

Sun City West Tennis Club Bylaws

MAR 24 2021

Article I -General

Section A -The name of this organization shall be **Sun City West Tennis Club**, hereinafter referred to as the "club".

Section B -The purpose of this club shall be to promote interest in the sports of table tennis, platform tennis, volleyball, and tennis; to provide the opportunity for all members to learn and improve their play; to implement clinics and instructional courses; to schedule play and tournaments; to help in the establishment and monitoring of rules of play, court etiquette and behavior; and to promote social activities associated with these sports in the community.

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&P's) 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' document 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.

Household and community guests must be accompanied by a resident sponsor.

A Non-Recreation Card Holder guest may attend a maximum of two club meetings or social events/club activities per month but no more than four per calendar year.

A Recreation Card Holder may attend a club meeting or social event/club activity as a guest of a club member a maximum of four times before being required to join the Club.

Guest privileges to use facilities will be granted to Non-Resident entrants to tournaments and special events provided the Club has made written request to and received approval for the event from the Recreation Activities Manager.

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

With limited exception, such as open tournaments or approved reciprocal play, non-recreation card holders must pay appropriate guest fees.

Section D - Dues

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 the club members attending the meeting after a quorum* has been established. Dues are annual January through December 31.

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) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E – Maintaining a Club 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 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 existing Club Charter. Page 2

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 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.

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

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

- 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 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.
4. 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).
5. 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 VII, 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.

If a member chooses to return to Club membership following a suspension, that member is ineligible to hold an elected office or appointed chairmanship for a two-year period.

Article III - Officers/Board

Section A - The club board must consist of (at a minimum) four elected officers; a president, a vice-president, a secretary, and a treasurer and one (1) at large elected member. Each shall be a voting member or the board.

The Club Board shall have general supervision of the affairs of the Club between its business meetings and shall perform such other duties as are specified in these Bylaws.

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 the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Club Affirmation Report 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 clubs 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&P's, Chapter 4, Article VI, L,)

All board members must be club members in good standing.

The procedure for the nomination and election of the board is as follows:

The president will appoint a nominating committee from the Club membership consisting of the vice president and a minimum of two other club members in good standing, excluding the current president. The president will introduce this Committee to the Club membership at the September general membership meeting.

The committee will present a slate of nominees for each office, including the at large Board nominee at the October meeting.

Additional nominations from the floor will be accepted. Nominations will remain open until the election of officers at the November meeting. All candidates nominated, either by the nominating committee or from the floor, must have given their consent prior to nomination. Election will be by secret ballot if and where there are two or more nominees for any one position.

Section D - The president, or in the president's stead the secretary, shall submit the CR-15 membership report to the Recreation Activities Manager by February 1 of each year.

Section E- The term of office, of the five (5) elected officers, the president, vice president, secretary, treasurer, and at large member will be a calendar year. The president, vice president and at large member may serve up to three (3) consecutive terms. All other officers may serve consecutive terms without limits.

The responsibilities of the officers are delineated below.

PRESIDENT: Preside over all Club meeting and carry out the direction and policies established by the Board and approved by the membership, act as the principal to the liaison appointed by the Chartered Club Committee for the Recreation Centers of Sun City West, Inc. and attend all meetings of the governing body of the Recreation Centers of Sun City West, Inc. when requested. The President shall be a member of all committees except the Nominating Committee.

VICE PRESIDENT: At the request of the president or during the presidents absence, preside at all meetings of the general membership and Club Board and attend all meetings of the Recreation Centers that the president would normally attend and act on behalf of the president on all matters pertaining to the Club during the presidents absence. Accept and act on all special appointments, assignments, and requests of the president.

SECRETARY: Record and maintain the minutes of all official Club meetings. Maintain in conjunction with the Membership Committee a current. Maintain in conjunction with the Membership Committee a current listing of the names of active members. Complete and submit CR-4, a Monthly Participation Report, to the office of the Recreation Activities Manager by the second Monday of each month. Help the President and the Club Board in the preparation of correspondence, records, and forms. Maintain files of all correspondence and meeting minutes for three years. Turn over complete files to the succeeding secretary.

