



## **SAMPLE OF CLUB BYLAWS**

### **Article I - General**

**MANDATORY)** Section A - Name of Organization

Section B - Purpose of Organization

**VERBATIM)** Section C - These Bylaws willfully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Bylaws, and Rules, Regulations and Procedures 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.

**VERBATIM)** 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 Bylaws of the Recreation Centers.

**OPTIONAL)** Section E - Other

### **Article II - Membership**

**VERBATIM)** 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, Section 2 (a) (b) (c) (d).

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.

**MANDATORY)** Section E - Other (e.g., disciplinary actions). The following are recommended for Club disciplinary actions:

1. First Offense - a written warning from the Club,
2. Second Offense - a short-term suspension by the Club,
3. Third Offense - a longer term suspension by the Club, and
4. Fourth Offense - 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. (See Chapter 2, Paragraph 2. d. of the Rules, Regulations and Procedures).

### **Article III - Officers**

**MANDATORY)** Section A - The Club Board shall consist of (at a minimum) a President, a Vice-President, a Secretary and a Treasurer.

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.

**VERBATIM)** Section B - The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Section 5. k.)

**MANDATORY)** Section C - Terms of office and responsibilities of officers (delineate).

**OPTIONAL)** Section D - Other (e.g., vacancies in office, impeachment).

## Article IV - Meetings

### **MANDATORY)** Section A - Frequency of Meetings:

There will be a general membership meeting conducted during each 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 approved by the Club President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

### Section C - Voting and Quorum Requirements:

1. Membership and Club Board Meetings,
2. Quorum for Membership Meetings and Club Board Meetings, and
3. Reference to Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Robert Rules, i.e., anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

### Section D - Other

## Article V - Financial

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

**MANDATORY)** Section B - Specify a dollar limitation on expenditures of Club funds by other than a vote of the general membership. (Only expenditures of \$15 or less can be paid by petty cash.) See Chapter 4, paragraph 4b(1)(d).

**VERBATIM)** Section C - 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.

**OPTIONAL)** Section D - Other (i.e., check-signing provisions, inventory requirements.)

### **Article VI - Committees**

**VERBATIM)** 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.

**OPTIONAL)** Section C - Other.

### **Article VII - Amendments**

**VERBATIM)** 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.<sup>1</sup>

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<sup>1</sup> A quorum; is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be ten (10) percent of the Club membership with a minimum of 20 and a maximum of 100.

3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final approval. 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

**VERBATIM)** Prior to Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

\_\_\_\_\_  
(Type the President's Name)

President

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
(Type the General Manager's Name)

General Manager

\_\_\_\_\_  
Date