AUG 2 8 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST PICKLEBALL 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
01	Update Article V Meetings Section A & G	4/17/24	Kasey Huhta RM	N/A
02	Article II Membership Section E & F	10/24/24	Coleen Schaefer	12/4/2024
03	Article IV Officers Section B Club Officer Election	10/24/24	Coleen Schaefer	12/4/2024
04	Article IV Officers Section F Filling a Vacancy	10/24/24	Coleen Schaefer	12/4/2024
05	Article V Meetings Section A	10/24/24	Coleen Schaefer	12/4/2024
06	Article VII Committees – Other	10/24/24	Coleen Schaefer	12/4/2024
07	Update FULL bylaws-remove "CR" to original name	5/1/2026	Kasey Huhta	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Use of a superseded or obsolete document is prohibited.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 19 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Pickleball Club

Section B - Purpose of Organization

The purpose of the Pickleball Club is to promote the sport of pickleball in a safe environment while protecting the assets of the Recreation Centers of Sun City West (hereinafter referred to as the Association); to provide an opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule drop-in play; league (ladder) play and tournaments; to encourage the highest standards of safe play; to promote social pickleball activities within the community.

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 as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the 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. .

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to six (6) times annually before they are required to join the Chartered Club.

General Membership Meetings are also open to Guests, however, **Guests <u>may not attend</u>** the annual meeting when club election of officers is held.

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 six (6) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

Approved Club functions for Guests include: Pickleball Orientation, social events, club meetings (except annual election meetings), round robins, and drop-in sessions. **Club League/Ladder/ Tournament play is excluded from Guest participation.**

Chartered Club Reciprocity Agreement

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).

All members must purchase a name badge at an additional cost. Members must wear their name badge when participating in any Club activity.

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 club facilities. Please refer to our Club policies online at https://scwpickleballclub.com/ .

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 four officers: President, Vice President, Secretary, and Treasurer.

Additional officers for this club are: (3) Elected Officers-at-Large with voting rights.

Section B – Club Officer Election

The club board shall be elected by a majority vote. An Electronic ballot will be emailed to members within three (3) business days of conclusion of the November meeting. For those members without email, an alternative will be provided. (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation.

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 18 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be two (2) years from January 1 through December 31 of each year. No officer shall be eligible to serve for more than four (4) consecutive years. Terms of office will be staggered, In the odd numbered years the President, Secretary and 1 Officer-at-Large are elected. In the even numbered years the Vice-President, Treasurer, and 2 Officers-at-Large are elected.

Section E – Filling a Board Vacancy

Vacancies. The Club Board will determine when it is necessary to fill a Board vacancy. Such determinations will consider the amount of time left for that term, the time of year that office is vacated, and any other pertinent matter.

The Board will provide the membership with an explanation within 30 days of the vacancy.

Should a determination be made that the vacancy must be filled for the continuity of the club, an electronic vote will be taken within three (3) business days of conclusion of the next General Membership meeting. In the event of only one candidate for the position, a voice vote may be taken at the next general meeting after a quorum is established.

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.

Election of Offices will occur within three (3) business days at the conclusion of the November General Membership Meeting by electronic vote.

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.

Meetings will be held at a SCW facility.
All members will be notified 30 days in advance of the meeting.
The Board may call a Special membership meeting.

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

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed six hundred dollars ($600.00). Expenditures greater than six hundred dollars ($600.00), with the exception of pickleball paddles/balls and Club dinners/socials, must be approved by a vote of the general membership. Other expenditures of twenty-five dollars ($25.00) or less can be paid by petty cash. A receipt is required for all expenditures and disbursements. No disbursements may be made from unbanked monies. Only expenditures of $25 or less can be paid by petty cash.

The Treasurer shall sign all the checks. In the absence of the Treasurer, the President or Vice-President shall be authorized to sign Club checks.

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

role description in the Appendix A – Club Officer Role Descriptions on page 18.

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

The Safety Committee shall ensure any potential safety issues are promptly corrected. Post safety procedures prominently at the clubs' facilities and on the club's website. Ensure first aid supplies and accident report forms are readily available in the event of an accident. Report all accidents to the SCW Rec Center Association within 24 hours, using the Accident Injury Report.

Post safety procedures prominently at the clubs' facilities and on the club's website:
Ensure first aid supplies and accident report forms are readily available in the event of an accident.
Report all accidents to the SCW Rec Center Association within 24 hours, using the Accident Injury Report.

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.