TREASURER: Receive and deposit all money due the club and pay all obligations incurred by the Club in the regular course of its business: keep an up to date ledger of all financial transactions and report the financial status at the Board and general membership meetings; prepare and submit year end reports as instructed in the Rules, Regulations and Procedures, keep and maintain all financial records for seven (7) years prior to the current year and turn over all files to the succeeding treasurer.

Recommend an Assistant Treasurer to help facilitate the accounting of receipts and disbursements, bank records and generally accepted financial duties. The Assistant Treasurer shall be appointed by the President and approved by the board.

ASSISTANT TREASURER: At the request of the Treasurer or during the Treasurers absence, perform all duties of the Treasurer including financial records and reports, deposit of all club funds and make disbursements as directed by the Treasurer or President. The Assistant Treasurer is a non- voting office.

Section F - In the event a board member or assistant treasurer is unable to serve throughout the term of office, the Club Board may nominate a member to fill such vacancy for the remainder of the term. The president will place the name of the board member nominated before the Club for vote at the first available general membership meeting. A new assistant treasurer may be appointed by the President and approved by the board.

Section G - To impeach an officer a Board member, 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 Recreation Activities Manager)

Section H - It is the responsibility of the club president to pass the RR&P 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. The November general meeting is designated as the election meeting. A minimum of eight Board meetings per year will be held, one each month except June, July, August, and December. Club Board meetings are open to the general membership; however, only the members of the Club Board may vote on board matters. Non-board members may address the Board upon invitation of the president.

Section B Provisions for Calling and Recording Meetings:

Dates for general membership meetings will be determined by the Club Board. Notice of all general membership meetings will be posted at the Johnson Recreation Center courts at least 48 hours before each meeting. Dates for the Club Board meetings will be determined by the president. Minutes will be recorded by the secretary and approved by the Club president to document the business of all official meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three years. Minutes of the preceding membership meeting will be available prior to the next general meeting.

The President or the Board or both may call a special membership meeting, or it may be petitioned by at least 20 members who have a grievance or reasonable cause. The membership will be given a fourteen (14) day notice.

Board meetings are generally held the first Tuesday and general membership meetings the second Tuesday under Section A, above. but may be changed by the board.

Section C - Voting and Quorum Requirements:

1. A simple majority of the elected Club Board members will constitute a quorum for all decisions of the Club Board concerning the Club. The latest edition of Roberts Rules of Order will be the authority on parliamentary procedure not covered by these Bylaws.

2. Members will have the right to vote on all matters brought before the general membership meetings. Votes by proxy or by absentee ballots will not be allowed. A quorum for all general membership meetings is established at ten (10) percent of the Club membership with a minimum of 20 and a maximum of 100. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority vote.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated Bylaws 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 -. The Club Board authorizes the treasurer to disburse funds as required to support costs for dinners, social expenses in conjunction with general membership meetings, and costs and expenses incurred in connection with tournaments or other similar events. Additionally, authorization may be given to disburse funds in support of other Club activities in amounts not to exceed \$500.00. Expenditures exceeding \$500.00 must be approved by vote of the general membership at any general membership meeting. Only expenditures of \$25.00 or less can be paid by petty cash. (RR&Ps Chapter 4, Article V, B, 4). Receipts should be filed for all disbursements. Checks shall be single signature checks, except that all checks over \$500.0 for capital expenditures shall be dual signatures. President, Treasurer and Assistant Treasurer are approved signatories. for all 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 Centers 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Club Advertising: Any commercial advertising or flyers of 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&P's. Each contract must be renewed on a yearly basis and a copy of each sent to 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 1 for the preceding calendar year.

Section H - Equipment. The Club will maintain an inventory list of equipment items with a unit purchase price exceeding \$300.00. The list will be revised each December and a copy provided to the Recreation Centers. Purchase of new items and sale or trade-in of existing items on the inventory list may require Recreation Centers approval and review with the Recreation Centers Activities Manager prior to proceeding. Treasurer shall be responsible for completing the inventory lists and will submit the report to the Recreation Activities Manager by December 31.

