CHARTERED CLUB BYLAWS COMPLETION INSTRUCTIONS

This document must accompany the Bylaws Template document.

Chartered Club Bylaws Instructions

These instructions are to be used to complete the Chartered Clubs Bylaws document. Completing that document requires that:

- **MANDATORY and VERBATIM** text must not be changed in any way; i.e., it must be left verbatim. In addition, this text must not be deleted.
- Certain text or phrases may be modified but only to the extent described in these instructions. No other modifications are allowed.
- **EDIT, REPLACE, or DELETE** allows you to edit existing text, replace the text, or entirely delete placeholder text. If that section pertains to your club, you should replace the placeholder text. If that section does not pertain to your club, you may delete it.
- Placeholder text is provided as examples for you to use, edit, replace, or delete according to the instructions for that section.

INSTRUCTIONS

Cover Page

REPLACE the text <CLUB NAME> with the official club name.

Document Change Control

EDIT only.

Enter the new Revision Number in the last open space on the first line.

Enter the following information into the Change Table:

1. The new Revision Number of the document in Column 1
2. A brief but descriptive narrative of the change(s) made in Column 2
3. The date the change(s) were made in Column 3
4. The name of the person(s) responsible for the change(s) in Column 4
5. The date that the amendment was brought before the Club members and approved. This date should match the date of the Meeting Minutes at which the amendment was voted upon.

Be sure that the REVISION NUMBER on the first line matches the most recent REVISON NUMBER in Column 1 of the Change Table. Use the CHANGE DATE value to determine the most recent changes made.

Article I - General

Section A - Name of Organization

REPLACE. Enter the formal name of your club.

Section B - Purpose of Organization

REPLACE. Enter a complete description of your club's purpose and functions. Be specific.

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

MANDATORY and VERBATIM

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

MANDATORY and VERBATIM

Article II – Membership

Section A – Membership

MANDATORY and VERBATIM

Section B – Honorary and Lifetime Memberships

MANDATORY and VERBATIM

Section C – Membership Reporting

MANDATORY and VERBATIM

Section D – Membership Preconditions

MANDATORY and VERBATIM

Section E – Recreation Card Holder Guest/Visitor Privileges

EDIT OR REPLACE

Edit or replace the text <written number> and <numeric value> representing the number of times a Recreation Card Holder Guest/Visitor may participate in a scheduled Club activity, as in "… up to XXX (x) times annually before he/she is required to join the Chartered Club."

Edit or replace only the text <written number> and <numeric value> representing the number of times a Club Member may host different Recreation Card Holder Guests/Visitors, as in "… up to XXX (x) different Recreation Card Holder Guest/Visitors annually."

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

EDIT, REPLACE, or DELETE the text regarding accompanying a guest.

REPLACE the text <written number> and <numeric value> representing the number of times a Non-Recreation Card Holder Guest/Visitor may participate in a scheduled Club activity, as in "… up to XXX (x) times annually."

REPLACE the text <written number> and <numeric value> representing the number of times a Club Member may host different Non-Recreation Card Holder Guests/Visitors, as in "… up to XXX (x) different Non- Recreation Card Holder Guest/Visitors annually."

Section G – Club Dues

MANDATORY and VERBATIM

Section H – Maintaining a Chartered Club

MANDATORY and VERBATIM

Section I – Club Monitoring

EDIT, REPLACE, or DELETE

REPLACE the text <monitoring number> with the number of monitoring events/duration
REPLACE the text <monitoring units> (e.g., days, hours, instances, etc.) with a number.
REPLACE the text <period of time> (e.g., calendar year, month, week, "times," etc.) over which each member must monitor.

Article III – Code of Conduct

Section A - Member conduct

MANDATORY and VERBATIM

Section B – Commercial/Mass Production Prohibition

EDIT, REPLACE, or DELETE for NON-CRAFT CLUBS
MANDATORY for CRAFT CLUBS

REPLACE the text <Club Name> with the official name of the Club.

