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CHARTERED CLUB BYLAWS

Sun City West Contract Bridge Club

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Contract Bridge Club

Section B - Purpose of Organization

To provide a club to bring together members interested in playing social bridge on a regular and ongoing basis.

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.

Section E – Club Divisions

Sun City West Contract Bridge Club consists of two divisions, based upon two previously independent Chartered Clubs. These were known as Tuesday Contract Bridge, (which meets Tuesday afternoons) and One Partner Bridge (that meets on Wednesday evenings). Members can join and pay dues to either or both divisions.

It is intended that these bylaws allow, where possible, the two divisions to operate and finance themselves according to their history and traditions.

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 two (2) times annually before they are required to join the Sun City West Contract Bridge Club.

A Recreation Card Holder Guest/Visitor is not required to be hosted or introduced by a Club Member.

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

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

A Non-Recreation Card Holder Guest/Visitor must be invited and accompanied by a Club Member host at all times when in Club facilities. There may not be an open public invitation.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) times per calendar year. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member. A house guest living with Club members may be given exception to the four time visit limit by the discretion of the President or the Board.

A Club Member may host up to four (4) different Non-Recreation Card Holder Guests/Visitors annually.

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.

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 are eligible to receive prize money.

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).

Members will be required to pay dues to each club division they play in. For example, a member who only plays One Partner Bridge on Wednesday will only pay dues to that division. A member who plays in both divisions will pay dues twice, once to each division. This will allow each division to track their finances and use their funds as they traditionally have. Dues for each division must be the same amount.

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.

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.

In addition, to provide officer coverage for “snowbirds” and vacations the Board may have a Co-President, Co-Vice President, Co-Treasurer, Co-Secretary and two voting Members at Large.

In the event of a disagreement the President will have precedence over the Co-President.

In the event of a disagreement the Treasurer will have precedence over the Co-Treasurer.

The Board will recommend for election for the next calendar year a slate of candidates drawn from both divisions of the club where possible. The Club membership, should they so wish, may nominate other candidates.

In order to ensure smooth running of the Club, the Board will have the ability to nominate, as needed, special non-voting Members at Large to assist weekly operations of the divisions.

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.

In order to accommodate members who cannot attend at the time of regular division play the General Meetings may be split into two sessions, one for each division. A log will be made of attendance and votes so that the result of any votes and elections will be calculated based on the aggregate count of votes from both meetings.

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 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 17 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

In the event that there is an insufficient number of willing candidates to fill the minimum number of Club Officer Roles then the term limits above may be exceeded in order to fill those roles.

Section F – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the 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

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed \$300. Expenditures greater than \$300 must be approved by a vote of the general membership. However, the Treasurer may disburse funds of up to \$2,000 for seasonal social events.

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 Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 17.

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 duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

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.

Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solution and retained in club records

In accordance with the Rules, Regulations & Procedures (RR&P's) and for the avoidance of doubt:

If voting is at a meeting, then there must be a quorum, and 2/3 of the members present must support the change in the bylaws.

If voting is by electronic means, then a quorum of the membership must cast valid votes and 2/3 of those valid votes must be in favor of the change.

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.

Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Appendix A – Club Officer Role Descriptions

President and Co-President

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Complete paperwork (CR-8 and W9) for new hires.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

Vice President and Co-Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings.
- Contribute to crafting and writing club policies and procedures.

Treasurer and Co-Treasurer

- Receive and reconcile class income and membership dues paid.
- Receive weekly playing dues and dispense weekly prize money in accordance with limits agreed by the board.
- Account monthly for club income and expenses.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board quarterly and at general meetings.
- Provide membership forms received with receipts to Secretary and reconcile membership count vs income.
- Attend mandatory Rec Center club officer meetings.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.

- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

Secretary and Co-Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Send club rosters to ClubTrack administrators in a timely manner, as needed.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Responsible for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Dianne Kuehlich 12/07/22
Club President Date

[Signature] 12-8-22
General Manager Date