

Sun City West Tuesday Contract Bridge Club Bylaws

OCT 28 2021

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.

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 quorum¹ has been established.

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.

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

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

Section H – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption or dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two (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 because 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 the RR&Ps (Chapter 2, Article VII, C), after completion of procedures listed above.

Note: Infractions addressed and corrected immediately do not require further actions or documentation infractions which results 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 MO2: 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 member. In such 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 officers for this Club may include: Member-at-Large, 2nd Co-President, 2nd Co-Vice President, 2nd Co-Secretary and 2nd Co-Treasurer. Throughout this document the singular term for an officer is intended to encompass either co-officers or a single offer in the event that there is only one person in the position.

If there are co-officers, each co-officer will have one-half vote. Each office that has two officers shall be referred to as 1st and 2nd officer. The Member-at-Large has one vote.

If there are co-officers, the 1st officer will have primary responsibility for the duties unless otherwise agreed by the co-officers.

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 the club president 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.
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 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.

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 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

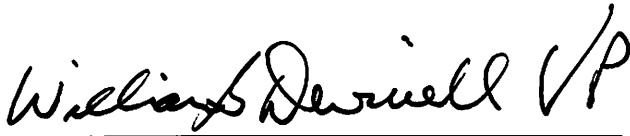
To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the club Membership.

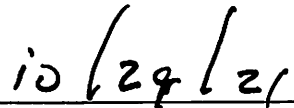
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the club's bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for 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.

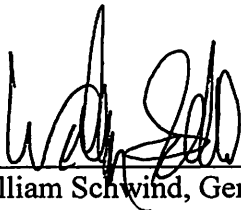


FOR Jan Bestwick, President

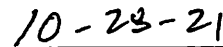


Date

APPROVED:



William Schwind, General Manager



Date