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CHARTERED CLUB BYLAWS

SUN CITY WEST LGBT CLUB

Document Change Control

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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. No changes to existing bylaws were made.			N/A
1.	Article VI – Financial Section B – Spending Limits	10-28-2022	Patricia Book	12-19-2022
2.	Appendix A- Treasurer Bullet Point 12 – Spending limit	10-28-2022	Patricia Book	12-19-2022

Use of a superseded or obsolete document is prohibited.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 18 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

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 – 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.

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 may attend a scheduled Club activity up to two (2) times annually before they are required to join the Chartered Club.

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

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.

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

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

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

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

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.

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 11).

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

Each club member is responsible for monitoring club facilities per club bylaws.

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.

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 11). 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 Membership Coordinator 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

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. Ex officio members not to exceed one (1) term of one (1) year of all committees except nominating and audit committees. See Appendix A – Club Officer Role Descriptions on page 16 for Officer Duties and Responsibilities descriptions.

Section F – Filling a Board Vacancy

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.

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) 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

Expenditures in excess of one thousand five hundred dollars (\$1,500) shall require a vote of the general membership. Other expenditures of fifty dollars (\$50.00) or less, can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B,4).

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

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 assist the president in executing the duties of the office.
- 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.
- Serve on the auditing committee as an ex officio member without signatory rights not to exceed one (1) year.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 16.

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 Safety Chairperson reports safety issues to the Board.

Section E – Audit Committee/Chairperson Duties and Responsibilities

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 Manager.

Section F - Other Committees and Their Duties

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.

Bylaw Committee responsible for ensuring Club compliance with Bylaws and to conduct any amendment procedures as necessary.

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 11).

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 membership and the Club Board and, in general, perform the duties pertaining to the office.
- Appoint chairpersons of all special committees as necessary.

Vice President

- The Vice-President shall assist the president in executing the duties of the office.
- 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.
- Serve on the auditing committee as an ex officio member without signatory rights not to exceed one (1) year.

Treasurer

- Maintain all records of income and expenses using spreadsheets. Reconcile the monthly bank account statement using the bank account register and spreadsheet information.
- Issue checks for club expenses when presented with a formal Check Request Form. No more than 5 checks a month may be issued.
- Work closely with the Membership Coordinator in accepting all membership monies for new members and renewals. Record all membership names and monies using spreadsheets, prepare deposit slips, and make deposits at First Bank within 5 days of receipt.
- Record all income and expenses for all events using spreadsheets. Prepare deposit slips for monies collected and make deposits at First Bank within 5 days of receipt.
- Attend monthly Executive Board meetings and General Membership meetings.
- Contribute to crafting and writing club policies and procedures.
- Report the state of Club finances at the General membership meetings 4 times per year.
- Compile Year-End report, CR7, consisting of income, expenses, and membership numbers for the RH Johnson Recreation Center. Work closely with Membership Coordinator throughout the year to reconcile the number of members as any difference in members must be explained on the CR7 report.
- Work, in dual control, with selected auditor to review the CR7 and add signatures before filing it with the RH Johnson Recreation Center. This is due by February 1st, annually.
- File the EZ IRS form 990-N electronically before April 15th, annually.
- Maintain all Club Treasurer records for a rolling 7 years. Shred all outdated records.
- Secure approval of the Club Board for expenditures of less than one thousand five hundred dollars (\$1,500). The Club Board has authority to approve expenditures of less than one thousand five hundred dollars (\$1,500).

Secretary

- Record the proceedings of the Club and the Club Board meetings.
- Conduct the correspondence of the Club as directed by the president.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Patricia A. Brook

Club President

1/3/23

Date

William Schwind

William Schwind, General Manager

12-30-22

Date