

Sun City West Lesbian Gay Bisexual and Transgender Club

For up to date info and current activities go to:

Website: scwlgbt.scwclubs.com

Contact us: scwlgbt@gmail.com



Chartered Club Committee Meeting September 12, 2017

The SCW-LGBT Club submitted a request to the Chartered Club Committee for Charter status, and the Committee meeting to make that determination was held on September 12, 2017. About 20 members of the SCW-LGBT Club were present.

Jim Sloan opened the meeting at 1:30PM, and introduced the proposed request for Charter by our club.

Suzanne was present via conference call and spoke about the need for this club in our community and the growth we have experienced in just a few short months since the club was formed. She told the Committee about the various events we have had and some of the plans for the future as a Chartered Club in Sun City West.

There was discussion about the needs we had for meeting rooms led by Committee member Randy Smith. Suzanne told them that we usually met at night and would need a room twice a month. It was determined that we should have no problem obtaining a room. Cindy indicated that we average about 60 people at our meetings during the winter months so the room would have to accommodate that number of people. Committee Member Cindy Knowlton stated that Rosetta will work with us to set up rooms for our meetings.

Committee Member Bill Curley asked if there were other LGBT clubs in either of the other two Sun City locations. He was told that there is one in Sun City that is Chartered and one in Gran that has not been Chartered.

Committee Member Gene Mitofsky raised a point about a past limitation on new clubs being formed, to confirm that the restriction had been lifted, which was confirmed by other

Committee members. The question was raised so that it could be resolved in case the restriction had still been in place.

Committee Member Peggy Augustine stated that she was going through the names that were submitted on the petition to confirm they were eligible signers. They were about completed with the process. It was stated that we had other names that had not yet been submitted if more names were required to meet the minimum 75 names.

Peggy also stated that the Bylaws were being reviewed now. Sheila had been working on them on behalf of the Club and gave Peggy her contact information if there were questions.

Open items remaining before Charter status can be approved include the receipt of an IRS number for the Club, and the posting of the Bylaws for a 30-day period, at which time the Club members would vote on approving them, At that point, the Committee would grant Charter status to the Club.

Our Club member Gerry, spoke to the Committee and the audience about the importance of the LGBT Club to Sun City West. He stated that besides being a social club, we offer many more benefits to the community. He stated that he knew of people who have recently come out in their advanced years here in our city. These folks have been fearful of coming out and have had little or no support in going through this process. Our Club offers these people the support they need to make this transition in their lives.

Jim Sloan thanked the many Club members for attending the meeting and asked for a vote from the Committee. The motion was seconded and all were in favor of proceeding with the process to grant Charter status to our club.

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November 16, 2017

Peggy Augustine
Senior Office Coordinator
Sun City West Recreation Centers
19803 R. H. Johnson Blvd.
Sun City West, AZ 85375

Dear Peggy,

The Sun City West LGBT Club held our Bylaw Meeting today, November 16th, 2017. Our bylaws have been sent to our members and posted on our website, for the required minimum period of 30 days for all members to review.

A quorum of 36 people was present, a motion was made and seconded to vote on the bylaws. The vote was taken and received 36 yes votes and 0 no votes. This fulfills the 2/3 majority requirement to pass the Club's Bylaws.

We're looking forward to receiving our Charter status confirmation as quickly as possible, and thank you for your assistance in getting our Club to this point.

Sincerely,

Suzanne Arnopolin, President

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NOV 17 2017

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Dear Peggy,

The Sun City West LGBT Club held our Bylaw Meeting today, November 16th, 2017. Our bylaws have been sent to our members and posted on our website, for the required minimum period of 30 days for all members to review.

A quorum being present, and 36 club members were prepared to vote to accept the Bylaws. A motion was made and seconded to vote on the bylaws. The vote was taken and received 36 yes votes and 0 no votes. This fulfills the 2/3 majority requirement to pass the Club's Bylaws.

We're looking forward to receiving our Charter status confirmation as quickly as possible, and thank you for your assistance in getting our Club to this point.

