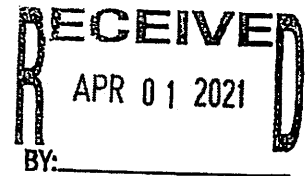


Sun City West Boomers Club Bylaws



Article I – General

Section A – The name of the organization shall be the Sun City West Boomers Club.

Section B – Purpose of Organization – The Purpose of the organization shall be to provide opportunities for members to meet and socialize. There will be no restrictions for Association members to join the Club; however, the focus of the club is on the Boomer age and their interests.

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 (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 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 Association’s Bylaws.

Section E – The Club’s fiscal year shall be the calendar year January 1st through December 31st.

Section F – Marketing or soliciting for personal monetary gain, at any Boomers’ Event, or by telephone, e-mail or written communication shall not be allowed.

Section G – Distribution of any political or religious materials at any Boomers’ Event, or by telephone, e-mail or written communication shall not be allowed.

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.

Members are encouraged to provide a current e-mail address to the Club in order to receive Club communications.

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

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Guests may attend Club social events when accompanied by and supervised by the specific Club member who is their host. Guests are subject to the same limitations and requirements as apply to Club members. Club members who invite guests shall be held responsible for the actions of their guest(s). Guests must not displace Club members when a specific space limitation is indicated. Guests must not diminish the attractiveness of Club membership by obtaining its benefits without taking on the obligations of membership.

Spouses or partners of Club members must also be a Club member in order to participate in regularly scheduled activities including events such as cards or other games.

Members shall be limited to no more than one (1) guest at any event unless approved by the Club President. Any guest may attend Club activities up to four (4) times in a calendar year. This applies to both Card Holder and Non-Card Holder guests.

Section D -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 quorum has been established.

Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, 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.

Dues are payable in January of each year. Members who have not paid their dues prior to February 1st shall be removed from the membership roster.

Section E – Maintaining a Club Charter

- 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. Membership participation is the action of taking part in club activities.
 - 2. 75% of a clubs' membership must have participated in club activities at least once within 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 Charter.

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

Section G -The club board initiates periodic (at least annual) reviews of club membership to ensue all 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, clubs or the Association in general may have their club membership suspended (up to two (2) weeks) by the club

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 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 Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) week).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 1. Member in question and Club President or presiding officer shall present their case.
 2. Ruling will be made 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 Recreation Activities Manager Requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forward by a 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 the 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 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 M02 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 an event, Governing Board may accept all reports and testimony as true.

Article III – Officers

Section A - The Club Board shall include a minimum of four officers. The Board must include President, Vice President, Secretary, and Treasurer,

Additional officer for this club is: Advisor, who will be the most recent Past President. The Advisor shall have voting rights as an ex-officio and term will not exceed one year.

The President shall appoint a Nominating Committee each year no later than the Third Quarter General Membership Meeting. The Committee shall consist of a minimum of three (3) members in good standing of the club.

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 Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

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&Ps, Chapter 4, Article VI, L.)

Section D - The Secretary is responsible for submitting Form CR-15 (Annual Membership Roster to the Recreation Activities Manager by February 1st of each year.

Section E – Officers shall serve a one (1) year term. Any Officer who has been elected to serve on the Board of the Club for three (3) consecutive years may not serve on the Board again until such Officer has been absent from the Board for at least one (1) year. Any officer who has been appointed to fill a vacancy to the end of that term, which is longer than five (5) months, is considered to have completed a full term. Any office held by ex-officio will have a term not to exceed one (1) year.

1. **President’s responsibility** - The President shall preside at all business meetings. 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 and approve all financial expenditures.
2. **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.
3. **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 1st for the preceding calendar year. The Treasurer shall maintain an accurate record of all financial transactions. The Treasurer shall prepare a detailed financial report for the Club’s Board members including prior balance, income source, disbursement source and current balance. Furthermore, the Treasurer shall prepare a summary financial report to present at the General Membership Meetings. The Treasurer is also responsible for receiving and tracking in the Club’s Database System, all dues collected from members.
4. **Secretary’s responsibility**-The Secretary shall prepare Minutes of each meeting and retain on file. The Secretary shall present the minutes from the prior General Membership Meeting to the General Membership, following approval by the President. The Secretary shall present the Minutes from the prior meeting at each Club Board Meeting. The Secretary shall also record and retain hard copy records of the discussion and votes of Board Meetings. The Secretary will gather all activities attendance sheets, record the totals on **Form CR-4** (Monthly Participation Report) and turn in the form to the Recreation Activities Manager by established due date. The Secretary is responsible for submitting **Form CR-15** (Annual Membership Roster) to the Recreation Activities Manager by February 1st of each year.
5. **Advisor’s responsibility** - The Advisor shall advise the President and the Board and perform other duties as directed by the President.

