

## SUN CITY WEST MEN'S PUTTING CLUB

### BYLAWS

#### *Article I - General*

**Section A** - The Name of this organization shall be **SUN CITY WEST MEN'S PUTTING CLUB**, hereinafter referred to as the "Club."

**Section B** - The purpose of the Club is for Sun City West men to enjoy the camaraderie of friends and neighbors while developing and enhancing our putting skills, on the natural grass of a golf course green, through organized competitions.

**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.

Sun City West Recreation Card Holders: Any Sun City West Recreation card holder may attend a regular competition as a prospective member up to five (5) times per calendar year before deciding to become a Club member.

A prize-money entry fee, to be determined by the Board, will be charged to all Club members playing in a scheduled competitive event. In addition, the Club will collect the prescribed "greens fee" from each entrant and will subsequently pay this money to the Golf Course.

Non-Sun City West Recreation Card Holders: Non-Recreation Card holders may play as a guest a maximum of five (5) times each calendar year.

Prospective Club members and guests shall not pay entry fees, and they are not eligible for prizes or awards.

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 quorum<sup>1</sup> has been established.

Annual dues are payable on or before January 10. Members delinquent in payment will be suspended until payment, including any late fee, has been made.

**Section E - Club Maintaining a 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.

**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, club, or the association in general, may have their membership suspended (up to two (2) weeks) by the club.

**Important:** All disciplinary action must be approved by the club board (majority vote 51%). Member will be notified within five (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 Chairperson.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of the incident and violation.
- 2. Written warning from the Club Board documenting details of the incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

Member may appeal suspension with written notice to Club Board, Recreation Activities Manager, and Chartered Clubs Committee Chairperson.

- a. Appeal will pause suspension until ruling and member rights and privileges will continue until ruling completed.
- b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Club Committee Chairperson, and other individuals approved by the Recreation Activities Manager.

**Quorum<sup>1</sup>** 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.

1. Member in question, Club President, or presiding officer shall present their case.
2. Ruling will be 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 actions requested by the 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 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 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 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 person. 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 are: Specify if they have voting rights.

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 - 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 1 of each year.

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

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

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

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 how, many 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 may 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.

***Article V - Financial***

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

**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.**

**Address check signing provisions.**

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

### **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 - Specify the duties of the Safety Chairman/Committee.

The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the facility supervisor.

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.)

Section E- Other committees and their duties.


### **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.

  
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Mike Scheuermann, President

4-1-2021  
Date

APPROVED:

  
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William Schwind, General Manager

3-11-21  
Date