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# CHARTERED CLUB BYLAWS

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## SUN CITY WEST BOCCE CLUB



Contents

Document Change Control .....1

Article I - General.....5

    Section A - Name of Organization .....5

    Section B - Purpose of Organization.....5

    Section C – Compliance with Recreation Centers of Sun City West, Inc.....5

    Section D – Chartered Club Operation as a Non-Profit Organization .....5

Article II – Membership .....6

    Section A – Membership .....6

    Section B – Honorary and Lifetime Memberships.....6

    Section C – Membership Reporting.....6

    Section D – Membership Preconditions .....6

    Section E – Recreation Card Holder Guest/Visitor Privileges.....6

    Section F – Non-Recreation Card Holder Guest/Visitor Privileges.....6

    Section G – Club Dues.....6

    Section H – Maintaining a Chartered Club .....7

    Section I – Club Monitoring .....7

Article III – Code of Conduct.....8

    Section A - Member conduct.....8

Article IV – Officers .....9

    Section A – Club Officers .....9

    Section B – Club Officer Election .....9

    Section C – Club Officer Verification .....9

    Section D – Responsibility to Submit Annual CR-15 Report.....9

    Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties .....9

    Section F – Filling a Board Vacancy .....9

    Section G – Removal of Directors and Officers .....9

    Section H – Officer Succession .....10

Article V – Meetings .....11

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Section A – Club General Membership Meeting Frequency and Openness.....	11
Section B – Club Business Currency and Board Meeting Openness.....	11
Section C - Provisions for Calling and Recording Meetings.....	11
Section D – Required Club Officers Meetings .....	11
Section E – Club Meeting Purpose.....	11
Section F – Special Meetings .....	11
Section G – Voting and Quorum Requirements .....	12
Article VI – Financial .....	13
Section A – Financial Record Retention.....	13
Section B – Spending Limits.....	13
Section C – Club Member Compensation.....	13
Section D – Financial Record Audits .....	13
Section E - Club Advertising.....	13
Section F - Contracts.....	13
Section G - Treasurer’s Duties and Responsibilities .....	13
Article VII – Committees.....	14
Section A – Non-Permanent Committees and Chairpersons .....	14
Section B – Permanent (Standing) Committees .....	14
Section C – Ad Hoc Committees .....	14
Section D - Duties of the Safety Committee.....	14
Section E – Audit Committee/Chairperson Duties and Responsibilities .....	14
Section F - Other Committees and Their Duties.....	14
Article VIII – Amendments.....	17
Section A – Amending These Bylaws.....	17
Section B – Amendment Review Requirements.....	17
Section C – Proposed Amendment Publication.....	17
Section D – Revised Bylaws Review Requirement .....	17
Article IX – Dissolution.....	18
Section A – Clubs with an IRS Tax Status Other than 501(c)(3).....	18
Section B – Clubs with IRS tax designation of 501(c)(3) .....	18
Appendix A – Club Officer Role Descriptions .....	19

President.....19  
Vice President.....19  
Treasurer.....19  
Secretary.....19  
Appendix B – Bylaws Amendments.....20  
    Attach Amendments To This Document Behind This Page.....20  
Signatures .....21

# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Bocce Club

### Section B - Purpose of Organization

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 – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, 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 Center's documents shall prevail.

### Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

## Article II – Membership

### Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

### Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

### Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

### Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to four (4) times annually before they are required to join the Chartered Club.

A Club Member may host up to four (4) different Recreation Card Holder Guest/Visitors annually.

### Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Club Member may host up to four (4) different Non-Recreation Card Holder Guests/Visitors annually.

### Section G – Club Dues

The dues 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 (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Dues are based on the Club's fiscal year October 1st through September 30th of the following year.

Dues shall be collected by each league Captain and turned in to the Treasurer as collected.

#### **Section H – Maintaining a Chartered Club**

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

#### **Section I – Club Monitoring**

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



## Article III – Code of Conduct

### Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

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## Article IV – Officers

### Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and 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 – Club Officer Election

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 (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

### Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Club Membership Chairman shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

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 – Filling a Board Vacancy

The Club Board may appoint a club member to fill the vacancy of an officer for the remainder of the term.

### Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

**Section H – Officer Succession**

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.

## Article V – Meetings

### Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

### Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

### Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

### Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

### Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

### Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

## Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting 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 percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

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## Article VI – Financial

### Section A – Financial Record Retention

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

### Section B – Spending Limits

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 – Club Member Compensation

No 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 reviewed by the Recreation Manager.

### Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

### Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

### Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

### Section G - Treasurer's Duties and Responsibilities

- See The Vice-President will succeed to the office of the President in case of vacancy, and will act on 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.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

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## Article VII – Committees

### Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

### Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

### Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

### Section D - Duties of the Safety 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 the results of the check(s) at the general membership meeting.

### Section E – Audit Committee/Chairperson Duties and Responsibilities

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 F - Other Committees and Their Duties

**Membership Chairperson:** 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.

**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.

**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.

**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.

**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.

**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.

**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.

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

**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 VIII – Amendments**

### **Section A – Amending These Bylaws**

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

### **Section B – Amendment Review Requirements**

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

### **Section C – Proposed Amendment Publication**

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

### **Section D – Revised Bylaws Review Requirement**

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

## **Article IX – Dissolution**

### **Section A – Clubs with an IRS Tax Status Other than 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

### **Section B – Clubs with IRS tax designation of 501(c)(3)**

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

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## Appendix A – Club Officer Role Descriptions

### President

- The President shall preside at all regular and special meetings of the general membership and the Club Bard 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.

### Vice President

- The Vice-President will succeed to the office of the President in case of vacancy, and will act on 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.

### 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.

### Secretary


- The Secretary will prepare and maintain the 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 the 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.

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

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Signatures

  
\_\_\_\_\_  
Club President

11-15-2022  
Date

  
\_\_\_\_\_  
William Schwind, General Manager

10-27-22  
Date