

JUL 06 2021

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

Article I - General

- A. Name of Organization-Sun City West Racquetball/Handball Club.
- B. Purpose of Organization-Promote an interest in racquetball and handball.
- 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.
 - 1. A club member shall only be allowed to host Recreation Card Holder Guests during club times no more than 4 times per calendar year. Recreation Card Holders that are not club members may play during club scheduled activities 4 times before being required to join the club.
 - 2. Club members may have Non-Resident Guests during club time 4 times per member per year.
 - 3. Club members must accompany the guest the entire time during play.
 - 4. All guests are the sole responsibility of the hosting club member.
 - 5. 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 quorum¹ has been established.

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.

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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.**

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

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

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 be present at 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 cause 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 RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result 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 M02 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 person. In such an event, the Governing Board may accept all reports and testimony as true.

Article II - 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 the club president to pass the Rules, Regulations and Procedures book onto 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 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 cannot be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement 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 bylaws take precedence over Robert's Rules, i.e., anything not stated in bylaws shall be referred to Robert's Rules for parliamentary procedures.

Article V - Financial

- A. Financial records shall be retained for a period of seven(?) years (prior to current year).
- B. The Club Board may authorize the Treasurer to disburse funds in support of the club activities in Amount not to exceed \$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 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.

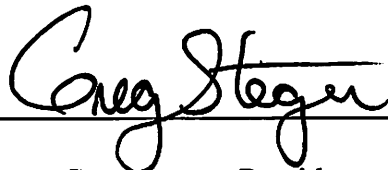
Article VII - Amendments

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 Centers.



Greg Steger, President

7-7-21

Date

APPROVED:



William Schwind, General Manager

7-6-21

Date