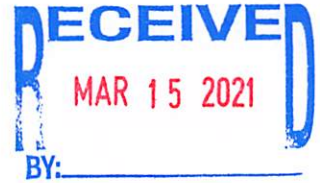


Sun City West Men's Billiards Bylaws



Article I - General

Section A – This Organization shall be known as the Sun City West Men's Billiards Club.

Section B – The purpose of this social club is to establish billiard activities and games to promote fellowship and competition among members.

Section C - These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Bylaws, and Rules, Regulations and Procedures 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'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 the Rules, Regulations and Procedures, Chapter 3, Article II.

Guest Privileges are as follows:

1. Non-Recreation Card Holder Guest – no non- recreation card holder guests are allowed with the exception of reciprocal play.
2. Recreation Card Holder Guest – A recreation card holder guest may attend two times before being required to join the club.
3. Non- Recreation Card holder Guests may not be given more privileges than a Recreation Card Holders.

Section D – Dues - 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.

¹ 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 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 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 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 cause 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.
 - 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).
4. 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.

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, L).

Section D – The President is responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb. 1st of each year.

Section E – The term of office shall be for three (3) years. No officer shall be eligible to serve more than three (3) consecutive terms in the same office.

Any reference to an officer being an ex-officio will state term is not to exceed one year.

President:

The President shall manage the affairs of the Club and perform all other duties incidental to the position.

Has the responsibility of overseeing the general activities of the Club. Appoint the chairperson of all committees. Contact facility monitor for any changes needed within the building such as heat/air conditioning.

The President may attend as an officio member of all committees during one term of office.

Vice President: At the request of the president or during the President's absence, preside at all meetings of the general membership and Club Board. Perform assignments as requested by the President. Act on behalf of the President in all matters pertaining to the club during the president's absence. The Vice-President will take the place of the President if the President for any reason is unable to complete his term of office.

Secretary: Record and maintain the minutes at all Club meetings. Read the previous meeting minutes at all general membership meetings. Ensure that previous meeting's minutes shall be available to the membership before the next general meeting. Retain all minutes and correspondence for three (3) years.

Treasurer: The Treasurer will maintain membership information in appropriate records. Turn over all records to the succeeding Treasurer. Retain all financial records for seven (7) years (prior to current year). The Treasurer is responsible for completing the CR-7 as referenced in Article V Section G of these bylaws.

Section F- Other (e.g., vacancies in office) Explain procedure

In the event of an office vacancy the majority of the Club Board will appoint a replacement to complete the term, with the exception of the office of President. If the President is unable to complete his term of office for any reason the Vice-President will take his place for the remainder of the term and the Board will appoint a new Vice-President 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 during each quarter of the calendar year. The winter meeting will be designated as the election meeting. New officers will take office January 1st.

Section B - Provisions for Calling and Recording Meetings:

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

For a grievance or reasonable cause 15 members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President or the Board may call for a special membership meeting.

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.
4. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
3. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert Rules, i.e. 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 - Specify a dollar limitation on expenditures of club funds by other than a vote of the general membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.

This club does not have a petty cash fund.

This club does not have a bank account since we do not have or collect dues.

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 is 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 - Treasurers responsibility – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section H – This club has no equipment inventory.

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 duties of the Safety Chairman/Committee are:

Safety Committee – The committee will check areas to make sure everything is safe and free of hazards. Any unsafe conditions will be reported to the facility supervisor.

Section D - The duties of the Audit Chairman/Committee are:

(The necessary information is stated in these Bylaws in Article V, Section D.)

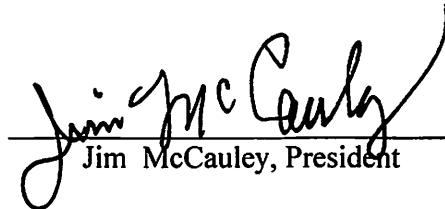
Article VII - Amendments

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.

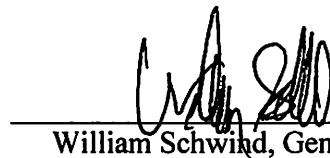


Jim McCauley, President

3/15/21

Date

APPROVED:



William Schwid, General Manager

3-11-21

Date