Article VI -Committees

Section A - Committees and/or chairpersons shall be appointed by the President and approved by the Board.

- a. Each committee will report directly to the Club Board through a Board designated liaison.
- b. All designated liaisons will be assigned per the Board responsibility flow chart.

Section B -Permanent (standing) committees, at a minimum, will include Safety/Facilities and Audit.

Section C -The Safety/Facilities Committee will identify and determine safety issues and will regularly inspect and report any required court or equipment requiring maintenance, repair, and safety issues to the facilities supervisor. The committee will ensure first aid supplies and accident report forms are readily available in the event of an accident. It shall report all accidents to the SCW Recreation Centers personnel within 24 hours using the CR20-5 report.

Section D _-Audit Chairman duties refer to Bylaws Article V, Section D.

Section E - Other committees may include the following (optional committees): are:

Membership: Shall maintain a roster of all club members and post it on the club website and provide a printed roster as needed. All new members shall be contacted to welcome them to the club and provide them with information about club activities. This committee in conjunction with the Treasurer shall record payment of dues.

Communications: Shall be responsible for all club publicity including meetings, activities and events and shall submit written articles to the SCW Rec Center News and local newspapers. It shall include the website content manager(s) and publication of any club newsletter, brochures/flyers (providing the same to the Visitor Center and Newcomers meetings), and bulletin boards. The website content managers shall monitor and post club activities and pertinent information on the website.

Court Scheduling: Shall assign and maintain the court reservation system based upon availability and consistent with Club operations including but not limited to drop-in play, tournaments, reciprocal play, lessons, round robins, social play, and leagues. Interleague play

shall be in compliance with Appendix VII and VIII RR&P.

Tournaments: Tournaments shall include Swing into Spring, Golf Tournament, Club Championships and any other tournament approved by the Club Board. Individual tournament committees shall consist of a Director and an executive committee established by the Director. The Director shall be appointed by the Board. Each committee will direct, plan, and facilitate all aspects of the individual tournament. The Director shall report to the Board through a board designated liaison.

Sunshine: Shall provide appropriate cards and correspondence to those ill or who have lost a loved one or any other event that would be indicated.

Food:

Provide refreshments and snacks at all club social activities in cooperation with dinner hosts, event directors and as directed by the Board.

Social/Special Events: Shall plan and organize various social events including but not limited to events such as Pebble Creek mixer, Team Play, Happy Camp, Wind Up and Wind Down, Christmas/Holiday Party and the like and shall recruit volunteers as needed for each.

Banners: Shall secure sponsor banners as provided by them or as directed by the Sponsor Committee. Shall hang and maintain the banners in a good condition and shall remove the banners during summer months. This committee shall also be responsible for the storing of and placing the umbrellas on the tables.

Sponsors: Develop ideas and programs for fund raising for club activities and retirement of any club debts. Seek individuals and businesses to be financial supporters of the club and provide opportunities for sponsor advertising, banners, and displays in compliance with Recreation Centers of Sun City West, Inc. RR & Ps

Section F. Temporary committees will include, but not be limited to, the following: Nominating: Refer to Article III, Section C.

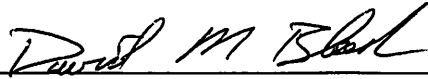
Article VII -Amendments

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 for amendment(s) are as follows:

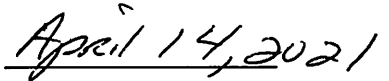
1. The Recreation Centers' Activities Manager shall review the proposed amendments prior to submittal to the Club membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' 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 Center.

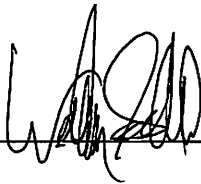


David Black, President

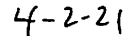


Date

APPROVED:



William Schwind, General Manager



Date