

Card Players of Sun City West Bylaws
ARTICLE I – GENERAL



- Section A** - The name of the organization shall be "Card Players of Sun City West."
- Section B** - The purpose of this Club is to provide a facility to bring together members interested in playing card games on a regular and ongoing basis.
- 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 Bylaws of the Recreation Centers.
- Section E** - Card Players of Sun City West shall be divided into "Platform Groups" known as Pan, Sheepshead, Five Hundred and Euchre. Each group shall have a "Platform Group Director" representing them on the Card Players of SCW. The "Platform Group Director" can have an assistant. Neither position has voting rights. Members are welcome to join more than one (1) platform group.

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 Holder Guests may attend Club functions Three (3) times per year only when accompanied by a club member.
Recreation Card Holders may attend Club functions three (3) times before having to join.
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.
- 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 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, 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.

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.
 - 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 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 shall consist of (at a minimum) a President, a Vice-President, a Secretary and a Treasurer. An assistant treasurer may be added if necessary. The assistant will have signing and voting rights.

1. There shall be one (1) officer from each platform group for the first full year. They will be elected at the first general meeting of the new club.
2. After the first year, the officers will be elected from the entire membership.
3. No member shall hold more than one elective office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same of

office.

4. Each group will have a Platform Group Director. Each platform group will have an appointed director from that platform group's members. The Platform Group Directors will not 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 Offers 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 the Club's Membership at the Club's annual meeting after a quorum* is established. The officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

Quorum* is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws and to approve budgets and 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.

Section D -All Executive Board members shall be elected to office for a period of one year.

a. The President shall preside at meetings and shall have general supervision of all activities of the Club. The President, assisted by board officers and committee chairpersons, shall assemble data and submit reports as requested and specified by Recreation Centers' Management (e.g. meeting attendance, inventory, financial, etc.) The President shall have the duties of office to promote effective and harmonious operation of this Club.

b. The Vice-President shall perform all duties of the president during the President's absence or at the President's request.

c. The Secretary shall keep the minutes of all meetings; conduct all correspondence, maintain all records for at least three (3) prior years to the current year, shall issue all notices of meetings and related information upon approval of the President.

d. The Treasurer or Assistant Treasurer, if applicable shall be the custodian of the Club's funds; collect all annual dues and special event fees, make all board approved disbursements by check or from petty cash as supported by billing statements and receipts, prepare and present financial status reports. Prepare and submit to the Recreation Centers a consolidated Annual Financial Statement (Form CR-7) by February 1st of each year. Preserve all financial records for a period of at least seven (7) years prior to the current year. The treasurer shall meet once a month with each Group Director to keep finances correct.

The Treasurer shall meet once a month with each Group Director to keep finances correct. The President, the Treasurer or Assistant Treasurer shall have check signing rights.

Section E – It is the responsibility of the club president to pass the Rule, 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.

Section B -Provisions for Calling and Recording Meetings:

Minutes will be taken by the Secretary to document all business session, and approved by the Club President. Minutes, as well as other pertinent administrative records will be retained for a period of three (3) years.

Section C - Voting and Quorum Requirements:

1. Club Board Meeting- 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 budget, or to conduct other club business. There will be no proxy votes. The required majority must be of those present at a meeting to 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 (10) percent of the club membership; however, it cannot be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement 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 to Roberts Rules of Order for assistance in parliamentary procedures. Please note that 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 current year).

Section B - All financial transactions will be recorded in the Treasurer's records. All disbursements will be made with backup documentation of receipt or invoice. Individual petty cash for each platform group shall not exceed \$25.00.

Section C - 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 D - Reports: The Treasurer will present a financial report to the Club Board at the regularly scheduled Club Board meeting. A financial report will also be presented to the General Membership at least once each quarter.

An annual financial statement will be submitted to the Recreation Centers not later

than February 1 for the preceding calendar/fiscal year in accordance with the Rules, Regulations and Procedures.

Copies of all correspondence sent to Federal, or State agencies will be filed with the Recreation Activities Manager.

The Treasurer will prepare and file Federal and/or State Tax Reports in accordance with applicable tax codes.

Section E - Operating Procedures: Each platform group may use their funds at their Discretion not to exceed a maximum of \$200 for any item. Annual dues for each platform group shall be the same. If a club member wishes to join another platform group within the Card players of SCW, dues for that platform group will apply.

The Treasurer will be responsible for maintaining records of the clubs Financial transactions. Each platform group will turn in a financial report each month to the Treasurer. All checks for each platform group are written by the Treasurer.

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 - The President and Vice-President shall appoint three (3) non-officer members as a Nominating Committee in October of each year. They will submit their nominees to the Club Board, who will present the slate to the membership for a vote in November.

ARTICLE VII – AMENDMENTS

To amend the Bylaws of the Club requires a two-thirds vote of the Membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filling 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 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 approval. The amended Bylaws require the approval 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



Judy Thompson President

3-5-21
Date

Approved:



William Schwind General Manager

3-5-21
Date