



Sun City West Lady Putters Bylaws

Article I - General

Section A - The name of this organization shall be **Sun City West Lady Putters**, hereinafter referred to as the "Club".

Section B - The purpose of the club is to enjoy the camaraderie of friends and neighbors while developing and enhancing our putting skills, on the natural grass golf course green, through organized competitions.

Section C - These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures for Chartered Clubs. In the event of a conflict between these Bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document shall prevail.

Section D - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Bylaws of the Recreation Centers.

Article II – Membership

Section A - Membership shall be open to all members in good standing of the Recreation Centers.

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Sun City West Lady Putter's Guest Policy is as follows:

1. A Recreation Cardholder can attend two (2) putting sessions before being required to join.
2. Non-Recreation Card Holder can attend two (2) putting sessions in a Annual period.
3. Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Section D - Dues. The amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum¹ has been established.

Annual dues are payable on or before January 10. Members delinquent on payment will be assessed a \$5.00 late fee and suspended until payment has been received.

Each member is expected to fulfill requests for service to assist in the operation of the Club when requested by the Elected Club Board.

Quorum¹ is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E - Maintaining a Chartered Club:

- a. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 1. Member participation is the action of taking part in club activities.
 2. 75% of a club's membership must have participated in club activities at least once within an annual membership period.
 3. Clubs are responsible for recording individual member participation.
- b. A Club Charter is dependent on club membership, membership participation, and longevity of existing club.

Section F – Each club member is responsible for monitoring at club facilities per club bylaws.

Section G – The club board initiates periodic (at least annually) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Member conduct: members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, club, or the association in general, may have their membership suspended (up to two (2) weeks) by the club.

Important: All disciplinary action must be approved by the club board (majority vote 51%). Member will be notified within five (5) business days of infraction, documented in club records, including CR-16 (scwclubs.com), and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chairperson.

Important: All disciplinary action must be approved by the club board (majority vote 51%). Member will be notified within five (5) business days of infraction, documented in club records, including CR-16 (scwclubs.com), and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chairperson.

1. Verbal warning to member from the Club President and a Board Member sharing details of the incident and violation.
2. Written warning from the Club Board documenting details of the incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

Member may appeal suspension with written notice to Club Board, Recreation Activities Manager, and Chartered Clubs Committee Chairperson.

- a. Appeal will pause suspension until ruling and member rights and privileges will continue until ruling completed.
 - b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Club Committee Chairperson, and other individuals approved by the Recreation Activities Manager.
 1. Member in question, Club President, or presiding officer shall present their case.
 2. Ruling will be based on majority consensus.
 3. Recreation Activities Manager will forward appeal ruling to Club Board and member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary actions requested by the Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
 - a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - c. Severe cases of adverse club member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of RCSCW Recreation Card).

5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in the RR&Ps (Chapter 2, Article VII, C), after completion of procedures listed above.

Note: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement MO2: Suspension of Membership; 3.2.1.

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of “no contest” by the person. In such event, the Governing Board may accept all reports and testimony as true.

If a member chooses to return to Club membership following a suspension, that member is ineligible to hold an elected office or appointed chairmanship for a two-year period.

Article III - Officers

Section A - The elected club board must consist of (at a minimum) a president, a vice-president, a secretary, and a treasurer.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Club Affirmation Report) forwarding it to the office of the Recreation Activities Manager.

The Board of Directors (hereinafter referred to as the board) shall consist of the officers of the Elected Board and the Chairmen of all standing committees.

Section C - The club board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&P' s, Chapter 4, Article VI, L,)

Section D - The Treasurer is responsible to submit Form CR-15 (Annual Membership Report) as of 12/31 to the office of the Recreation Activities Manager by February 1 of each year. The Membership Chairperson is responsible in seeing that the Roster is complete and accurate prior to submitting to the Treasurer.

Section E - Terms of office, term limits and responsibilities of officers:

Terms of office for each officer shall be one year. Officers may not serve more than two consecutive years in their office on the Board.

The duties of the Board will be the general supervision and management of the club. In the temporary absence of a Committee Chairman, the assistant chairman shall assume those duties. The duties of the club board shall be:

1. To approve the establishment of all standing and ad hoc committees
2. To approve appointments of the Chairmen of all standing and ad hoc committees.
3. To approve appointments to fill vacancies of offices and Committee Chairs,
4. To approve proposed expenditures of greater than \$100.00.
5. To recommend annual membership dues for approval by the membership.
6. To set fees for scheduled competitive events with the approval by the membership.
7. To consider and carry out appropriate disciplinary action for any member as may be required.
8. To attend all board and membership meetings and putting competitions.

The Elected Officers shall have the following duties:

1. It shall be the duty of the president to preside at all meetings of the club, perform all duties customary to the office which includes appointment of chairmen of various needed committees. The President shall appoint an Audit Committee to furnish signed financial statements as required by the Recreation Centers.
2. It shall be the duty of the vice president to perform the duties of the president in the absence or inability of the president to serve. The vice- president also will perform club duties as assigned by the president.
3. It shall be the duty of the secretary to document all business sessions by preparing minutes for approval by the president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.
4. It shall be the duty of the treasurer to collect dues and other monies; to disburse funds as authorized, to render an accounting at each business meeting, to make all pertinent data and records available to the Audit Committee as requested, and to prepare and submit required financial reports (CR7) to the Recreation Activities Manager by February 1 for the preceding year. The Treasurer is responsible to submit Form CR-15 (Annual Membership Roster) as of 12/31 to the office of the Recreation Activities Manager by February 1.

