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CHARTERED CLUB BYLAWS

SCW Boomers Club

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	01
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template.	06/20/2022	Roberta Davidson	N/A
01	Article IV Officers Section E Officer Duties	7/18/2023	Pam Kiest	7/20/2023
02	Update Article V – Meetings Section A 7 G	4/17/2024	Kasey Huhta RM	N/A
03	Article VI Financials Section B Spending Limits	7/30/2024	Sheldon Miller	10/16/2024

Use of a superseded or obsolete document is prohibited.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 22 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

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 are 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 – 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.

Section E – Clubs Fiscal Year

The Club's fiscal year shall be the calendar year January 1st through December 31st.

Section F –Marketing or Soliciting for Personal Monetary Gain

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 Political or Religious Materials

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

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.

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

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 four (4) times annually before they are required to join the Chartered Club.

A Club Member may host up to four (4) different Recreation Card Holder Guest/Visitors annually.

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 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 four (4) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to four (4) 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).

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 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.

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 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 – 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 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

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. 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. An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

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 – 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 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 as 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 Treasurer is (a) allowed to disburse funds for event deposits or payments for event expenses, including catering bills and band contracts, without needing frequent general membership votes; (b) other expenditures over \$3000, such as equipment purchases, must be approved by a vote of the general membership; (c) expenditures of twenty-five dollars (\$25) 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

See 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 Section B – Permanent (Standing) Committees

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

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

1. Attends and presides over Board and general membership meetings
2. Approves all expenditures
3. Works with the RCSCW Scheduling Office for room reservations collaborates with officers of collaborates with officers of other clubs (especially the Women's Club)
4. Represents the Club before RCSCW personnel and the Governing Board
5. Serves as the main contact person for the Club
6. Prepares and executes all Club contracts
7. Works with Board members and directors to recruit volunteers
8. Requests equipment purchases
9. Monitors all business processes of the Club
10. Coordinates e-mail communications with Club members
11. Approves weekly communications to members
12. Listens to and responds to member ideas/concerns
13. Recruits volunteers for events and activities
14. Communicates with the Women's Club and monitors shared activities
15. Requests the Wi-Fi password at the Clubhouse to be changed by the Boomer Tech member
16. Provides the Wi-Fi password to Boomer members requesting same

Vice President

1. Shall act as the Activities Director to assist the Events Director with any activity defined as clubhouse activities
2. Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
3. Lead Board meetings and organize agenda in absence of the President.
4. Attend Board and General Membership meetings.
5. Assist President in tasks as assigned.
6. Attend mandatory Rec Center club officer meetings.
7. Contribute to writing club policies and procedures.

Treasurer

1. Keeps a record of all money received and deposited. Currently, these records are maintained using Quicken and Excel spreadsheets
2. Completes and files all required tax forms (IRS990) and RCSCW forms (CR-7) and provides copies to RCSCW by Feb. 1. State of AZ requires a copy of the IRS990 not a separate form.
3. Actively participates in board meeting discussions providing finances
4. Provides support and feedback to other Board members and directors as needed

5. Deposits all monies from the membership and events into the Boomer's Club checking account including checks, cash, and transfers from Paypal
6. Pays all approved bills from the Boomers' Club checking account; including, but not limited to, badge vender, events, entertainment, food and drink, and club operating expenses
7. Maintains a record of all money paid out
8. Reconciles the checking account on a monthly basis and keeps a record of revenues and expenditures by event
9. Maintains the inventory for the club and sends copy to the Rec Center in Dec.
10. Checks
 - a. all checks must be approved by the President via email or signature
 - b. in addition to the Treasurer, the President and Vice President have check signing authority
11. Provides IRS form 1009 Misc. by Jan 31 to independent contractors who have been paid more than \$600 in the previous year
12. Assures returned check fees are reimbursed the club by the issuer of the check

Secretary

1. Takes notes and prepares minutes for all Board meetings, quarterly General Membership Meetings and any special meetings
2. Takes responsibility for submitting to the RCSCW Form CR-15, the Annual Membership Roster by February 15th and the required Monthly Participation Report, Form CR-4
3. Distributes minutes to Board members via email
4. Distributes General Membership Meeting minutes via email to the Board before being sent to the Club Webmaster for posting on the website
5. Provides support and feedback to other Board members and directors as needed,
6. Actively participates in meeting discussions, and participates in SCW Boomers membership events as needed (e.g., open houses, new member orientations)
7. Receives attendance rosters from events and monitors the guest policy by reviewing those rosters
8. Maintains the key list for the club
9. replenishes SCW Boomers Club forms at the Club House (e.g., Membership Application, Badge Requests)

SECRETARY'S REPORTS:

The Secretary monitors membership attendance for each event

1. Collect event attendance sheets located at the clubhouse in the folder provided. (in 1st cabinet)
2. Print out monthly SCW Boomers calendar and organize attendance sheets by date making sure all have been received

