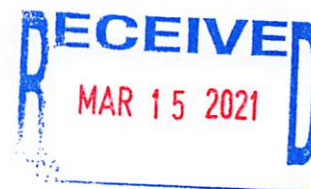


Sun City West One Partner Bridge Club Bylaws



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.

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 1st and December 31st 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 1st and December 31st) 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 ineligible 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 recommendation s of the club board and approved by a majority vote of the Club members attending the meeting after a quorum¹ has been established.

Quorum¹ 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.

Section F – Each member is responsible for monitoring at club facilities per club bylaws.

Section G – The club board initiates periodic (at least annually) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section E – Member Conduct:

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.

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.

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.

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 1st of each year.

The Secretary is responsible for turning in the CR-15 membership roster as of December 31st

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, Robert's 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 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.

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 club's 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.

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 Robert' s Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert' s Rule s, i.e. anything not stated inthe bylaws shall be referred to Robert' s 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- 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's 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 -Inventory requirements, equipment and simplified. Indicate the Secretary is responsible for submitting the report to the Activities Manager by December 31).

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 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.

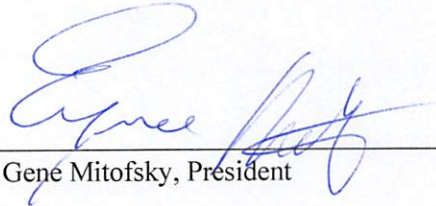
Article VII - Amendments

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 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.

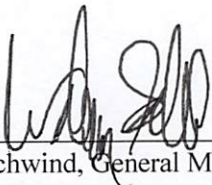


Gene Mitofsky, President

4/15/2021

Date

ACCEPTED:



William Schwind, General Manager

3-12-21

Date