



SUN CITY WEST BOCCE CLUB

Article I

Section A - This organization shall be known as **SUN CITY WEST BOCCE CLUB**, hereinafter referred to as the "Club", a nonprofit organization complying with the First Amended Bylaws of the Recreation Centers of Sun City West, Inc.

Section B - The **Purpose** the Club is to make the sport of Bocce available to the residents of Sun City West, to teach the game, regulate the assigned allotted time of the courts for League play and to provide social activities for all Club members.

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&P's) for Chartered Clubs. In 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 operate as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes and Association's 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 Rules, Regulations and Procedures, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation

Card Holder.

A current membership in the Club is required to participate in League Play and to vote at regular or special meetings; therefore, guests are not permitted to participate in League play or to vote at regular or special meetings.

Prospective Club members are encouraged to visit any Club function, including Open Bocce and/or instructional lessons and to observe League play when accompanied by a Club Member Host up to four (4) times per Club year. After four (4) visits, the Club requires them to join the Club if they wish to participate in any further Club activities.

Non-Recreation Card Holder Guests must be accompanied by a Club Member Host and may not attend more than four (4) times per Club year.

Section D – The amount of due for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the club member attending the meeting after a quorum¹ has been established.

1. Dues are based on the Club's fiscal year October 1st through September 30th of the following year.
2. Dues shall be collected by each league Captain and turned in to the Treasurer as collected.

A quorum¹ 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 – 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.

Section F – Each 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 that 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, 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.
4. Members 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 VLL, 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 III - Officers & Advisors-at-large

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

Additional Board advisors for the club are: The immediate Past-President if the Past President remains a member of the Club and the Recreation Centers' Association and up to ten (10) Advisors-at-Large to serve as the advisors to the Club Board. They shall be voting members of the Club Board. The Board can appoint Advisors-at-Large as needed to maintain continuity and efficiency.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking off ice, shall attest that they have read and understand the Association 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&P's, Chapter 4, Article VI, L).

1. **The Nomination of Officers:** At the annual membership election meeting the Nominating Committee will present a slate of members who have indicated willingness to serve as officers.
2. **The Election of Officers:** The election of officers will be by a majority vote of the membership. Those elected will serve on the Club Board.

Section D - The **Club Membership Chairman** is the individual responsible to submit the **CR-15** membership report to the Recreation Activities Manager by February 1st of each year.

Section E – The length of term of office, term limits and responsibilities of the officers are as follows:

Explanation of Duties for the Club Board Members & Advisors -at-Large

1. **President:** The President shall preside at all regular and special meetings of the general membership and the Club Board meetings. The President is responsible for compliance with Club Bylaws and shall act as liaison between the Club and the Recreation Centers. The President will be authorized to sign checks in the absence of the Treasurer. The President will serve for a term of two (2) years and may only be re-elected for a second term.
2. **Vice President:** The Vice-President will succeed to the office of the President in case of vacancy, and will act in behalf of the President during the President ' s absence or disability. The Vice-President will oversee and coordinate all standing committee activities. The Vice-President will serve a term of two (2) years and may only be re- elected for a second term.
3. **Secretary:** The Secretary will prepare and maintain minutes of all regular and special meetings of the Club and minutes of the Club Board meetings. The Secretary will keep a file of all correspondence. The Secretary will affix the dates of all changes to the Bylaws and Rules of Play and prepares copies for submission to the Recreation Centers of Sun City West. The secretary will keep a permanent record of Bylaws and Rules of Play and all changes thereto. Copies will be posted on the Sun City West

Bocce club bulletin board. The Secretary will serve a term of two (2) years and may only be re-elected for a second term.