Each craft club must determine the best way to prevent commercial and mass production of items "…for the purpose of individual profit[1]" since each club operates differently and uses different materials. For this reason, these instructions will not be prescriptive but will provide guidelines for craft clubs to create their own rules.

[1] Rules, Regulations, and Procedures

Article IV – Officers

Section A – Club Officers
MANDATORY and VERBATIM

Section B – Club Officer Election
MANDATORY and VERBATIM

Section C – Club Officer Verification
MANDATORY and VERBATIM

Section D – Responsibility to Submit Annual CR-15 Report
REPLACE the text <officer title> with the correct officer title.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties
EDIT or REPLACE the text with length of term of officer, term limit, and responsibilities of each officer. Any reference to an officer being ex-officio is not to exceed one year.

Section F – Filling a Board Vacancy
EDIT, REPLACE, or DELETE

Section G – Removal of Directors and Officers
MANDATORY and VERBATIM

Section H – Officer Succession
MANDATORY and VERBATIM

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness
MANDATORY and VERBATIM

Section B – Club Business Currency and Board Meeting Openness
MANDATORY and VERBATIM

Section C - Provisions for Calling and Recording Meetings
MANDATORY and VERBATIM

Section D – Required Club Officers Meetings
MANDATORY and VERBATIM

Section E – Club Meeting Purpose
MANDATORY and VERBATIM

Section F – Special Meetings
MANDATORY and VERBATIM

Section G – Voting and Quorum Requirements
MANDATORY and VERBATIM

Article VI – Financial

Section A – Financial Record Retention
MANDATORY and VERBATIM

Section B – Spending Limits
REPLACE the text <spending limit> with the Club's current approved spending limit value.

REPLACE the text <petty cash amount> with the Club's current approved petty cash amount.

REPLACE the text <$PCA> with the numeric value that matches the written petty cash amount

Section C – Club Member Compensation
MANDATORY and VERBATIM

Section D – Financial Record Audits
MANDATORY and VERBATIM

Section E - Club Advertising
MANDATORY and VERBATIM

Section F - Contracts
MANDATORY and VERBATIM

Section G - Treasurer's Duties and Responsibilities
MANDATORY and VERBATIM

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons
MANDATORY and VERBATIM

Section B – Permanent (Standing) Committees
MANDATORY and VERBATIM

Section C – Ad Hoc Committees
MANDATORY and VERBATIM

Section D - Duties of the Safety Committee
EDIT, REPLACE, or DELETE

Section E – Audit Committee/Chairperson Duties and Responsibilities
EDIT, REPLACE, or DELETE

Section F - Other Committees and Their Duties
EDIT, REPLACE, or DELETE

Article VIII – Amendments

Section A – Amending These Bylaws
MANDATORY and VERBATIM

Section B – Amendment Review Requirements
MANDATORY and VERBATIM

Section C – Proposed Amendment Publication
MANDATORY and VERBATIM

Section D – Revised Bylaws Review Requirement
MANDATORY and VERBATIM

Article IX – Dissolution

Section A – Clubs with IRS tax designation of 501(c)(3)
MANDATORY and VERBATIM
DELETE (Only if Club is a 501(c)(7) IRS tax status)

Section B – Clubs with an IRS Tax Status Other than 501(c)(3)
MANDATORY and VERBATIM for 501(c)(7) clubs
DELETE (Only for 501(c)(3) clubs)

Appendix A – Club Officer Role Descriptions

President

EDIT or REPLACE

Vice President

EDIT or REPLACE

Treasurer

EDIT or REPLACE

Secretary

EDIT or REPLACE

Other Club roles (e.g., Second VP, Social Chair, Webmaster, Publicity Coordinator, etc., should be added to the appendix with specific duties and responsibilities.

Appendix B – Bylaws Amendments

MANDATORY and VERBATIM