The membership chairperson is responsible in seeing that the roster is complete and accurate prior to submitting to the treasurer.

Section F - Vacancies in office. Should a vacancy occur in the office of president, it shall be filled by the vice - president's assumption of the office. A new vice president shall be appointed by a majority vote of the club board. This office shall be held until the next election. Officers shall be elected for a term of one year.

They may stand for re-election, but their total term of office shall not exceed two consecutive years. Vacancies in these positions shall be filled by the president, with the approval of the club board. A member appointed to fill such a vacancy for a period of five (5) months or longer shall be deemed to have served a full term.

Section G - Impeachment. To impeach an officer or fill the vacancy Robert 's Rules of order must be followed. (The procedure is available from the Recreation Activities Manager). If the impeachment is successful, the election of a new officer must follow immediately.

Section H - It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

Article IV - Meetings

Section A - Frequency of Meetings. Membership business meetings shall be held monthly as deemed necessary by the club board. At a minimum, there will be one of four general membership meetings conducted in each quarter of the calendar year.

One of these meetings should be designated as the election meeting.

Section B - Provisions for Calling and Recording meetings. Special meetings may be called by the President. Special meetings may be requested by ten (10) percent of the members, for a grievance or with reasonable cause. A fourteen (14) day notice must be given to all members if a special meeting is called.

Minutes will be taken by the secretary to document all business sessions and approved by the club president. Minutes of general membership meetings will also be taken by the secretary. These minutes shall be available to the membership before the next general meeting. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section C- Voting and Quorum Requirements.

1. Club board meetings: A quorum is a simple majority of the board.
2. General Membership meetings: A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be ten (10) percent of the club membership however a quorum requirement shall not be less than 20 members. A club could have an excess of 100 at a meeting, but the top required limit is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference to Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Roberts Rules, i.e. anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V - Financial

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

The accounting year will be the calendar year.

Section B - An expenditure up to and including \$100 may be authorized by the club president. An expenditure in excess of \$100 shall be authorized by the club board. The president shall secure approval by the general membership for expenditures in excess of \$200 excluding those for prizes and awards, membership luncheons, the printing of score cards and the purchase of Club apparel. (Only expenditures of \$25 or less can be paid by petty cash). RR&P's. Chapter 4, Article V, B, 4.

Signatures of the President, Vice President and Treasurer shall be on file at the club's bank. These three each shall have the authority to sign checks for the club.

Section C - No club members shall receive any compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activities Manager.

Section D - Financial records must be audited on a yearly basis by individuals other than those elected to the club board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the RR&P's. Each contract must be renewed on a yearly basis and a copy sent to the Recreation Activities Manager for approval.

Section G - Treasurer's responsibility: The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1 for preceding calendar year

Article VI - Committees

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by the club board.

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C - Duties of Safety Committee. It will be the duty of the safety chairperson to assure that all events are held in an environment free from any danger of injury to persons attending or property damage during the event. This includes but is not limited to obstructions that could cause injury to participants. Chairperson should appoint a committee to assist with safety issues. Should an injury occur, it is the responsibility of the Safety chairperson to see that the injured participant completes an accident/incident report and submit to the Manager of the premises where event is being held. (This applies to events held on Sun City West property only.)

Section D - Duties of Audit Committee. The president shall select an Audit Committee of individuals other than those elected to the club board. They will be provided with all pertinent materials by the treasurer for their review. Upon completion of their review, the Report of Audit shall be submitted to the president.

Section D - A three (3) member Nominating committee shall be appointed by the president with approval of the club board, on or before June 15. Formation of this committee will be posted no later than June 30th on the club's official bulletin Board. The nominating committee shall post a list of all nominees on the club's bulletin board no later than August 1. At that time members of the club who are interested in running for the club board in addition to those posted will contact a member of the nominating committee. The nominating committee will present a final list of nominees for the club board to the membership at the September General Meeting, at which time, nominations from the floor will be accepted with the approval of that nominee. Elections will be held on that date. Should there be only one (1) nominee for each Club Board position, elections will not be necessary, and nominees will accept their nomination at that time, and shall be installed at the December General Meeting.

Article VII - Amendments

To amend the bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the club membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote, all amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the club's bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended bylaws require the approval of the Recreation Centers' General Manager prior to implementation the results and date of the membership vote should be duly noted on the submittal document.

Article VII - Dissolution

Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Center.

Anne Becknell, President

Date

ACCEPTED:

William Schwind, General Manager

Date

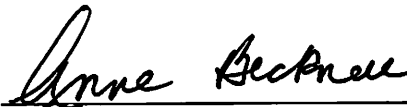
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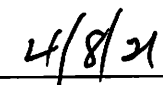
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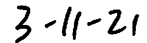


Date

ACCEPTED:



William Schwind, General Manager



Date