4. **Treasurer:** The Treasurer will be the custodian of all funds of the Club and will be the disbursing agent. The Treasurer will maintain all receipts, records of expenditures and bank statements. The Treasurer will be the chairperson of the Budget Committee. The Treasurer will prepare all financial statements. The Treasurer will keep the current and each preceding Club Treasurer's financial records, for a total of seven (7) years. The Treasurer will be responsible for submitting the Annual Financial Report (CR-7) to the Recreation Activities Manager by February 1st of each year. The Treasurer will serve a term of two (2) years and may only be re-elected for a second term.
5. **Immediate Past President:** The immediate Past President will serve as a voting advisor to the Club Board for a term not to exceed one (1) year immediately following their term of office as President.
6. **Advisors-At- Large:** The Advisors-at Large will serve as advisors to the Club Board. They shall be voting members of the Club Board and will serve for a term of one (1) year.
7. **Term of Officers:** Two (2) members will be elected for two (2) years in the even years and two (2) members will be elected for two (2) years in odd number ed years. Terms of office will commence on May 1st and terminate on April 30th.

Section F- Vacancies: The Club Board may appoint a club member to fill the vacancy of an officer for the remainder of the term.

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 each quarter depending on the season of play. The February meeting is designated as the election meeting.

There will be a minimum of four (4) Club Board meetings per year. The President of the Club may call for additional Club Board meetings and will determine meeting dates.

To ensure a smooth transition of officers following an election, there will be one (1) joint Club Board meeting per year between retiring members of the Club Board and the remaining members to include newly elected Club Board members. The incumbent President, prior to April 1st will determine this meeting date.

Section B – Provisions for Calling and Recording Meetings:

The President or 51% of the League Captains may call special meetings. Notice of special meetings shall be sent to each Captain and posted on the Sun City West Bocce Club website and bulletin board eight (8) days prior to the meeting.

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 will be available to the membership before the next general meeting.

For a grievance, or reasonable cause, the President, or the Board or both may call for a special membership meeting. A fourteen (14) day notice must be given to all members if the meeting is called.

Section C - Voting and Quorum Requirements:

1. Club Board Meetings - There must be three officers in attendance for a vote to be called. A quorum is a simple majority of all voting board members and advisors.
2. Membership Meetings - A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws 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. The club may have in excess of 100 members, but the maximum required limit is 100 members.

3. The vote shall be taken by show of hands. If a clear majority vote cannot be established or if the Club Board determines that the issue to be voted upon is divisive, a written ballot vote will be taken. If there are two or more people running for the same office the vote must be by ballot. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note stated bylaw provisions take precedence over Roberts Rules. Anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V – Financial

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

Section B – The prepared and approved budget for the Club shall limit the known, normal expenses of the Club funds. Changes to the budgeted fund amounts or allocations may be presented at a general membership meeting for a vote. Any Club Board member who incurs an expense of two hundred dollars (\$200.00) or more must have approval of the Club President or Club Board. All club checks must be signed by either the Club Treasurer or the Club President. There will be no petty cash fund.

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 when a member has an independent contractor agreement previously approved by the Recreation Center Activity 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 February 1st for the preceding calendar year

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 - Duties of the **Safety Chairperson/Committee**: The Safety Chairperson/Committee shall periodically check the playing equipment of the Club and the courts, including the surrounding area, to determine if there are any obstructions or obstacles that hinder safety of the Club members during League Play. The Chairperson shall report any pertinent findings to the Club President immediately for referral to the Recreation Centers. The Chairperson will report results of the check(s) at the general membership meeting.

Section D - Duties of the **Audit Chairperson**: The Audit Chairperson will audit the financial accounts of the Treasurer for the calendar year ending December 31st. The Audit Chairperson will not be a Board Officer. After auditing the Treasurer's financial accounts, they will sign the CR-7 form so that the Treasurer can turn the report in to the Recreation Center by February 1st (Article V, Section D)

Section E- Additional permanent (standing) Chairperson/Committees shall include:

