

SAMPLE OF CLUB BYLAWS

Article I - General

Section A - Name of Organization **(mandatory)**

Section B - Purpose of Organization **(mandatory)**

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. **(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 Association's Bylaws. **(verbatim)**

Section E – Other **(optional)**

Article II - Membership

Section A - Membership shall be open to all members in good standing of the Recreation Centers. **(verbatim)**

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization. **(verbatim)**

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II. and appendix IX **(you must put this sentence in your club bylaws.)**

Non-Recreation Card Holders may not be given more privileges than a 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. **(verbatim)**

Section E - Other (e.g., disciplinary actions) - (RR&Ps, Chapter 3, Article I, F 4) **(mandatory)**

¹ 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. **Must have the foot note in the bylaws written the way it is here.**

Members who threaten the safety of themselves or others, are abusive, 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 two [2] weeks) by the club. Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspensions. 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: **These 4 steps are verbatim**

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 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. (RR&Ps 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. **Must state it this way then in a separate paragraph specify any other officers that will be on the board as voting members.**

Additional officers for this club are: Officers that have voting rights 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. **(verbatim)**

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) **(verbatim)**

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. **(mandatory) you must specify who in the club is responsible for turning in the CR-15 membership roster as of December 31.**

Section E – Specify the length of term of office, term limits, and responsibilities of officers. **(mandatory)**

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

Section F - Other (e.g., vacancies in office). Explain procedure **(mandatory)**

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. **(mandatory)**

(The procedure is available from Recreation Activities Manager)

Section H – It is the responsibility of each officer to pass the Rules, Regulations and procedures book on to their successor. **(mandatory)**

Article IV - Meetings

Section A - Frequency of Meetings: **(mandatory)**

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. **(mandatory there must be a least one meeting each quarter make sure to indicated which meeting is the election meeting.)**

Section B - Provisions for Calling and Recording Meetings: **(mandatory)**

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. Minutes should be available to the membership before the next general meeting.

For a grievance or reasonable cause how many members are necessary to require the Board to call a special membership meeting? A fourteen (14) day notice must be give to all members if a special meeting is called. **(mandatory) Must specify how many members**

Can the President or the Board or both call for a special membership meeting? **(must answer)**

Section C - Voting and Quorum Requirements: **(mandatory all)**

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.

Address if the vote is to be by ballot or visual. If there are two or more people running for the same office the vote must be by ballot.

3. Reference 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 **(optional)**

Article V - Financial

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

Section B - Specify a 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. **(mandatory) Must have the reference to petty cash even if at this time the club does not have petty cash.**

Must Address check-signing provisions

Section C - No club member shall receive any 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 previously approved by the Recreation Center Activity Manager. **(verbatim)**

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. **(verbatim)**

Section E - Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies. **(mandatory)**

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. **(mandatory)**

Section G - Treasurers 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. **(mandatory)**

Section H – Other (Inventory requirements, equipment and simplified. Indicate Who is responsible for submitting the report to the Activities Manager by December 31.) **(optional)**

Article VI - Committees

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by

the club board. **(verbatim)**

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit. **(verbatim)**

Section C - Specify the duties of the Safety Chairman/Committee. **(mandatory)**

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,) **(mandatory)**

Section E – Other Committees and their duties. **(optional)**

Article VII - Amendments

(This whole section is 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.
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. **(verbatim)**

(Type the President's Name), President _____ Date

Approved:

Mike whiting, General Manager _____ Date