

MAY 19 2026



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# CHARTERED CLUB BYLAWS

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Canine Companions  
of  
Sun City West



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

The name of this organization shall be CANINE COMPANIONS OF SUN CITY WEST (hereinafter the "Club").

### Section B - Purpose of Organization

**Club Objective:** The objective of this social club is to bring together people who share a common interest in strengthening the bond with their dogs. Through classes, activities, and social events, members can improve their training skills, share experiences, and enjoy the companionship of fellow dog enthusiasts.

- 1. Social:** The club hosts monthly gatherings featuring guest speakers, demonstrations, games, and other activities designed to educate, entertain, and connect members.
- 2. Canine College:** Starting in 2025, our Canine College has become a core part of the club's mission. We are dedicated to expanding and enhancing training opportunities—including obedience, agility, and other classes—that help members develop their skills and deepen their relationships with their dogs.
- 3. All Dog Park:** The dog park at the RH Johnson Recreation Center is open to all residents with a valid SCW Rec Card, not just club members. While the club does not oversee park operations, it acts as a liaison, communicating maintenance concerns and user feedback between club members and RCSCW management.

### 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.

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## 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 Roster

The Annual Membership Roster must contain each Club Member's name and Recreation Card number as of December 31. This is a part of the Annual Financial Statement.

### 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.

### 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.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member at all times when in Club facilities.

### 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 10).

### 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 Membership Roster.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

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## **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 form 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.**

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## 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 may be: Co-President and Co-Treasurer.

Board members shall serve for a term of one year commencing January 1<sup>st</sup> and terminating at the close of business December 31<sup>st</sup> or until their successor has been elected. Any Board member may serve up to three consecutive years.

### 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 10). 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 New Club Officers List and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report and forward it to the office of the Recreation Manager.

**Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties**  
See page 14 for Officer Duties and Responsibilities descriptions.

Board members shall serve for a term of one (1) year commencing January 1<sup>st</sup> and terminating at the close of business December 31<sup>st</sup> or until their successor has been elected. Any Board member may serve up to three (3) consecutive years.

### Section E – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval of the membership at the next regular meeting.

### Section F – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

### Section G – 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](http://www.scwclubs.com)) on to their successor.

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## **Article V – Meetings**

### **Section A – Club General Membership Meeting Frequency and Openness**

There will be a minimum of two (2) 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 – Mandatory 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.

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## 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-one (21) 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).

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## **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**

Expenditures of less than \$300 must be approved by the Club President.

Expenditures of \$300 to \$500 must be approved by the Board and recorded in the minutes on the date the expenditure was approved by the Board.

Expenditures greater than \$500 must be approved by Club members, either as a specific expense item or by a budget allocation per a budget previously approved by the President or Vice President and Club members at a regularly scheduled general or special meeting.

The Club does not maintain petty cash for reimbursements.

### **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**

Treasurer role description in the Appendix on page 17.

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## **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 8).

### **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**

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility 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.

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## **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 10).

### **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.

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## **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.

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## Appendix A – Club Officer Role Descriptions

### President

Preside over all meetings; carry out the directive of the board; serve as the Club's liaison with the Recreation Centers; represent the Club regarding requests for Park improvements, new equipment, safety concerns, and maintenance; and enforce disciplinary action when warranted.

### Vice President

Perform the President's duties if the President is absent or unable to perform the duties of that office, including completing the President's term of office if necessary; and perform duties as the President may request.

### Treasurer

Collect and deposit Club member dues; maintain and update relevant Club member information; distribute the Club Membership listing to the Board and Club Members; maintain the Clubs financial ledger of income and disbursements; have custody of all Club bank account checkbooks; reconcile bank accounts monthly; provide all requested documents to the Club's Audit Committee and/or Board; and prepare a preliminary budget for the coming year for approval first by the Board and then by the Club members at the 4th quarter General Meeting. Responsible for submitting the Annual Financial Statement.

### Secretary

Record and prepare all Board and General Meeting Minutes for approval by the President and distribution to the Board and Club members; maintain the Club's bulletin board at the Park.

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## **Appendix B – Bylaws Amendments**

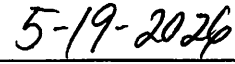
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Signatures



Club President



Date



General Manager



Date