APR 2 6 2024

SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST WOMEN'S SOCIAL CLUB

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Updated Articles V – Meetings Section A & G	4/17/2024	Kasey Huhta RM	N/A

Use of a superseded or obsolete document is prohibited.
The reader is responsible for verifying that this document is current prior to each use.
Refer to Appendix B – Bylaws Amendments on page 19 for amendments made to this document.

Contents

Document Change Control 1
Article I - General 5
Section A - Name of Organization 5
Section B - Purpose of Organization 5
Section C – Compliance with Recreation Centers of Sun City West, Inc. 5
Section D – Chartered Club Operation as a Non-Profit Organization 5
Article II – Membership 6
Section A – Membership 6
Section B – Honorary and Lifetime Memberships 6
Section C – Membership Reporting 6
Section D – Membership Preconditions 6
Section E – Recreation Card Holder Guest/Visitor Privileges 6
Section F – Non-Recreation Card Holder Guest/Visitor Privileges 6
Section G – Club Dues 7
Section H – Maintaining a Chartered Club 7
Section I – Club Monitoring 7
Article III – Code of Conduct 8
Section A - Member conduct 8
Section B – Commercial/Mass Production Prohibition 8
Article IV – Officers 9
Section A – Club Officers 9
Section B – Club Officer Election 9
Section C – Club Officer Verification 9
Section D – Responsibility to Submit Annual CR-15 Report 9
Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties 9
Section F – Filling a Board Vacancy 9
Section G – Removal of Directors and Officers 10
Section H – Officer Succession 10

Article V – Meetings....11
Section A – Club General Membership Meeting Frequency and Openness....11
Section B – Club Business Currency and Board Meeting Openness....11
Section C - Provisions for Calling and Recording Meetings....11
Section D – Required Club Officers Meetings....11
Section E – Club Meeting Purpose....11
Section F – Special Meetings....11
Section G – Voting and Quorum Requirements....12
Article VI – Financial....13
Section A – Financial Record Retention....13
Section B – Spending Limits....13
Section C – Club Member Compensation....13
Section D – Financial Record Audits....13
Section E - Club Advertising....13
Section F - Contracts....13
Section G - Treasurer's Duties and Responsibilities....13
Article VII – Committees....14
Section A – Non-Permanent Committees and Chairpersons....14
Section B – Permanent (Standing) Committees....14
Section C – Ad Hoc Committees....14
Section D - Duties of the Safety Committee....14
Section E – Audit Committee/Chairperson Duties and Responsibilities....14
Section F - Other Committees and Their Duties....14
Article VIII – Amendments....15
Section A – Amending These Bylaws....15
Section B – Amendment Review Requirements....15
Section C – Proposed Amendment Publication....15
Section D – Revised Bylaws Review Requirement....15
Article IX – Dissolution....16
Section A – Clubs with an IRS Tax Status Other than 501(c)(3)....16
Section B – Clubs with IRS tax designation of 501(c)(3)....16

Appendix A – Club Officer Role Descriptions....17
President....17
Vice President....17
Treasurer....17
Secretary....18
Membership Director....18
Appendix B – Bylaws Amendments....19
Attach Amendments To This Document Behind This Page....19
Signatures....20

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Women's Social Club

Section B - Purpose of Organization

The purpose of this organization is to provide an umbrella of various social activities under which women of Sun City West, AZ, will have the opportunity for social companionship.

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.

Houseguests of members and other special circumstances maybe given exception to the two-time visit limit, at the discretion Club President and/or the Membership Director.

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 shall cover the period of January 1 through December 31, yearly.

Deadline for dues will be recommended by the Club Board yearly. Dues paid after deadline will incur a late fee of $5.

New Member dues are payable upon application. After November 1, of the current year, the dues for a new member will be applied to the end of that calendar year and the following year.

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 requires that its members participate in monitoring. Each Member shall monitor a minimum of one (1) time per year. Members who do not meet this minimum are subject to disciplinary action.

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.