- 1. Membership Chairperson:** The Membership Chairperson will ensure that a current file of membership names, telephone numbers and recreation card numbers are maintained. They will work with the Treasurer to ensure that all members have paid their dues and that all members are residents of Sun City West and have a valid Recreation card. They will maintain rosters of each league and will make those rosters available to the League Coordinator, League Captain's and the Club Board. The Membership Chairperson will be responsible for submitting the Annual CR-15 Membership Report to the Recreation Activities Manager by February 1st of each year.
- 2. League Coordinator:** The League Coordinator will be responsible for the formation of all Leagues. The League Coordinator will help place newly trained members in Leagues to maintain the highest quality of League play. They will put together a list of players who indicated willingness to substitute. They will work closely with the Membership Chairperson and the Treasurer to ensure substitutes have valid Recreation Cards and have paid their dues.
- 3. Budget Committee:** The Budget Committee will consist of the Treasurer (Chairperson), the President and up to three (3) Members-at-Large including the immediate Past President and Past Treasurer when applicable. The Budget Committee will prepare an operating budget for the Club no later than March 1st and present it for adoption at the March general membership meeting.
- 4. Bylaws and Rules of Play Committee:** The Bylaws and Rules of Play Committee shall consist of a chairperson and up to three (3) Members-at-Large who shall receive and review proposed changes to the Bylaws and/or Rules of Play for membership's approval. They will follow the procedures of ARTICLE VII, (Amendments). The committee may submit changes as a body of the whole in the same manner as a member.
- 5. Social Chairperson/Committee:** The Social Committee shall be comprised of a chairperson and a selected number of Members-at-Large. The Chairperson/Committee shall plan all social activities for the Club and be responsible for delegating to the Leagues or volunteers the work

of each activity.

6. Nominating Committee: The Nominating Committee shall consist of a chairperson and up to three (3) Members-at-Large. The committee shall follow ARTICLE III: Section B, Paragraphs 1 and 2 in regard to timeliness of the nominations. The Committee, if needed, shall be responsible for the counting of votes at the election and presenting the written results to the President for announcement to the membership.

7. Tournament Committee: The Tournament Committee shall consist of a chairperson and up to three (3) additional club members. The Chairperson shall recruit the Committee members and report their names to the President. This Committee shall be responsible for all tournament play of the Club. This includes tournaments within the Club and tournaments of the Club with outside bocce groups. The Committee shall, with approval of the President or Club Board, establish the rules and eligibility requirements for each tournament.

8. Public Relations Chairperson: The Public Relations Chairperson will develop and disseminate information about all Club activities.

Section F - Leagues and Captains: The members of each league will be responsible for electing a League Captain who will serve from May 1st to April 30th (12 months). The election of the Captain will be no later than the scheduled league playing date of the regular season. The immediate past Captain will turn over all appropriate records to the newly elected Captain.

1. League Captains will appoint all referees, scorekeepers, and recorder for their League. They will see that suitable measuring devices are available for their League.
2. Each League Captain will inform their members of all activities of the Club (regular and special meetings and social activities).
3. Each League Captain will be responsible for players in all Club tournaments being in accordance with eligibility set up by the Tournament Committee.
4. Each League Captain will verify that their League's members and substitutes have current Recreation cards and are current Bocce Club members (per Article 11, Section C of

these Bocce Bylaws).

5. Each League Captain, or designated member, is responsible to attend the two Captains Meetings in October and January.

6. Each League Captain will be responsible to collect Club dues, phone numbers and Recreation Card numbers from their members and to forward the information and money to the Treasurer and Membership Chairperson.

7. The League Captain or designated member will be responsible for the schedule play list each week for their league.

8. Each League Captain will make sure all League players check in at the monitor station with their Recreation card before play begins.

9. Members of each League will be responsible for finding eligible substitutes if they will be absent from play.

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 a purpose, a quorum being present. Procedures for filing amendments are as follows:

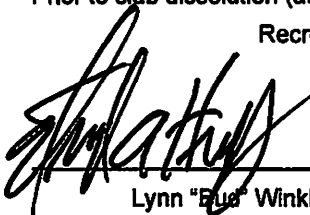
1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club membership.

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.



Lynn "Bud" Winkler

Ed Humpfrey, New President

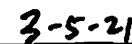


Date

Approved:



William Schwind, General Manager



Date