Sincerely,

Suzanne Arnopolin, President

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SUN CITY WEST LGBT CLUB BYLAWS

Article I – General

Section A: Name of Organization

The name of the organization shall be the Sun City West LGBT Club.

Section B: Purpose of Organization

Dedicated to the social needs of lesbian, gay, bisexual, transgender and allies in the Sun City West community. Our purpose is to meet new people, end isolation and create community by providing opportunities to socialize and network.

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’ documents 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.

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.

Section C: Guest privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II and appendix IX. Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Those Sun City West residents in good standing may attend two (2) Club events per year before being asked to join as a full member.

Guests will be allowed for a cost to be determined by the Board, with a minimum of one dollar (\$1.00 per event) per guest. A Club member may bring a maximum of four (4) guests per event. Guests are limited to attendance at two (2) Club events.

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 Club members attending the meeting after a quorum¹ has been established.

Section E: Other (e.g., disciplinary actions – RR&Ps, Chapter 3, Article I, F4)

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption or cause dissension among Club members, clubs or the Association in general, may have their Club membership temporarily suspended (up to two (2) weeks) by the Club. Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspension. Termination of a Club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. The following are recommended for Club disciplinary actions:

1. First Offense – written warning from the Club
2. Second Offense – a short-term suspension by the Club
3. Third Offense – a longer term suspension by the Club not to exceed two (2) weeks
4. Fourth Offense – longer suspension or termination recommended by the Recreation Centers' General Manager to the Governing Board

Any suspended or terminated Club member has the right to appeal to the Governing Board (RR&Ps Chapter 3, Article I, F4)

Section F: Privileges: All members in good standing shall be entitled to:

1. Attend membership meetings and cast one (1) vote on all matters coming before the meeting.
2. Attend Club Board meetings, exercising no vote.
3. Participate in the social events of the Club.
4. Receive a copy of the Bylaws and current calendar of events,

¹ A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve Bylaws, to approve budgets or to conduct other Club business that requires a vote. A quorum shall be ten (10) per cent of the Club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

5. Petition the president, in writing, with ten (10) members signing, for action on an issue to be brought before the Board.

Article III – Officers

Section A: The Club Board shall consist (at a minimum) four (4) officers: a president, a vice-president, a secretary and a treasurer.

Accordingly, the Club's elected Board shall consist of the following members with voting rights:

- a. President, vice-president, secretary and treasurer;
- b. Chairpersons of the standing committees of Safety, Membership and Good Times; and,
- c. Three (3) at large Club members.

The Chairperson of by Bylaw Committee shall be an ex officio (non voting) member

Those Board members with voting rights must be elected, not appointed.

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 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: It is the Club's treasurer's responsibility to submit the CR-15 membership report to the Recreation Activities Manager by February 1st of each year.

Section E: Officers and Committee Chairpersons shall hold that position for a term of one (1) year. No officer or committee chair shall serve for more than five (5) consecutive terms in the same office. If a vacancy occurs in an elective office any time before the next election of officers, a member shall be appointed by the Club Board to complete the term of that office.

Duties of Officers

1. The President shall preside at all meetings of the Club membership and the Club Board and, in general, perform the duties pertaining to the office. Further, the President shall:

a. Appoint chairpersons of all special committees as necessary. All committee chairpersons shall be members of the Club Board with the exception of the nominating and audit committees without voting rights unless elected by the membership.

b. Be an ex officio member (not to exceed one (1) term of one (1) year) of all committees except nominating and audit committees.

2. The vice-president shall assist the president in executing the duties of the office. Further, the vice-president shall:

a. Assume the duties of the president in his or her absence and assume the presidency in the event of the resignation or death of the president.

b. Serve on the auditing committee as an ex officio member without signatory rights not to exceed one (1) year.

3. The secretary shall record the proceedings of the Club and the Club Board meetings and conduct the correspondence of the Club as directed by the president.