Section F - Other Committees and Their Duties

-Care Bear Committee
The Care Bear Committee will provide the appropriate card to be sent to those who have lost loved ones or have been ill or any other event that would be indicated.

- Facilities/Equipment Committee
The Facilities/Equipment Committee shall ensure the Club's facilities are maintained and in playable condition, the nets are at the proper height, pickleballs are provided, chairs are purchased or replaced as needed, court rollers/brooms are available and in good condition, the court clock is in working order and the court flags are in good condition. The committee will report issues needing to be addressed through a Board designated liaison.

- Fun in the Sun (FITS) Tournament Committee
The FITS Tournament Committee will be comprised of a Tournament Director and an executive committee as established by the Tournament Director. This committee will direct, plan and facilitate all aspects of the tournament. The executive committee will establish sub-committees that are necessary to run a national tournament. Sub-committees are directly responsible to their executive committee chairperson. The tournament Director shall report directly to the Board through a board designated liaison.

- Food Committee
The Food Committee will be responsible for providing refreshments for all activities for the SCW Pickleball Club. The Food Committee and the coordinator of the Social and or tournament event will work together to provide the designated food required for that event.

-Historian Committee
The Historian Committee will record the history of the SCW Pickleball Club. This record will be published for Club information and background.

- Instructions Committee
The instruction Committee may provide pickleball orientation, lessons instruction clinics and other skills enhancement programs. Pickleball Orientation will be provided to members and non-members, following Club guest policy provisions and offered at no charge. Fees will be determined by the Club Board. All instructional events shall be posted on the Club's website and may be restricted to Club members only.

- Following Club guest policy
The committee will arrange and schedule clinics when warranted to enhance the skill level of members. Lesson times shall be posted on the SCW Pickleball Club's website and at the club's facilities.

- Membership Committee
The Membership Committee shall be responsible for maintaining a roster of all club members. The roster shall be posted on the club's website.

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.

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

Preside over all Club meetings and carry out the direction and policies established by the Board and approved by the membership, act as the principle to the liaison appointed by the Chartered Club Committee for the association and attends all meetings of the governing body of the association when requested. The President shall be an ex-officio member of all committees except the Nominating Committee.

Vice President

Vice President – Perform all duties of the President in the event of the President's absence or inability to perform; assume the Presidency of the Club for the unexpired term of the President in the event of a vacancy; perform other duties and responsibilities as assigned by the President.

Treasurer

Treasurer – Receive and deposit all money due the Club and pay all obligations incurred by the Club in the regular course of its business; keep an up-to-date ledger of all financial transactions and report the financial status at the Board and general membership meetings: prepare and submit year-end reports as instructed in the Rules, Regulations and Procedures; keep and maintain all financial records for seven (7) years prior to the current year and turn over all files to the succeeding treasurer.

Secretary

Secretary – Take and maintain the minutes of all Board and Club meetings as well as handle all Club correspondence and furnish all reports requested by the Association. Minutes, as well as other pertinent records, shall be retained for a period of three (3) years and all files shall be turned over to the succeeding secretary. Every two (2) years a comparison will be performed of the Club documents and the Association's RR&P's.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Club President

7/28/26

Date

General Manager

8/31/2026

Date

SCW Pickleball Bylaws

Addendum: Chartered Club Reciprocity:

I. Reciprocity Definition and Procedures

A typical feature of recreational activities is the formation of teams and competition between these teams. Team competition is a typical recreation activity or softball, tennis, etc. It is the Associations policy that only members of the Association (Owner members, Associate members, and persons with Tenant Activity Cards may be members of Chartered Clubs and therefore members of Chartered Club Teams.

Clubs may wish to reciprocate with established clubs in other age restricted communities for the purpose of competing or sharing social and common interests.

Age restricted community clubs/teams shall not be allowed to compete/meet with the SCW Pickleball Club using Rec Center Association facilities unless the following conditions have been met:

1. Advance approval shall be required from the SCW Recreation Activities Manager who shall assist the Club in developing a Reciprocal Agreement.
2. The Reciprocal Agreement establishes parameters wherein the SCW and the participating age restricted communities will make every reasonable effort to schedule play or visits a comparable number of times on similar facilities without being required to pay any fee.
3. The Pickleball Club membership MUST annually approve, at a regularly scheduled meeting of members and their President or designate representative submit a Reciprocal Agreement that specifies club/team reciprocal events including:
   - Projected activities
   - Participant qualifications (if any)
   - Proposed event schedule
   - Attachment of schedule