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**Sun City West Tuesday Contract Bridge Club Bylaws  
Revision 07/03/2018**

*Article I - General*

**Section A** - Name – Sun City West Tuesday Contract Bridge Club, herein referred to as the Club.

**Section B** – Purpose of Organization: To provide a time, location and organization for members to participate in mixed partners contract bridge games.

**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.

*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.

A Non-Recreation card holder may only visit 3 times per year.

They must be accompanied by a SCW Recreation Card Holder.

**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

<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.

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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.

The one additional officer for this club is:

- Member at Large. Must be elected by the Club and has voting rights.

**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** – The President is the individual responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1 of each year.

**Section E** – The term of office for all officers is one year with no term limits. The responsibilities for each officer follows:

**President:** The President will preside over all business meetings of the Club. The president will be responsible for the orderly operation of the Club. The President will appoint committees and will act as a member of all committees.



**Vice-President:** The Vice-President will assume the direction of the Club in the absence of the President and will serve as Chairman of the membership committee. The Vice-President will assist the President in all functions of the Club and shall perform duties assigned by the president.

**Treasurer:** The Treasurer shall be responsible for the collection of fees and for the allocation of prizes to winners. The Treasurer will account for all Club funds, all disbursements and will maintain the bank account. The Treasurer shall be responsible with the Secretary for the collection of annual dues. The Treasurer shall also perform other duties as reasonably requested by the President. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1 for the preceding year.

**Secretary:** The Secretary will keep the official records of the Club. The secretary shall maintain an up to date record of the membership and will collect with the Treasurer the annual dues from all new members. The Secretary will issue the membership cards and will perform other duties as reasonably requested by the President.

**Member at Large:** The Member at Large will perform (in the absence of any board member) all the duties needed by the club as reasonably requested by the President.

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

#### **Section F – Office vacancies**

Office vacancies will be filled by the simple majority vote of the remaining officers for the remainder of the term of office.

#### **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. One of these meetings should be designated as the election meeting.

#### **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 ten (10) 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.

The President or the Board or both can 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.

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** – There is a two hundred (\$200.00) dollar limitation on expenditures of club funds by other than a vote of the general membership. (Only expenditures of \$25 or less can be paid by petty cash). RR&Ps Chapter 4, Article V, B, 4.

Check signing will be done by the Treasurer or the president.

**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 –** The President is responsible for submitting reports of Inventory requirements, equipment and simplified 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 Safety Chairman will be the Vice President who will oversee any safety issues that arise.

**Section D –** The Auditing Committee Chairman shall be the Treasurer who will chair the Audit committee.

**Section E –** The Nominating Committee will be 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.

WILLIAM LAFAVE      09-4-2018  
(Type in the President's name)      Date  
President

Approved:

      9-7-18  
(Type in the General Manager's Name)      Date  
Mike Whiting, General Manager

*Winter  
8/1/18*