Section F- In the event a vacancy in office occurs, an election to replace that officer shall be conducted at the next regularly scheduled general membership meeting.

If the Presidents' position is vacated, the Vice-President shall assume the responsibilities of the office of the President. If the Vice-President is unable or willing to serve as President, an election to replace the President shall be conducted at the next regularly scheduled general membership meeting.

Section G - 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 - There will be a General Membership Meeting conducted during each quarter of the calendar year. The fourth quarter meeting is designated as the election meeting.

Club members shall be notified of General Membership Meetings a minimum of thirty (30) days prior to the meeting. The meeting notice shall be communicated via e-mail at the current e-mail address provided by each Club member. General Membership Meeting date and minutes from the prior General Membership Meeting will be posted on the website.

Section B - Provisions for Calling and Recording Meetings –

The President shall convene meetings of the Board as the need arises. If deemed appropriate by a majority of the Club Board members, the meeting may be convened by e-mail transmission, if appropriate, for the nature of the discussion and voting requirements. Minutes shall be taken by the Secretary to document all business sessions and approved by the Club President. General Membership Meeting date and minutes from the prior General Membership Meeting will be posted on the website. Minutes and all other pertinent administrative records should be retained for a period of three (3) years.

The President shall convene a meeting of the General Membership if ten percent (10%) of more members of the General Membership submit a written request documenting a valid reason for a Special Meeting to be called. A majority vote of the Club's Board must approve the request for the Special Meeting of the General Membership. No votes shall be taken by e-mail or proxy. In the event that a Special Meeting is called, a minimum of fourteen (14) day notice to the General Membership shall be provided.

Section C- Voting and Quorum Requirements –

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1. Club Board Meetings - A Quorum of Club Board Meetings is a minimum of three (3) Officers. Approval of any motion before the Club Board requires a vote of approval by three (3) of the club members.

2. **Membership Meetings - A Quorum** is the minimum attendance at a General Membership Meeting necessary to conduct elections, approve bylaws, to approve budgets or to conduct other club business. A Quorum shall be ten (10) percent of the Club membership with a minimum of twenty (20) and a maximum of one hundred (100). 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 two-thirds (2/3) majority. No vote shall be taken by e-mail or proxy.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records. It will be determined and announce whether the vote is to be by ballot or visual.
4. Stated Bylaw provisions take precedence over Robert Rules or Order, i.e., anything not stated in the Bylaws shall be referred to Robert 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).

Section B - Expenditures in excess of Two Thousand Dollars (2,000) shall require a vote of the General Membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B,4. Any request for reimbursement of expenses requires approval by the President or designee.

The Club Treasurer, President and First Vice-President may sign checks. In the event a specific bank requires the Secretary to be a signee, that permission shall be granted.

Section C - No club member 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 Activity 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.

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Section E - Club advertising: - 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 RR&Ps. Each contract must be renewed on a yearly basis and a copy of each 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.

Section H - Inventory requirements – The Secretary is required to submit all inventory reports, equipment and simplified, to the Recreation Manager by December 31 of current year.

For those clubs that turn in a n inventory list, it is important to have description, serial/model numbers, date purchased, and total amount.

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 - The Safety Committee - The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the facility supervisor. Any accident or injury occurring in the Association's facilities and those requiring medical attention shall be reported to the Club Safety Committee immediately following an incident. The Safety Committee shall complete and submit **Form RC 20-5** to Club President. The Club President shall be responsible for submitting the completed **Form RC 20-5** to the office of the Recreation Activities Manager.

Section D - The Audit Committee – The Audit Committee shall be composed of individuals who are not elected Club Board members. The Audit Committee shall audit the financial records following the close of the Club's fiscal year. The results of the Report of Audit shall be presented to the General Membership and duly recorded in the applicable Minutes of such meeting. A copy of the Report of Audit shall be provided to the office of the Recreation Activities Manager.

Section E - Other Committees – Other Committees and the duties of such committees may be appointed by the Club Board as deemed necessary.

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 VIII – Dissolution

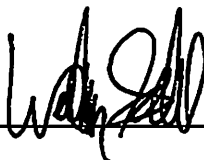
Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.



Ron Castenada, President

4-1-2021
Date

Approved:



William Schwind, General Manager

3-5-21
Date