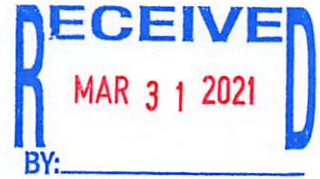


MUSIC CLUB OF SUN CITY WEST
BYLAWS



Article I - General

Section A - The name of our organization is "MUSIC CLUB OF SUN CITY WEST" (previously named: Musicians Club of Sun City West).

Section B - The purpose of this Club is to advance all forms of music as an activity for interested members of the Recreation Centers of Sun City West, Inc. Arizona.

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.

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

Guests are listed in two categories:

1. Resident Card Holder Guest: is a resident of Sun City West with a current Recreation Centers' card, who has not formally joined the club, but is qualified to do so.

2. Non-Recreation Card Holder Guest: is a person who does not possess a current owner member, associate member, or tenant activity card, who is occasionally invited to participate in Music Club programs by a club member, as long as there is available seating space in the facility.

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 quorum¹ has been established.

Quorum¹ is the minimum attendance at a club meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other club business that require 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.

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 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 present 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.
 - a. 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 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 2nd VP for publicity, membership chair and lobby chair. These additional officers are elected and have board voting rights and serve a 1-year term.

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 section L).

Section D - The club membership chairperson shall be responsible to provide the CR-15 membership report to the Recreation Activities Manager by Feb 1 of each year.

Section E- Terms of office and responsibilities of Officers. Elected officers will serve a 1-year term.

PRESIDENT: The Club President shall serve a term of office for 1 year. After serving as President, they shall serve an additional 1-year term as "Past President", mentoring the new club president in their duties.

The President shall schedule and lead board meetings between General Membership meetings as needed for planning and bringing ideas to the General Membership. The President will lead the General Membership meetings, ensuring that proper procedures are followed, and a quorum is established in the event of a membership vote.

The President will make sure that all club board members follow proper procedures and submit required forms in the time frame required by the Rec Centers office.

1st -VICE PRESIDENT (PROGRAM CHAIRMAN): Will serve a 1-year term and is responsible to plan and schedule the after-meeting on-stage entertainment, immediately following the general membership meeting. The Program Chairman will work with the Publicity Chairman to provide entertainer information and photos for advertisement purposes.

The Program Chairman will coordinate with the theater sound and light people, to ensure the entertainer's equipment needs are addressed and also ensure that program handouts are provided to the Lobby Attendants prior to the meeting.

The Program Chairman will report the entertainment schedule at the board meetings and at the General Membership meetings. They will introduce the entertainment after the General Membership meeting is adjourned.

2nd -VICE PRESIDENT (PUBLICITY CHAIRMAN): Is responsible for all club advertising, including the club's website. The Publicity Chairman will work with the Program Chairman to get entertainer information for publication in the required lead time.

The Publicity Chairman is responsible for the theater lobby display and theater electric sign club information. They will give their report at club board meetings and general membership meetings as needed. They will serve a 1 year term.

SECRETARY: The Club Secretary shall take minutes at both the club board meetings and general membership meetings and read the minutes of previous meetings as required. The Club Secretary will ensure that the minutes are made available to the club's general membership prior the meeting, ensuring all guidelines in Article IV section B are met.

TREASURER: The Club Treasurer is responsible for the club's checking account (and savings account if it applies). They will ensure that the account is kept up to date and report at board and general membership meetings. The club treasure will ensure the guidelines in Article V of these bylaws are followed.

Section E Note: An officer being ex-officio will serve a tern not to exceed one year.

Section F - Board vacancies will be temporarily filled by a club volunteer who is appointed by the Club President and confirmed by the board. The temporary position will be maintained until the next board election by the general membership.

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: The Music Club meets every month from October thru April. There will be a general membership meeting conducted at least 4 times during that period. The March general membership meeting shall be designated as the meeting for the election of officers, serving a 1-year term of office from June 1st to May 31st. s

Section B - Minutes will be taken by the Secretary to document all business sessions and be approved by the 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, at least 10 club members are necessary to call a special membership meeting. The documented grievance and member names filling the grievance shall be presented to the club president calling for a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

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 - Expenditures exceeding \$300 require a vote and approval of the general membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.

The club treasurer and president are the only authorized members to sign a club check.

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) and Form CR-15 (Membership Report) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H- Inventory requirements - Equipment and other club owned items of value, estimated to exceed \$100 in value, shall be reported by the club Treasurer, on the proper form, 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- Duties of the Safety Committee Chairperson (who may be one of the club board members, as an additional duty) is to check the facility for possible hazards before each meeting and report potential hazards to the facility representative to correct the problem. It is also the Safety Committee Chairpersons responsibility to gather information regarding any incident or accident occurring during a club meeting or on-site function and complete and submit the proper accident/incident report to the facility monitor or manager.

Section D-The duties of the Audit Chairperson/Committee are: (refer to the text of the Sample Bylaws, Article V, Section D.

Section E - Other club Chairpersons and board members include: Membership Chairperson Lobby Chairperson, Sunshine Lady and Club Historian.

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.


Neil White, President

3-31-2021
Date

APPROVED:


William Schwind, General Manager

3-31-21
Date