

AUG 16 2023



CHARTERED CLUB BYLAWS

MUSIC CLUB OF SUN CITY WEST

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

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.....	15
Section A – Amending These Bylaws	15
Section B – Amendment Review Requirements.....	15
Section C – Proposed Amendment Publication.....	15
Section D – Revised Bylaws Review Requirement	15
Article IX – Dissolution.....	16
Section A – Clubs with an IRS Tax Status Other than 501(c)(3).....	16
Appendix A – Club Officer Role Descriptions	17
President.....	17

1st Vice President17
2nd Vice President (Publicity Chairperson)17
Treasurer.....18
Secretary.....18
Appendix B – Bylaws Amendments.....19
 Attach Amendments To This Document Behind This Page.....19
Signatures20

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Music Club of Sun City West

Section B - Purpose of Organization

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 – 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.

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.

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

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

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

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 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).

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

This club does not require monitoring.

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.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and 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 – 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 Chairperson shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

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

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and Responsibilities descriptions.

Terms of office and responsibilities of Officers. Elected officers will serve a 1-year term. An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

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 – 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) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 (20) 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).

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 Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed three hundred dollars (\$300.00). Expenditures greater than three hundred dollars (\$300.00) must be approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

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 Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 17.

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

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 Lead/Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F - Other Committees and Their Duties

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

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.

Appendix A – Club Officer Role Descriptions

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

- 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 Chairperson)

- 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.

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 treasurer will ensure the guidelines in Article VI of these bylaws are followed.

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.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures



Club President

8/16/23

Date



General Manager

8-18-23

Date