

Sample of Club Bylaws

Article I- General

- Mandatory:** *Section A* – Name of Organization
Section B – Purpose of Organization
- Verbatim:** *Section C* – These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Charter Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' documents shall prevail.
- Verbatim:** *Section D* – This Charter Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and Association's Bylaws.
- Optional:** *Section E* – Other

Article II – Membership

- Verbatim:** *Section A* – Membership shall be open to 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, Regulation, and Procedures. Chapter 3, Article II.
- Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.
- Section D* – The dues (amount) 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.
- *Quorum is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members
- Section E* – Each club member is responsible for monitoring at club facilities per club bylaws.

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

Mandatory: *Section G* – Other (e.g., disciplinary actions) – (RR&Ps, Chapter 3 Article I, F)

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissention 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 the reasons for temporary shall be provided to the Recreation Activity Manager within 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 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.
2. Second Offense – A short term suspension from the club.
3. Third Offense – a long term suspension from the club, not exceed two (2) weeks.
4. Fourth Offense – longer suspension or termination recommended by Recreation Center’s General Manager to the Governing Board.

Any suspension or terminated club member has the right to appeal to the Governing Board. (RR&P’s Chapter 3, Article I, F, 4).

Article III – Officers

Mandatory: *Section A*- The club board must consist of (at a minimum) four officers: President. Vice President, Secretary, and Treasurer.

Additional officers for this club are: Specify if they have voting rights.

Verbatim: *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 Charter Club by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Charter Club Affirmation Report)and forwarding it to the office of the Recreation Manager.

Verbatim: *Section C*- 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. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

Mandatory: *Section D*- Each club is responsible to designate in their bylaws the individual responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1, of each year.

Mandatory: *Section E-* Specify the length of term of office, term limits, and responsibilities of officers.

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

Mandatory *Section F-* Other (e.g., vacancies in office) Explain procedures

Mandatory *Section G – Impeachment:* To impeach an officer or fill a vacancy, Robert’s Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

Mandatory: *Section H-* It is the responsibility of the club president to pass the Rules, Regulations, and Procedures book onto their successor.

Article IV – Meetings

Mandatory: *Section A – Frequency of Meetings:* There will be general membership meeting conducted during each quarter of the calendar year. One of these meeting 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 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 membership before the next meeting.

For a grievance or reasonable cause, how many members are necessary to require the board to call a special meeting? A fourteen (14) notice must be given to all members if a meeting is called.

Can the president, board, or both call for a special meeting?

Section C – Voting and Quorum Requirements:

1. Club Board Meeting- 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 budget, or to conduct other club business. There will be no proxy votes. The required majority must be of those present at a meeting to 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 (10) percent of the club membership, however it can not be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement is 100.
3. Address if the vote is to be by ballot or visual.
4. Reference Robert’s Rules of Order for assistance in parliamentary procedures. Please note that stated bylaws take precedence over Robert’s Rules, i.e.

anything not stated in bylaws shall be referred to Robert's Rules for parliamentary procedures.

Section D – Other

Article V - Financial

- Verbatim:** *Section A* – Financial Records shall be retained for a period of seven (7) years (prior to the current year).
- Mandatory:** *Section B* – Specify a dollar limitation on expenditures of club funds by other than a vote of the general membership. Other expenditures of \$25 or less can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B, 4).
Address check signing provisions.
- Verbatim:** *Section C* – No club 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 previously approved by the Recreation Activities Manager.
- Verbatim:** *Section D* – Financial records must be audited on a yearly basis by individuals other than those elected to 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.
- Mandatory:** *Section E* – Club advertising: Any commercial advertising or flyers of club activities must follow Association policies.
- Mandatory:** *Section F* – Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the 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* – Treasures responsibility: The treasure is required to submit Form CR-7 (Annual Financial Statement) to the office Recreation Activities Manager by February 1 for the preceding calendar year.
- Optional:** *Section H* – Other: (Inventory requirements, equipment, and simplified) Indicate who is responsible for submitting the report to Recreation 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

- 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 included Safety and Audit.

Mandatory: *Section C* – Specify the duties of the Safety Chairman/Committee.

Mandatory: *Section D* – Specify the duties of the Audit Chairman/ Committee.

(If any information is needed to that which is stated in the sample Bylaws, Article V, Section D).

Optional: *Section E* – Other Committees and their duties

Article VII - Amendments

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

1. The Recreation Centers' Activities Manager shall review the purposed amendments prior to the 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' Activities Manager for final review. The amended bylaws required the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote shall be noted on the submitted document.

