JUN 2 3 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

Sun City West Men's Club

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Updated Article V – Meetings Section A & G	4/17/2024	Kasey Huhta RM	N/A
2	Update FULL bylaws – remove "CR" to original name	5/1/2026	Kasey Huhta RM	N/A

Use of a superseded or obsolete document is prohibited.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 Appendix B – Bylaws Amendments on page 18 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Men's Club

Section B - Purpose of Organization

1. To promote a means of exchanging ideas and information for informal discussions.
2. To promote and encourage good fellowship among Club members and guests as to provide recreational and social activities.
3. To encourage active interest and participation in the civic affairs of Sun City West and to support local charitable activities. To promote and encourage greater understanding of how retirement pleasures can be fulfilled and how to contribute to making the community a more desirable and interesting place in which to live.
4. To promote friendly competition in, and greater knowledge of such games as cards, chess, checkers, dominoes, and sports to encourage enjoyment, pastime and recreation among all members.

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.

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.

Before joining the Club, Recreation card holders are encouraged to visit a maximum of four (4) times. Once the facilities have been enjoyed and the Club operations and programs have been explained and are understood the Club will require regular membership.

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 Holder Guest participation must enhance the recreational experience of the club members.

1. Non- Recreation Card Holder Guest must not displace Club members when facilities/space are limited.
2. Non-Recreation Card Holder Guests may be invited only by individual Club members. There may not be an open invitation.
3. An individual Club member may host only one non-recreation card holder guest per event. It is the responsibility of the Club officers and members to see that such invitations are not abused.
4. The Club member host must accompany the non-recreation card holder guest.
5. The Non-Recreation Card Holder Guest may attend the club no more than four (4) times annually.

6. The use of the club and all Recreation Centers facilities is a privilege. Each Club member and guest is expected to conduct his self in a proper manner, observing Club rules and Bylaws.

7. Club members and guests shall recognize the rights of others and using facilities and equipment in the manner intended.

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 11).

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

Each club member is responsible for monitoring at club facilities per club bylaws.

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.

Article IV – Officers

Section A – Club Officers

The Club board must consist of five (5) officers: President, Vice President, Secretary, Treasurer, and Steward and two (2) Members-at-large.

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 11). 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 16 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be three (3) years from January 1 through December 31 of each year. The elections shall fill at least one officer's position each year as needed (2,2,1) as well as replacement of appointed officers if applicable.

Section E – Filling a Board Vacancy

Any vacancy that occurs on the board shall be filled by Board appointment to serve only until the end of the calendar year in which he was appointed.

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) on to their successor.

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.

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).

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

A single expenditure of three hundred dollars ($300.00) shall be first approved by the membership, except the purchase of cards (playing cards). Only expenditures of twenty-five dollars ($25.00) or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.

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 A – Club Officer Role Descriptions on page 16.

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 VI – 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 Safety Committee will inspect the room and report any hazards to the Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

(If any additional information is needed to that which is stated in the Sample Bylaws Article V, Section D,)

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 11).

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.

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.

Appendix A – Club Officer Role Descriptions

President

- The President is the Chief Administrative Officer. He shall preside and conduct all meetings when present.
- He shall be responsible for general supervision and direction of Club affairs.
- He shall have authority to administer all matters not expressly retained by the Board.
- He shall serve ex officio on all Club committees not to exceed one year.
- He shall represent the Club in its association with the Recreation Centers and other organizations.
- He shall recommend to the Board, assignment of Officers to various responsibilities committees, and chairmanships not specifically defined within these bylaws.

Vice President

- The Vice President, in the absence of the President, shall serve the functions of the President.
- He shall serve as membership Chairman and maintain the current Membership Roster

Treasurer

- The Treasurer, in the absence of the President, Vice President, and Secretary shall serve the function of President.
- The Treasurer is responsible for maintaining the Club Books in a financially responsible manner.
- He shall establish the Club Bank accounts. Signatures shall include the President, Vice President, Treasurer.
- He shall be responsible for the collection and disbursement of all funds.
- He shall submit a monthly Treasurer's report to the Board. Receipts, disbursements and the opening and closing cash balances. Interim and annual reports should also be presented.
- He is responsible for other financial reports to Recreation Centers, and if needed to Federal and Arizona taxing authorities.
- At the end of the year, he shall present his books to a Board approved auditor. The audit will then be presented to the Board. Following audit, he will turn his books over to his successor.

- He shall be responsible for pointing out to the Board any financial trends of which it should be aware.

Secretary

- The Secretary, in the absence of both the President and Vice-President serve the duties of the President.
- The Secretary shall keep all Club records; issue notice of meetings and issue post reports as required.
- He shall initiate all Club correspondence and forward to the Recreation centers various reports as required.
- Secretary files shall be maintained on Club premises. Minutes, Bylaws and Rules shall be made available to any Club member upon request; however, such files are permanent and are not to be relinquished by the Secretary. Administrative records must be kept for three [3] years.

Steward

- The Steward, in the absence of the President, Vice-President, Secretary and Treasurer shall serve the function of the President.
- The Steward shall be responsible for the Club room, its appearance and condition.
- He shall be in charge of all equipment, repairing where possible; recommending to the Board where appropriate.
- He shall maintain an inventory of all equipment, card decks, stationery and office supplies, making purchases when minimum stock levels are reached.
- He and his committee shall also be responsible for the purchase and serving of food and beverages at all club functions.
- He shall maintain records of the Club's Asset Inventories. Records are to be kept as "Equipment Inventory," for items with values of $300 or greater, such as poker tables.
    - Simplified Inventory, Items with less than $300, where the quantities of such will exceed $300, such as chairs.
- When leaving office, he must present an inventory of all Club Assets with Board approval.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Club President	Date: June 23, 26
General Manager	Date: 6/29/2026