3. Tally event attendees by members and guests and record on monthly CR-4 form (Only events held at a Rec Center facility are required for the form.)
4. Sign, date and make a copy of CR-4 form for SCW Boomers records and attach original attendance sheets
5. Delivers Original CR-4 form to REC center

Events Director

1. The Events Director is responsible for all events defined in the Bylaws and *Policy and Procedures Manual*.
2. Calendar duties include scheduling events on the Boomers Club master calendar and website, updating and revising as needed.
3. The Events Director serves as liaison between the Board and activity or event Hosts. He/she remains in communication with President, Board, Webmaster, activity coordinator, and events hosts with regard to updates, revisions, and issues related to Activities and Events.
4. The Events Director reviews *This Week with the Boomers* (TWWTB) prior to distribution.
5. Keeps lists of volunteers for events, names of contacts for activities and events, and communicates with applicable person for available bands and caterers helpful to hosts.
6. Manages communications and issues from hosts of regularly scheduled activities such as cards, weekly bike rides, water volleyball etc. Communicates any required updates, changes to the appropriate members.
7. Manages communications and issues from hosts of regularly scheduled activities such as cards, weekly bike rides, water volleyball etc. Communicates any required updates, changes and requests
8. As well as attend all meetings to report and update current and future events. The Events Director receives events forms from members, presents them to the Board for approval when necessary
9. Assists the hosts in bringing the event to fruition.

Membership Director

1. The Membership Director has primary responsibility for all tasks regarding club membership.
2. Orders and distributes name badges
3. Reports on total membership at Board meetings and general membership meetings
4. Prepares the CR-15 Annual Membership Report and submits it to the Recreation Centers by February 1 of the following year.
5. The membership director may organize a membership committee to perform the above listed tasks.

Flyer Scribe

1. Creates announcements for events costing \$7.99 or less and not needing the online registration system and sends via email to the membership.
2. The Flyer Scribe creates the announcements to promote events.
3. He/she schedules the date for the announcements to be distributed to the current and/or appropriate membership list.

Events & Registrations Online Originator

1. Works closely with the Events Director on all events that require registration and payment of at least \$8.00 before the event.
2. Members must register for these events online and can pay online or by mailing a check to the Events Registrar.
3. The Event and Registration Online Originator creates the event in Events & Registrations on Constant Contact (CC) which includes the registration form, confirmation messages, and web page for these events. T
4. The Events & Registrations Online Originator writes the e-mails and flyers to promote events and links them to the flyer and registration pages.
5. He/she schedules the date for the email to be sent and who will receive the email.

Events Registrar

1. For events that require online registration Club members may pay online or by mailing a check to the Events Registrar.
2. The Events Registrar monitors registrations for each event and contacts members who have had problems registering.
3. Once registration has closed for an event the Events Registrar produces a list of people, using excel, for the event host and gives the club treasurer a list of paid people and the checks received for an event.

Communications/Publicity Team

This Week with the Boomers (TWWTB) AUTHOR

1. Creates TWWTB in Constant Contact (CC) for email distribution on Sunday nights; weekly during the season and every two weeks during the summer.
2. Items are taken from the web calendar with additional notifications about the status of special events or upcoming events as recommended by the President and Events Director.
3. Send draft to President and Events Director for approval before scheduling for distribution to the membership.

Publicity Chair

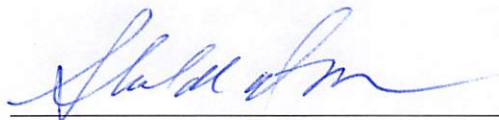
1. Responsible for creating and maintaining flyers advertising the SCW Boomers Club.
2. Ensuring that adequate copies of our brochure are at the SCW Visitor's Center (PORA) and other venues.
3. The Publicity Chair represents the club at SCW new resident orientation sessions, Rec Center open houses and other like events.

Webmaster

1. Responsible for maintaining the SCW Boomers Club website, Google site administrative console, the SCW Boomers page of the SCW Clubs site, and Constant Contact (CC) and Paypal Administration.
2. The Webmaster must have a basic understanding of networking, web design and site administration.
3. This person should be familiar with Google site administration, including Gmail, Web and Google Drive. It is also advisable to have knowledge of basic html, widgets, gadgets and other web-page enhancements.
4. The Webmaster at the request of club officers, directors, and event coordinators updates the calendar, posts flyers, and adds pages, events, and pictures to the website.
5. The Webmaster checks the Gmail account daily and refers mail to the appropriate person in the organization.
6. Is responsible for website security

Appendix B – Bylaws Amendments
Attach Amendments to This Document Behind This Page

Signatures



Club President

1/31/25

Date



General Manager

1/29/2025

Date