4. The treasurer shall be the custodian of the Club's funds and shall pay all bills. Further, the treasurer shall:

a. Keep an accurate record of receipt and expenditures and pay bills promptly.

b. Secure approval of the Club Board for expenditures of less than three hundred (\$300) dollars. The Club Board has authority to approve expenditures of less than three hundred dollars (\$300).

c. Close the books no later than December 31st of the fiscal year and submit them to the auditing committee.

Section F: Vacancies in office.

The Club president shall fill vacant office positions as needed.

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Section G: Impeachment

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager.)

Section H: It is the responsibility of each officer 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 (January [elections], April, September, November).

Section B: Provisions for Calling and Recording Meetings:

Minutes will be taken by the secretary to document all business sessions and approved by the Club president. Minutes, as well as other pertinent administrative records will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

For a grievance or reasonable cause, it takes ten (10) members to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President or the Board or both can call for a special meeting.

Section C: Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approved Bylaws, to approve budgets or to conduct other Club business. There can be no proxy votes. 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. A quorum shall be ten (10) per cent of the Club membership; however, a quorum requirement cannot be less than twenty (20) members. A club could have in excess of 100 at a meeting, but the top required limit is 100.

If the vote is for one (1) candidate for office, a verbal vote is taken. If the vote is for more than one (1) candidate for the same office, a ballot vote must be taken.

3. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Roberts Rules, i.e., anything not stated in the Bylaws shall be referred to Roberts 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 three hundred dollars (\$300) shall require a vote of the general membership. Only expenditures of twenty-five (\$25) or less can be paid by petty cash. (RR&Ps Chapter 4, Article V, B4).

The Club treasurer and the Club president only are allowed to sign checks.

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.

Section E: Club advertising: Any commercial advertising or flyers if 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: Treasurers 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.

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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 Chairperson reports safety issues to the Board.

Section D: The Audit Committee reviews the financial books at the end of each calendar year. 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.

Section E: Additional standing committees shall be:

1. Membership Committee responsible for maintaining the membership roster, verifying current recreation card status, communicating with the membership at large and maintaining the Club's website.
2. Good Times Committee to recommend social events to be approved by the Club Board and membership if Club funds are to be used for the event.
3. Bylaw Committee responsible for ensuring Club compliance with Bylaws and to conduct any amendment procedures as 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 amendments are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendment(s) 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.

Suzanne Arnopolin, President
Suzanne Arnopolin, President

11/16/17
Date

Approved:

Michael Whiting for M. Keating GM
Michael Whiting, General Manager

11-19-17
Date

*OK for HW
10-16-17*



TO: Mike Whiting, General Manager

FROM: Cindy Knowlton, Recreation Manager

DATE: November 17, 2017

RE: Request for Charter, LGBT Club

My office has received an application for charter. The application has met the entire requirements as outlined in the Rules, Regulations, and Procedures Manual. The application requests a Charter for a group of people dedicated to the social needs of the lesbian, gay, bisexual, transgender, and allies in the Sun City West Community to promote meeting new people, end isolation and create community by providing opportunities to socialize and network.

I have reviewed their request with the Charter Club Committee. We are in agreement that this request is worthy of becoming a Chartered Club.

Cc: Jim Sloan



SUN CITY
WEST

RECREATION CENTERS OF SUN CITY WEST INC.

19803 R.H. Johnson Blvd., Sun City West, Arizona 85375-4498
PHONE: 623-544-6114 FAX: 623-544-6121 WEB: suncitywest.com

November 21, 2017

Suzanne Arnopolin
14003 W. Cavalcade Drive
Sun City West, AZ

Dear Ms. Arnopolin:

In accordance with the Bylaws of the Recreation Centers of Sun City West, Inc., Section 6.1 and by the authority delegated to me by the Governing Board, a Club Charter is extended to the Sun City West LGBT Club, effective November 21, 2017.

Sincerely,

Mike Whiting,
General Manager

C: Peggy Robbins, President Governing Board
Jim Sloan, Chair, Chartered Club Committee
Cindy Knowlton, Recreation Activities Manager