

MAY 15 2026



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# CHARTERED CLUB BYLAWS

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Card Players of Sun City West



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# Contents

- Document Change Control.....1
- Contents.....2
- 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 Roster .....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.....7
  - Section H – Maintaining a Chartered Club .....7
  - Section I – Club Monitoring .....7
- Article III – Code of Conduct .....8
  - Section A - Member conduct.....8
  - Section B – Commercial/Mass Production Prohibition .....8
- Article IV – Officers .....9
  - Section A – Club Officers.....9
  - Section B – Club Officer Election .....9
  - Section C – Club Officer Verification.....9
  - Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties.....9
  - Section E – Filling a Board Vacancy .....9
  - Section F – Removal of Directors and Officers .....9
  - Section G – Officer Succession.....10
- Article V – Meetings.....11
  - Section A – Club General Membership Meeting Frequency and Openness .....11

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Section B – Club Business Currency and Board Meeting Openness.....	11
Section C - Provisions for Calling and Recording Meetings.....	11
Section D – Mandatory 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
Section B – Clubs with IRS tax designation of 501(c)(3) .....	16
Appendix A – Club Officer Role Descriptions.....	17
President.....	17

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Vice President .....	17
Treasurer.....	17
Secretary .....	17
Appendix B – Bylaws Amendments .....	18
Signatures .....	19

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Card Players of Sun CityWest

### Section B - Purpose of Organization

Card Players of Sun City West shall be divided into "Platform Groups" by Card Game. 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.

### 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.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually before they are required to join the Chartered Club.

A Club Member may host up to three (3) different Recreation Card Holder Guest/Visitors annually.

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

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

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

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to three (3) different Non-Recreation Card Holder Guests/Visitors annually.

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### **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 Membership Roster.

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

### **Section I – Club Monitoring**

This Club does not require monitoring at this time.

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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.

### **Section B – Commercial/Mass Production Prohibition**

Club members are prohibited from mass producing for the purpose of profit.

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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.

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

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. Unless no one steps forward, no officer shall be eligible to serve for more than two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year. Ideally, two (2) officers will remain on the Club Board when two (2) new officers are elected to provide continuity.

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 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.

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### **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 information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) onto 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**

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed \$200. Expenditures greater than \$200 must be approved by a vote of the general membership. Other expenditures of \$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 approval. (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.

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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 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**

Not applicable for Card Players of Sun City West.

### **Section E – Audit Committee/Chairperson Duties and Responsibilities**

Not applicable for Card Players of Sun City West.

### **Section F - Other Committees and Their Duties**

Not applicable for Card Players of Sun City West.

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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 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.

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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.

### **Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

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## Appendix A – Club Officer Role Descriptions

### President

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.

### Vice President

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

### Treasurer

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 by February 15th 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.

### Secretary

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.

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## **Appendix B – Bylaws Amendments**

**Attach Amendments to this Document Behind This Page**

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Signatures

*Mark Schwenman*

Club President

*05/15/2026*

Date

*[Signature]*

General Manager

*5/19/2026*

Date