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# CHARTERED CLUB BYLAWS

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## SUN CITY WEST LADY PUTTERS

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Lady Putters

### Section B - Purpose of Organization

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 – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

### Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

## **Article II – Membership**

### **Section A – Membership**

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

### **Section B – Honorary and Lifetime Memberships**

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

### **Section C – Membership Reporting**

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### **Section D – Membership Preconditions**

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

### **Section E – Recreation Card Holder Guest/Visitor Privileges**

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) times annually before they are required to join the Chartered Club.

A Club Member may host up to two (2) different Recreation Card Holder Guest/Visitors annually.

### **Section F – Non-Recreation Card Holder Guest/Visitor Privileges**

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to two (2) different Non-Recreation Card Holder Guests/Visitors annually.

### **Section G – Club Dues**

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

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.

### **Section H – Maintaining a Chartered Club**

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

### **Section I – Club Monitoring**

This Club does not require club monitoring at this time.



## **Article III – Code of Conduct**

### **Section A - Member conduct**

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

## **Article IV – Officers**

### **Section A – Club Officers**

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

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 B – Club Officer Election**

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

### **Section C – Club Officer Verification**

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### **Section D – Responsibility to Submit Annual CR-15 Report**

The Treasurer shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### **Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties**

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

### **Section F – Filling a Board Vacancy**

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 – Removal of Directors and Officers**

Contact the Recreation Manager for information on this topic.

**Section H – Officer Succession**

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.

## **Article V – Meetings**

### **Section A – Club General Membership Meeting Frequency and Openness**

There will be a minimum of three (3) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

### **Section B – Club Business Currency and Board Meeting Openness**

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

### **Section C - Provisions for Calling and Recording Meetings**

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

### **Section D – Required Club Officers Meetings**

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

### **Section E – Club Meeting Purpose**

Membership meetings should not have as their primary purpose a social event.

### **Section F – Special Meetings**

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

## **Section G – Voting and Quorum Requirements**

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty (20) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

## **Article VI – Financial**

### **Section A – Financial Record Retention**

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 – Spending Limits**

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed two hundred dollars (\$200.00). Expenditures greater than two hundred dollars (\$200.00) must be approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

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 – Club Member Compensation**

No member shall receive 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 reviewed by the Recreation Manager.

### **Section D – Financial Record Audits**

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

### **Section E - Club Advertising**

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

### **Section F - Contracts**

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

### **Section G - Treasurer's Duties and Responsibilities**

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

## **Article VII – Committees**

### **Section A – Non-Permanent Committees and Chairpersons**

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

### **Section B – Permanent (Standing) Committees**

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

### **Section C – Ad Hoc Committees**

The Club President may appoint ad hoc committees with the approval of the Board.

### **Section D - Duties of the Safety Committee**

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

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 E – Audit Committee/Chairperson Duties and Responsibilities**

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

### **Section F - Other Committees and Their Duties**

Nominating Committee: 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 VIII – Amendments**

### **Section A – Amending These Bylaws**

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

### **Section B – Amendment Review Requirements**

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

### **Section C – Proposed Amendment Publication**

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

### **Section D – Revised Bylaws Review Requirement**

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.



## **Article IX – Dissolution**

### **Section A – Clubs with an IRS Tax Status Other than 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

## **Appendix A – Club Officer Role Descriptions**

### **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.

### **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.

### **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.


### **Secretary**

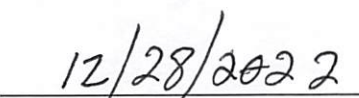
to document all business sessions by preparing minutes for approval by the president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

## **Appendix B – Bylaws Amendments**

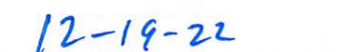
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Signatures

  
Club President

  
Date

  
General Manager

  
Date