

MAY 01 2023



CHARTERED CLUB BYLAWS

CLUB 52 CARD CLUB OF SUN CITY WEST

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
<p style="text-align: center;">Use of a superseded or obsolete document is prohibited.</p> <p style="text-align: center;">The reader is responsible for verifying that this document is current prior to each use.</p> <p style="text-align: center;">Refer to Error! Reference source not found. on page Error! Bookmark not defined. for amendments made to this document.</p>				

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Club 52 Card Club of Sun City West

Section B - Purpose of Organization

The purpose of the club is to provide cardholders of the Recreation Centers of Sun City West a location and opportunity to socialize with other residents having similar interests. While participating, members can improve their card playing skills, while learning new ones.

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

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to six (6) times annually before they are required to join the Chartered Club.

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

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 six (6) times annually.

A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to three (3) 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 13).

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 as Monitors at the club facility.

The Monitor Schedule / sign-up book shall be available to members during all club activities.

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. The latest version of the RR&Ps is available to view and/or download at RCSCW website: <https://scwclubs.com/documents/>

Article IV – Officers and Board

Section A – Club Officers and Board

The Club board must consist of four officers: President, Vice President, Secretary, Treasurer and an Advisory Board of (3) to (5) members. All officers and Advisory Board members must be confirmed by the membership to have a vote on the board.

The Club Board may also have optional appointed positions consisting of an Assistant Vice President, and Assistant Secretary and an Assistant Treasurer. Appointees for one or more of these positions must be confirmed by a majority vote of the Club Board. To have a vote on the Club Board, they must be confirmed by the membership.

Section B – Club Officer and Board 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 13). The elected Officers and Board shall serve **without** compensation.

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 Secretary 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

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. Elected officers are not restricted to the number of terms they may serve. Election of new officers will take place in November of each year. Elected officers take office on the first day of the following January.

Officer Responsibilities:

1. Club President Presides at all club meetings, implements procedures and activities voted on by the general membership. Ensures that all reports required by the Sun City West Rules, Regulations and Procedures are submitted.
2. The Club Vice President assists in the duties of the President as needed or requested. The Vice President will assume the duties of the President if the President is unable to fulfill his or her duties due to vacation, illness, death, etc.

3. Club Secretary records minutes, and reports information relating to Club meetings. The Secretary will maintain the club minutes for a period of three (3) years after which they may be destroyed. The Secretary initiates all correspondence and information relating to the club as directed by the Board of Directors.
4. Club Treasurer- acts as the custodian of the club's financial assets and records. The Treasurer collects assessed dues, fees, makes board approved disbursements and prepares and submits financial reports at general membership meetings. Yearly, by February 1 of each year the Treasurer will submit the Annual financial Statement (Form CR-7) to the Recreation Centers. All financial records will be maintained for seven (7) years outlined in the Sun City West Rules, Regulations and Procedures.

See further information in Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

Section F – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval by the membership at the next regular meeting.

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 information (which can be found online at www.scwclubs.com) onto 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

Scheduled meetings will be announced to membership and posted on the club's bulletin board two weeks prior to a general membership meeting.

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 by announcing to the membership and posting a notice on the club's bulletin board 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 by announcing to the membership and posting a notice on the club's bulletin board with 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 a 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.

All Club members present during a membership meeting shall be included in all votes taken.

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 \$250.00. Expenditures greater than \$250.00 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.

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 approval. (Refer to RR&Ps).

Section G - Treasurer’s Duties and Responsibilities

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

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 and Board.

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 Club Board will act as the Safety Committee. The duties of the Safety Committee are to ensure the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise the 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

1. Advertising Committee – VP Chairman/Committee duties include club advertising/publicity in the Rec News, on the Web Site, at the Visitor Center and any other method approved by the Board and in compliance with Association Policies.
2. Nominating Committee - Shall be appointed by the President each year no later than the Third Quarter General Membership Meeting. The committee shall consist of a minimum of two (2) members in good standing or the Club. During election meetings, the Nomination Committee shall count and record the votes for each candidate.

The Nominating Committee shall present the list of names for the officers and advisory board to the membership at the annual election meeting, provided these nominees have consented to nominations. Nominations from the floor must be made with the candidate's written approval and require (2) seconds.

If there is more than one candidate running for a particular office, the vote must be by written ballot. Otherwise, if the election is uncontested, (no contested positions on the ballot) a voice vote shall be held to approve the slate of Officers and Board Members.

3. Social Committee may be appointed by the Board to help build social events for Club members, consisting of no more than two (2) events (e.g., social picnics, and small work groups for social gatherings) per calendar year where the Club is not charged for the use of room or space. The Club is not otherwise limited to the number of social events it may hold in a calendar year.

Article VII-Amendments

Section A – Amending these Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend these 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 13).

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 the 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

- Membership Meeting.
- Pass the RR&P book onto their successor.
 - Additionally, advise the successor to always check the RCSCW website to view and/or download the latest versions of the RR&P's and CR forms at:
<https://scwclubs.com/documents/>
- Maintain an inventory of expendable club property, i.e., playing cards and poker chips.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned including setting up and running club activities.
- Attend mandatory Rec Center club officer meetings.
- Contribute to crafting and writing club policies and procedures.
- Responsible for publicity of Club events and chairing the advertising committee.
- Administer the club Monitor program and schedule.

Treasurer

- Receive and reconcile class income and membership dues paid.
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with an income statement to the Club Board monthly.
- Attend mandatory Rec Center club officer meetings.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.

- Seek approval of General Membership meeting minutes at General Membership meetings.
- Send club rosters to ClubTrack administrators at least twice per month.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.
- Prepare and submit the CR-4 "Club Roster Template", due annually or monthly when new members are added and/or removed. This data supports the Club Track System.
- Prepare and submit the CR-4a "Monthly Participation Report".

Content Manager

- Update, maintain and implement new features to the club Rec Center website.
- Upload any new versions of club By-law or Rules to the website.
- Update the website calendar for upcoming special events.
- Post winners of special events on the website.

Appendix B – Bylaw Amendments

Attach Amendments To This Document Behind This Page

