

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. (RCSCW) Articles of Incorporation, Association Bylaws and Rules, and 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.

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 **per calendar**

year.

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.

Quorum¹ is the minimum attendance at a Club meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other Club business that require a vote. A quorum shall be ten percent (10%) of the Club's membership. However, a quorum requirement cannot be less than 20 members or more than 100.

Section E: Club Maintaining a 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 the 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 the 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 ensure all its 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 cause dissension among Club members, other clubs, or the Association in general, may have their Club membership temporarily suspended (up to two weeks) by the Club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (51% majority vote). The member must be notified within five (5) business days of the infraction. The disciplinary actions must be documented in Club records including CR-16 (scwclubs.com) and copies must be forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair. The process is as follows:

- 1. Written warning from the Club Board documenting details of incident and violation.

- 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 is 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.
2. Member may appeal ruling by written notice to the 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 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).

3. 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 VIII. 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, the Governing Board may accept all reports and testimony as true.

Section I: 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.
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 of (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. Membership Coordinator
- c. Communications Director (~~Chairpersons of the standing committees of Safety, Membership and Communications~~)
- d. Three (3) at-large members--~~the Safety Chairperson will be assigned to one of the at-large members.~~

The Chairperson of the Bylaws 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 VIII.L.)

Section D: It is the Club's Treasurer's responsibility to submit the membership report to the Recreation Activities Manager by February 1st.

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

- I. 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 where non-Board members can serve but will serve without voting rights unless they are 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 receipts and expenditures and pay bills promptly.
 - b. Secure approval of the Club Board for expenditures of less than five hundred (\$500) dollars. The Club Board has authority to approve expenditures of less than five hundred dollars (\$500).
 - 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.

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 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 least one general membership meeting conducted during each quarter of the calendar year. The Club will hold its annual membership election during a general membership meeting held during the fourth calendar quarter. The officers and other board members elected will take office following January 1st.

Section B: Provisions for Calling and Recording Meetings:

Minutes will be taken by the Secretary to document all business sessions and will be 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 approve 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) percent 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.

3. Voting may be done in person, by paper ballot, or any generally accepted technologically assisted solutions and vote tallies are to be retained in Club records.
4. 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 five hundred dollars (\$500) shall require a vote of the general membership. Other expenditures of ~~twenty five~~ **twenty five** ~~fifty (\$25 \$50)~~ dollars or less can be paid by petty cash. (RR&Ps, Chapter 4, Article VII.B.4.)

The Club Treasurer and the Club President are the only ones allowed to sign checks.

Section C: 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 previously approved by the Recreation Activities 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 meetings. A copy will be provided to the office of the Recreation Activities Manager.

Section E: Club Advertising: Any commercial advertising or flyers of Club activity must follow Association policies.

Section F: Contracts: Any contracts for instructors will be handled in compliance

with Chapter 4, Article VIII, of the RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the office of 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 1st.

For those clubs that turn in an inventory list, it is important to have a 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 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~~ Communications Director to communicate approved social events and information to the membership.
3. Bylaws 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

Date

ACCEPTED:

William Schwind, General Manager

Date