Section B – Commercial/Mass Production Prohibition

Club members are prohibited from mass producing for the purpose of profit.

Article IV – Officers

Section A – Club Officers

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

This Club Board will also consist of one (1) membership director. All board members will be elected by the members at the November General Membership Meeting.

All five (5) members of the Club Board will have equal voting rights.

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 <Vice-President> shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th 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 three (3) 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

A vacancy on the Club Board, except that of the President, shall be filled by appointment by the President with the approval of the Club Board. A Club Board member who has served more than half a term in office is considered to have served a full term in office.

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) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) 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-one (21) 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.

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 <$500.00>. Expenditures greater than <$500.00> must be approved by a vote of the general membership. Other expenditures of <$25.00> or less can be paid by petty cash.

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 17.

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.

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 Chairman/Committee shall be appointed by the President. They shall present a slate of new officers and new directors at the September Club Board and General Meetings. Election by the General Membership shall occur at the November annual 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.

Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Appendix A – Club Officer Role Descriptions

President

The President shall be the Chief Officer of the Club and shall exercise and perform such powers and duties as may be prescribed by the Board from time to time, including but not restricted to:

- Preside at all Club Board, General, Annual and Special Meetings
- Supervise the general management of the Club
- Serve for a one-year term and shall be limited to three (3) consecutive terms.
- Can serve as ex-officio of all committees with no voting rights, with the exception of the nominating committee, for a period not to exceed one year.
- Serve as the Club contact to the sew Recreation Centers and report on activities of the Club as requested.
-
- Appoint, with approval of the Club Board, the chairs of the standing and special committees.
- Coordinate with the Treasurer a current inventory of materials and fixed assets and file The Chartered Clubs Inventory List and The Simplified Inventory Record with the Recreation Manager by December 31st.

Vice President

The Vice President shall exercise and perform such powers and duties as may be

- Assume all duties and responsibilities of the President in the absence of the President.
- Become President for the unexpired term in the event of a vacancy in the office of the President.
- Assume responsibility for food served prior to the General Meeting.
- Report the Club Monthly Participation to the Recreation Centers.
- Submit Form CR15 (Annual Membership Roster) as of December 31st to the office of the Recreation Activities Manager by February 15th
- Act as the Safety Chairman.
- Complete the monthly CR-4 Form.

Treasurer

The Treasurer shall exercise and perform such powers and duties as may be prescribed by the Club Board from time to time including but not restricted to:

- Keep an accurate account of all monies collected and disbursed.
- Present a written report detailing income, expenditures and bank balances at the Club Board and General Meetings.
- Be responsible for the bank accounts of the Club.
- Make payment of funds as authorized by the Club Board.

- Submit the records for audit annually and file an Annual Financial Statement Form CR-7 with the Recreations Centers' Activities Manager by Feb. 15th for the preceding year.

- File correct tax forms and reports as required by the IRS and give copies to the Recreation Activities Manager.

- Coordinate with the President a current inventory of materials and fixed assets and file The Chartered Clubs Inventory List and the Simplified Inventory Record with the Recreation Manager by Dec. 31st.

Secretary

The Secretary shall exercise and perform such powers and duties as may be prescribed by the Club Board from time to time including but not restricted to:

- Record all minutes of proceedings at all Club Board, General, Annual and Special Meetings of the Club and report said minutes, after being approved by the President, to the General and the Club Board Meetings.
- Prepare and send correspondence, when asked.
- Ensure the safekeeping of all records, reports and correspondence for a minimum of three years (except Financial).
- Prepare copies of club related printed material, when asked.

Membership Director

The Membership Director shall exercise and preform such powers and duties as may be prescribed by the Club Board from time to time, including but now restricted to:

- Collect and record annual dues paid by club members and verify Recreation Center membership.
- Transfer checks to the Treasurer.
- Work with the Tech Coordinator to keep accurate count of all members, new and current.
- Keep a current membership roster available for daily monitors. (Red Book)
- Host a New Member Meeting at least two (2) times per year.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Club President — Date: 12-13-22

General Manager — Date: 10-27-22