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# CHARTERED CLUB BYLAWS

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## SUN CITY WEST SINGLES GROUP

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Chartered Club Bylaws  
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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Singles Group

### Section B - Purpose of Organization

Purpose of this club is to provide the members an opportunity to meet, socialize, and engage in recreational, community and civic activities on a regular basis.

### 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.

If a married member chooses to begin dating a single member, the married member shall fully disclose to the single member that person is in fact married prior to asking that single member out on a date or to a social function other than a Singles Group function.

### **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 2 times annually before they are required to join the Chartered Club.

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

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

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

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

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

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

#### **Section G – Club Dues**

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

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

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

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

#### **Section I – Club Monitoring**

This Club does not have monitory requirements at this time.



## **Article III – Code of Conduct**

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

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

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

Refer to the RR&Ps for full disciplinary procedures.

## Article IV – Officers

### Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer elected at the Annual Meeting and up to five (5) additional who will be appointed as Board Members at Large by the current President. If the Past President is willing, the Past President may be 1 of the 5 Board Members At Large appointed by the President. All Club Board Members will have voting privileges.

Each office may be shared by two (2) members if the Club members at the Annual Meeting shall so vote, except for the office of Treasurer which shall be only one (1) member. All offices shared by two (2) people shall only have one (1) vote on the Board when votes are counted. The President will only vote in the event of a tie.

### Section B – Club Officer Election

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

### Section C – Club Officer Verification

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

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

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

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

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

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office unless the members present at the Club's Annual Meeting have no other candidate available and the current officer is willing to serve an additional term, and the members vote to accept the officer for a fourth (4th) consecutive term.

**Section F – Filling a Board Vacancy**

In the event that a 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 vote of the membership at the next general meeting of the Club except that the vice-president will become president in the event of a vacancy in that 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](http://www.scwclubs.com)) on to their successor.

## **Article V – Meetings**

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

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

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

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

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

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

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

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

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

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

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

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

### **Section F – Special Meetings**

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

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

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

**Section G – Voting and Quorum Requirements**

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

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

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

A simple majority is required for all issues except bylaws.

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

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

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

## **Article VI – Financial**

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

Financial Records shall be retained for a period of seven (7) years prior to current year.

### **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 Five Hundred Dollars (\$500.00). Expenditures greater than Five Hundred Dollars (\$500.00) 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.

Treasurer shall have the duty of receiving, disbursing, and accounting for the club funds subject to the approval of the Club Board. All bank accounts shall be held in the club's name.

### **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 The vice-president shall have the duties of assisting the president and acting as liaison between the Club Board and any activity committees. It shall be the additional duty of this officer to preside at all club meetings and to perform all other duties customary to the office of the president in the absence of that officer.

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 Committee-** This committee shall nominate one or more candidates for each elective office. The committee shall report their nominations at the October meeting and further nominations may be made from the floor at the October meeting.

**Program and Social Committee** – This committee shall be responsible for the monthly programs at the meetings and all social activities.

**Membership Committee-** The committee shall be responsible for handling all duties relating to membership including keeping the Treasurer informed as to information required to complete the CR-15 membership report prior to February 15<sup>th</sup> of each year

**Sunshine Committee-**The committee shall send cards and/or visit members who are ill or having a matter of bereavement.

**Telephone Committee-** The Committee shall call members signed up to attend social events and remind them of their commitment to attend said function and relay any messages which may be relayed to Members.

## **Article VIII – Amendments**

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

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

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

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

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

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

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

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



## **Article IX – Dissolution**

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

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

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

### **President**

The president shall preside at all meetings of the Club and the Club Board. The president shall appoint committee chairpersons and otherwise perform all duties customary to the office. The president shall represent the Club in all matters related to the SCW Recreation Center.

### **Vice President**

The vice-president shall have the duties of assisting the president and acting as liaison between the Club Board and any activity committees. It shall be the additional duty of this officer to preside at all club meetings and to perform all other duties customary to the office of the president in the absence of that officer.

### **Treasurer**

The treasurer shall have the duty of receiving, disbursing, and accounting for the club funds subject to the approval of the Club Board. A report of the Club's financial status and transactions relating to receipts, disbursements, assets and liabilities shall be made at each regular meeting of the Club and of the Club Board. The incumbent will collect dues, issue membership cards, and sign all checks.

All bank accounts shall be in the Club's name. All financial transactions involving club operations shall be recorded in the treasurer's records and shall be made available to the Auditing Committee on request. The treasurer shall disburse all funds by check. (Cash receipts shall not be used directly for payment of bills - payment of bills cannot be paid from cash on hand). All cash received must be deposited promptly in the bank. The treasurer's records must include a tabulation showing the source and amount of each sum received and deposited. The treasurer is required to submit Form CR-7 (Annual Financial Report) and Form CR-15 (Membership Roster) to the office of the Recreation Manager by Feb. 15<sup>th</sup> for the preceding calendar year.

### **Secretary**

The secretary shall have the duty of keeping an accurate record of the proceedings of the club meetings and the Club Board meetings. The secretary shall be custodian of all records other than financial (including the charter), keep a list of the membership, and act as corresponding secretary. Minutes must be approved by the president and retained for three years.

## **Appendix B – Bylaws Amendments**

**Attach Amendments To This Document Behind This Page**

## Signatures

Sharon L. Williams

Club President

10/28/22

Date

[Signature]

General Manager

10-27-22

Date