insure uninterrupted operation.

XX Document Statement

The Operating Procedures and Policies is a working document that can be amended at the discretion of the SCW Zymurgy Club Board.

Approved:

A handwritten signature in black ink on a light gray background. The signature appears to read "Ronnie Castaneda" with a long, sweeping underline.

Ronnie Castaneda, President SCW Zymurgy Club

Date: March 30, 2017

Appendix contains types of sample records required.

They are on the following unnumbered pages.

They are in no special order.

APPENDIX I

Monitor Check List

SCW Zymurgy Club *Room Opening* Checklist

Initials	TASK
	Get Front Entry Key from RCSCW Monitor
	Turn on lights, unlock exit doors, remove CLOSED Sign
	Return keys to RCSCW Monitor
	Sign in and put on Monitor Badge
	Confirm that the club space is clean and orderly
	Check refrigerators for spoilage

SCW Zymurgy Club *Room Closing* Checklist

Initials	TASK
	Make sure that all equipment is off
	Make sure room and patio are clean and orderly
	Close and lock patio and rear exit doors
	Secure all locked storage and return their keys to the monitor station drawer
	Make sure all checks and supporting forms have been put in the Treasurer's Box/Drawer
	Return Monitor Badge to the Monitor Station drawer
	Post Club Closed sign in front window /door
	Turn off lights
	Obtain front entry keys from RCSCW Monitor and lock the main entrance door
	Return keys to RCSCW Monitor