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CHARTERED CLUB BYLAWS

SUN CITY WEST TENNIS CLUB

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Recreation Club

Section B - Purpose of Organization

The purpose of this club shall be to promote interest in the sports of table tennis, platform tennis, 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 – 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 Guest/Visitor may attend a scheduled Club activity up to four (4) times annually before they are required to join the Chartered Club.

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

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

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

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) per month but no more than four (4) times per calendar year. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

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

Dues are annual January 1 through December 31

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

Club Board is authorized to establish such a policy at its discretion.

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 (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 – 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 president, or in the president's stead the secretary 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

See Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

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.

Section F – Filling a Board Vacancy

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 – 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 their successor, incoming president on Club bylaws including the Rules, Regulations, and Procedures information (which can be found online at www.scwclubs.com).

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) 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.

The November General meeting is designated as the election meeting.

Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current. 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-one (21) 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 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 five hundred dollars (\$500.00). Expenditures exceeding five hundred dollars (\$500.00) must be approved by vote of the general membership at any general membership meeting. Only expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash. Receipts should be filed for all disbursements. Checks shall be single signature checks, except that all checks over five hundred dollars (\$500.00) for capital expenditures shall be dual signatures. President, Treasurer and Assistant Treasurer are approved signatories. for all 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 approval. (Refer to RR&Ps).

Section G - Treasurer’s Duties and Responsibilities

See Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

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.

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/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 E – Audit Committee/Chairperson Duties and Responsibilities

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 Manager.

Section F - Other Committees and Their Duties

Nominating:

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 general membership meeting prior to election 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.

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 RR&P's.

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

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

- Preside over all Club meetings 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.
- Attend all meetings of the governing body of the Recreation Centers of Sun City West, Inc. when requested.
- 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.
- Attend all meetings of the Recreation Centers that the president would normally attend.
- 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.

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.
- 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.

Secretary

- Record and maintain the minutes of all official Club meetings.
- Maintain in conjunction with the Membership Committee a current listing of the names of active members.
- 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.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

L. F. Plaster

Club President

05/08/2024

Date

Kenneth Olson

General Manager

5/14/24

Date