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## BYLAWS

### *Article I - General*

Section A – Name of Organization: Sun City West One Partner Bridge Club

Section B – Purpose of Organization: The purpose of this Club shall be to provide a time and place for members to gather together and enjoy playing bridge. This will be done in compliance with the Rules and Regulations as set for by the Recreation Centers of Sun City West, Inc.

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' 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 bylaws.

Section E-Other

### *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.

- Recreation Card Holders may make four guest appearances in a calendar year that is between January 1\* and December 31\* of a year at Club events before Club membership is required. –

Recreation Card Holders who appear as guests at a Club event shall pay twice the daily play (tally fee) paid by Club members.

- Non Recreation Card Holder Guest participation must enhance the recreational experience of the Club members. - Non Recreation Card Holder Guests must not displace Club members when facilities or space are limited. - Non Recreation Card Holder Guests should not impose non-reimbursed expense on the Club. - Non Recreation Card Holder Guests should not diminish the attractiveness of Club membership by obtaining its benefits without taking on its obligations. - Non Recreation Card Holder Guests may be invited only by individual Club members. - There may not be an open, public invitation. A Non Recreation Card Holder may make four guest appearances in a calendar year (that is between January 1\* and December 31) at Club events. - A Non Recreation Card

Holder who appears as a guest at a Club event shall pay three times the daily play (tally) fee paid by a Club member. - Recreation Card Holder Guests and Non Recreation Card Holder Guests shall be eligible to receive prize money.

House guest living with Club members may be given exception to the six time visit limit, not to exceed six visits during a calendar year, by the discretion of the President or the Board.

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 the Club members attending the meeting after a quorum<sup>1</sup> has been established.

Section E – Other (e.g. Disciplinary actions) – (RR&P's, Chapter 3, Article I, F)

Members who threaten the safety of themselves or others, are abusive, or 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 [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 - a written warning from the club board.
2. Second Offense - a short-term suspension by the club,
3. Third Offense - a longer term suspension by the club not to exceed two weeks
4. Fourth Offense – longer suspension or termination recommended by Recreation Centers' General Manager to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board (Chapter 3, Article I, F, 4).

### ***Article III - Officers***

Section A – The club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer.

Additional officer for this club is

- Member at Large. The Member at Large will add assistance as needed to any of the Officers. This office has voting rights and must be elected they cannot be appointed.

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<sup>1</sup> **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.**

Any officers who have voting rights must be elected.

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 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 – Each club board is responsible to designate in their bylaws the individual responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1 of each year. The Secretary is responsible for turning in the CR-15 membership roster as of December 31.

Section E – Officers responsibilities and terms of office:

President: It shall be the duty of the President to preside at all meetings of the Club and to appoint all committees during his or her term of office. The President shall oversee and administer the operation of the Club. The President shall be an ex-officio member of all such committees for a period not to exceed one year, after the President's term of office.

- Vice-President: It shall be the duty of the Vice-President to assist all other officers and preside in the absence of the President.

- Secretary: The Secretary shall have charge of any correspondence of the Club and maintain records. The Secretary shall maintain a file of all members.

- Treasurer: The Treasurer shall receive and account for dues collected, be responsible for a correct account of receipts and disbursements. Financial records shall be preserved by the Treasurer for the seven (7) years prior to the current year. The Treasurer is required to submit for CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the prior calendar year.

Any reference to an officer being and ex-officio will state term is not to exceed one year.

Section F – Office vacancies will be filled by appointment by the remaining officers for the remainder of the appointed term.

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. The December (fourth quarter) meeting will include the election of officers. In addition there will be at least one Club Board meeting during each calendar quarter of the calendar year.

Section B – Provisions for Calling and Recording Meetings:

Minutes will be taken by the Secretary to document all business sessions and 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 how many members are necessary 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. Members necessary to call a special meeting will be 10 members.

The President or the Board or both may call for a special membership 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 2/3 majority. A quorum shall be 10 percent of the club membership; however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100.

Ballots will be visual unless there are two or more people running for the same office, then the vote must be by ballot.

3. Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert's Rules, i.e. anything not stated in the bylaws shall be referred to Robert's Rules for parliamentary rule.

Section D- Other

## ***Article V – Financial***

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B – Only expenditures of \$25 or less can be paid by petty cash.  
RR&Ps Chapter 4, Article V, B, 4.

- The president and treasurer will sign check expenditures in excess of Three Hundred Dollars (\$300.00).

Section C – No club member shall receive any compensation or financial award from 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 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&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 – Treasurer’s responsibility – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H – Other (Inventory requirements, equipment and simplified. Indicate The Secretary is responsible for submitting the report to the Activities Manager by December 31).

## ***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 Vice President is the Safety Chairman. The chairman oversees the chairs, tables and cabinets to ensure safe usage.

Section D – Specify the duties of the Audit Chairman/Committee.

(If any additional information is needed to that which is stated in the Sample Bylaws, Article V, Section D.) The Treasurer will assume the duties of the Audit Chairman.

Section E – There will be a Nominating Committee appointed by the President or the Board.


### **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 amendment(s) are as follows:

1. The Recreation Centers' Recreation 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' 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.

  
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Eugene Mitofsky  
President

8/2/18  
Date

Approved:   
\_\_\_\_\_  
Mike Whiting, General Manager

7-13-18  
Date

*10/2  
6/5/18*

**MINUTES OF SPECIAL ONE PARTNER BRIDGE MEETING TO RATIFY NEW BY-LAWS**

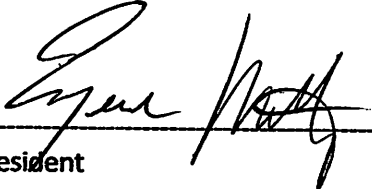
The meeting was called to order by President Gene Mitofsky at 5:40 PM on July 12<sup>th</sup> 2018 .  
Officers Pierce Walsh, Bill Cooper, Dena Barnes and Lorna Richardson were also present.  
Fifty six members of the club were present. A quorum was met.

Member at large Lorna Richardson was appointed acting secretary to take the minutes of this meeting.

This meeting was announced over a month ago. Revised by-laws were posted on the website over a month ago.

Printed copy of the by-laws were available for viewing each week at the bridge games.  
After brief discussion a motion to accept the revised by-laws was made by Dena Barnes and was seconded by Pamela Ferron. The vote was passed.

The meeting was adjourned at 5:45PM.

  
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President

  
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Secretary