

**Sun City West
Racquetball/Handball/Whisperball Club Bylaws**

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Article I - General

- A. Name of Organization-Sun City West Racquetball/Handball/Whisperball Club.
- B. Purpose of Organization-Promote an interest in racquetball, handball, and whisperball.
- 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' documents shall prevail.
- D. This Chartered Club shall be operated as a non-profit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

Article II - Membership

- A. Membership shall be open to all members in good standing of the Recreation Centers.
- B. There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- C. Guest privileges are specified in the Rules, Regulations and Procedures, 3, Article II, and appendix IX. Recreation Card holders that are not club members may play during club scheduled activities ten times before being required to join the club. All guests are the sole responsibility of the hosting club member. Reciprocal play is between Sun City West and Sun City recreation card holders only.

Non recreation card holders may not be given more privileges than a Recreation Card Holder.

- 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.

E. Disciplinary Actions:

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 two[2] weeks) by the club. Written notice regarding the reasons for a temporary suspension shall be provided by the Recreation Activities Manager within two (2) business days of the temporary suspensions. Termination of 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 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.

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.
5. Any suspended or terminated club member has the right to appeal to the Governing Board. (RR&Ps Chapter 3, Article 1, F, 4.)

Article III - Officers

A. The Club Board shall consist of (at a minimum), four officers: a President, a Vice President, a Secretary, and a Treasurer.

B. Newly elected or appointed officers, within (14) fourteen 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.

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 has been 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)

D. The Club President is responsible to submit the CR 15 membership report to the Recreation Activities Manager by February 1st of each year.

E. The term of office for each officer shall be one year - January 1 through December 31. The term of office is one year. There are no term limits.

F. Responsibilities of officers:

President - Preside at all meetings of the membership and the Club Board, attend (when requested by the Recreation Activities Manager) all meetings of the Governing Board of the Recreation Centers of Sun City West, appoint the chairperson of all committees.

Vice President - At the request of the President (or during the President's absence) preside at all meetings of the general membership and the Club Board, act on behalf of the President in all matters pertaining to the Club during the President's absence.

Secretary - Take and maintain the minutes of all club meetings, retain all correspondence and minutes for a minimum period of three years; turn over complete files to the succeeding Secretary.

Treasurer - Keep an accurate account and record of all monies received from dues and other sources, disburse funds only as authorized by the President or the Club Board, report financial status at all Club meetings, retain financial records for a minimum of seven years, turn over complete files to the succeeding Treasurer.

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.

H. It is the responsibility of each officer to pass the Rules, Regulations and Procedures book on to their successor.

Article IV – Meetings

A. There will be a general membership meeting conducted during each quarter of the calendar year. Elections will be held in November of each year at a general membership meeting.

B. Minutes will be taken by the Club 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 general membership before the next general meeting. If the club secretary is unable to attend a meeting, they must find a replacement and notify the club president.

1. For a grievance or reasonable cause, a minimum of ten (10) club members must submit their grievance or cause in writing to any member of the Board. The Board will then meet to determine the necessity to call a general membership meeting to address the issue. A fourteen (14) day notice must be given to all members if a special meeting is called.

2. The President or Board may call for special membership meeting.

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 a 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.

Vote shall be by visual show of hands unless more than one member runs for office or vote is contentious then vote shall be by ballot.

3. Anything not stated and/or clarified within the bylaws shall be referred to Roberts Rules for parliamentary rule. Bylaw provisions take precedence over Roberts Rules

Article V - Financial

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

B. The Club Board may authorize the Treasurer to disburse funds in support of the club activities in amounts

not to exceed \$500.00. Expenditures greater than \$500.00 must be approved by 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.)

Checks need only be signed by one officer who will be either the club treasurer or the club president.

C. No club member shall receive any compensation or financial award from club funds for contribution 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.

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.

E. Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with the Association policies.

F. Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be reviewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

G. Treasurers responsibility-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 calendar year.

Article VI - Committees

A. Committees and/or chairpersons may be elected by the general membership or appointed by the club board.

B. Permanent (standing) committees, at a minimum, will include safety and audit.

C. Duties of the Safety Chairperson/Committee include posting of game rules, stocking of accident reports in the club area, maintaining first aid kit supplies, and providing annual safety report to club board.

D. Duties of the Audit Committee Chairperson/Committee include an audit of the financial records and providing the Report of Audit 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.

Article VII - Amendments

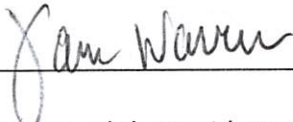
To amend the Bylaws of this Club requires a two-thirds vote of the membership present at the meeting specifically called for such purpose, a quorum being present. Procedures for filling amendment (s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendment (s) prior to submittal to the Club Membership.

2. Proposed amendment (s) 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 the final review. The amended Bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and the date of the membership vote should be duly noted on the submittal document.

Article VIII - Dissolution

Prior to dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Center



Jan Warren, Club President

3/10/15

Date

Approved:


Mike Whiting, General Manager

3-11-15

Date

*@KurtH
7-15-14*