

MAY 28 2026



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# CHARTERED CLUB BYLAWS

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Sun City West Desert Garden Club



REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
<p style="text-align: center;">Use of a superseded or obsolete document is prohibited.  The reader is responsible for verifying that this document is current prior to each use.  Refer to</p> <p style="text-align: center;">Appendix B – Bylaws Amendments on page 19 for amendments made to this document.</p>				

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Desert Garden Club

### Section B - Purpose of Organization

The purpose of this organization (hereafter referred to as the Club) shall be educational and charitable. The Club will promote interest in, and disseminate knowledge of, gardening and horticulture, including indoor and outdoor plants and vegetation, landscaping, and in general all areas relating to gardening and planting.

The Club will fundraise for bona fide 501(c)3 local charitable organizations such as Helping Hands of the Sun City West Foundation, Inc., Valley View Food Bank, Sheriff's Posse of Sun City West, and other bona fide 501(c)3 charities who meet present and future IRS tax codes.

Educational outreach on growing plants in the desert climate will be directed to general club membership and interested public groups such as the wider Sun City West community who are not club members, Sun City West Prides, and local HOAs.

### 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. The Club will follow regulations set forth in accordance with the Club's status as a 501(c)3 nonprofit organization according to Internal Revenue Code Section 501(c).

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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 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.

Recreation Card Holder Guests may attend club meetings two (2) times before joining the Club.

Guests can be invited to Club activities and must be accompanied by the Club member host up to two (2) times per year. However, guests are allowed to attend all plant sales and need not be invited nor accompanied by a Club member.

### **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.

### **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).

Dues and name badges must be paid for by check, not cash.

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## **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**

**Club monitoring is described in the club policies and procedures.**

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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 personal 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.

The Club Board reserves the right to have two people share the responsibilities of any of these four offices. The co-officers would be voted into office by the membership. Each co-officer will have full voting rights.

Advisory, non-voting Board members shall be approved by the President. Typical appointees may include chairpersons of the committees listed in Article VI of these bylaws or other Club members as designated by the president.

### 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 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 18 for Officer Duties and Responsibilities descriptions.

All officers are elected to a two-year term. The President and Secretary will be elected in December of odd years, and the Vice-President and Treasurer will be elected in December of even years. Their terms will begin on January 1 following their election. If for some reason, an officer is elected in the incorrect year, that person will serve for one year, and to continue in that position, they will need to be reelected to a two-year term after serving for one year.

### Section E – Filling a Board Vacancy

When an officer vacancy occurs in the Club Board, the remaining officers shall appoint a successor to serve the remainder of the term. Any vacancy in the office of the President is filled by the Vice-President. During the temporary absence of an elected officer(s) provided in Section A above, the President may appoint a temporary alternate officer.

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The past President is the ex-officio for one year with voting rights. This voting right shall not exceed one year. The past President's role is to act as an advisor to the board.

**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 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 and majority of the Club officers.

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

Any expenditure in excess of seven hundred and fifty dollars (\$750.00) from club funds shall require a vote of approval by the Club Board. Expenditures greater than seven hundred and fifty dollars (\$750.00) must be approved by a vote of the general membership. Special approval can be made by electronic ballot such as email.

A cash controlled procedure requires dual signatures on any check over seven hundred and fifty dollars (\$750.00).

Club investments such as Certificate of Deposit (CD) shall be approved by a vote of the Board. Changes to Club investments such as duration, rate and investment institution shall be approved by the Board.

### 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 18.

It will be the Treasurer's responsibility to have all appropriate state and federal tax papers submitted as required by law. The Club officers may enter into a financial contract with a party who is not a member of the Club to complete these forms if necessary.

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## Article VII – Committees

### Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons are approved by the President. 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

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.

Shall maintain safety procedures in the greenhouse, including keeping a first aid kit supplied, and developing procedures to enact in emergencies.

### 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 Audit Chairperson role can be filled by a qualified non-Club member for this purpose. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

### Section F - Other Committees and Their Duties

**Program Committee** is responsible for identifying and making all arrangements for informative speakers (guests or members) for the Desert Garden Club Membership meetings.

**Publicity Committee** will publicize meetings, functions, and various activities of the Club.

**Membership Chairperson** is responsible for maintaining the membership database. This database can only be given to other parties by approval of a majority of the officers. Usage of the database is limited to club business only and must be approved by a majority of the club officers.

**Nomination Committee** is appointed by the President and approved by the Club Board. The slate shall be reported to the Board in November. The slate of candidates will be brought to the Club membership at the meeting designated for elections. Additional nominations will be accepted from the floor with the nominees' approvals. The nominee for each office with the highest amount of votes cast shall be deemed elected.

**Webpage Content Manager** shall maintain the club's web site.

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**Charitable Gifts Committee** will research potential organizations that the Club may wish to support with financial donations or other contributions. This committee will bring suggestions to the Club Board to be approved for a recommendation to the membership as a whole. The final approval will be made by a majority vote of the membership.

**Educational Outreach Committee** will research possible opportunities on growing plants in the desert climate to inform the general club membership and interested public groups such as Sun City West Prides, local HOAs, and the wider Sun City West community who are not club members.

**Social Events Committee** is responsible for planning and executing social activities for the Desert Garden Club such as lunches, happy hours, dinners, and field trips.

**Botanical Garden Committee** maintains the display garden in the Beardsley Courtyard, the area between Beardsley and the Pool Building, and the area north of the courtyard.

**Plant Sales Committee** is responsible for organizing the cashiers and sales assistants for the plant sales.

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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 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 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 regular Club meetings and at Club Board meetings and shall be responsible for compliance with these bylaws. He/She shall appoint the chairperson of all committees, call special meetings, sign all authorized documents, and perform such duties as are incident to the office.

### Vice President

The Vice-President shall assist the President in his/her duties, act for the President in case of his/her absence or disability and succeed to the office of President in case of vacancy. The Vice-President will oversee the functional operation (mechanical and building systems) of the greenhouse and sales area and coordinate planned and corrective greenhouse maintenance with the Sun City West Facility Organization.

### Treasurer

The Treasurer will be the custodian of all funds of the Club and will be the disbursing agent of the Club. The treasurer will pay speaker fees and all other Club expenses by check, not cash. The Treasurer shall keep a correct account of all receipts and expenditures and shall have custody of all books, documents, and vouchers pertaining to this office. Financial records are kept for seven (7) years. The Treasurer shall submit a written treasurer's report at each board meeting. This report will contain the credits and debits accrued as well as the total amounts in each club account (e.g., checking, savings, etc.) since the previous treasurer's report. This report will be included in the Secretary's official minutes of the Board meeting.

It will be the Treasurer's responsibility to have all appropriate state and federal tax papers submitted as required by law. The Club officers may enter into a financial contract with a party who is not a member of the Club to complete these forms if necessary.

### Secretary

The Secretary will serve as recorder of the Club, keep minutes of the meetings, and publish them prior to the next meeting and perform other duties as are incident to the office. Minutes, as well as other pertinent administrative records will be retained for a period of three (3) years.


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## **Appendix B – Bylaws Amendments**

**Attach Amendments To This Document Behind This Page**

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Signatures

  
Club President

5-28-26  
Date

  
General Manager

5/29/2026  
Date