JUL 2 8 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

Recreational Vehicle Club of Sun City West, Arizona

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 & Section F	8/30/2024	Patti Borchardt	10/8/2024
03	Article IV - Officers Section D & Section E	8/30/2024	Patti Borchardt	10/8/2024
04	Article VI – Finance Section B Spending Limits	8/30/2024	Patti Borchardt	10/8/2024
05	Article VI – Finance Section H Other	8/30/2024	Patti Borchardt	10/8/2024
06	Article VII – Committees Section D - Safety	8/30/2024	Patti Borchardt	10/8/2024
07	Article VII – Committees Section E – Audit	8/30/2024	Patti Borchardt	10/8/2024
08	Article VII – Committees Section F – Other	8/30/2024	Patti Borchardt	10/8/2024
09	Appendix A – Club Officer Role Descriptions	8/30/2024	Patti Borchardt	10/8/2024
10	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Use of a superseded or obsolete document is prohibited.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

Contents

Document Change Control 1

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 6

Section H – Maintaining a Chartered Club 6

Section I – Club Monitoring 7

Article III – Code of Conduct 8

Section A - Member conduct 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, 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

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 –....13
Spending Limits & Expenditures....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
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
Appendix A – Club Officer Role Descriptions....17
President:....17
Vice President, Administration:....17

Secretary: 17
Treasurer: 17
Appendix B – Bylaws Amendments 19
Attach Amendments To This Document Behind This Page 19
Signatures 20

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Recreational Vehicle Club of Sun City West, Arizona hereafter referred to as the "Club."

Section B - Purpose of Organization

The purpose of the Club is to foster and promote our members' interest in and enjoyment of recreational vehicles by providing opportunities to:

- Participate in social, recreational, and informative gatherings.
- Engage in group travel to destinations of interest.
- Exchange information on operational practices, mechanical problems and possible solutions, and preventative maintenance procedures related to recreational vehicles.

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.

Section E: The Club's fiscal year shall commence on January 1st and terminate on December 31st.

Section F: A copy of the Club's Bylaws, Policies and Procedures, and the approved Minutes shall be made available to any member upon request to the Club Secretary.

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.

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.

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

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 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, 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. The responsibilities and duties of each office are more fully defined in the Club's Policies and Procedures Manual.

Section E – Filling a Board Vacancy

- If a vacancy occurs during the normal term of office, the Club Board may, by a majority vote, fill that vacancy by appointment.
- If there is an Officer vacancy at the time of the election, other than the immediate Past President, the successful candidate for that office shall assume office immediately following the final ballot for the vacant office.
- An officer may resign by forwarding a letter of resignation to the President or Secretary. The resignation shall be effective on the date stated, and if no date is stated the resignation shall be effective immediately.

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) onto 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 & Expenditures

- The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed $500.00, if the amount exists in the current budget. Expenses greater than $500.00 and less than $4,000.00 require board approval. Expenditures greater than $4,000.00 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.

- Any purchase or disposal of portable equipment with an estimated unit cost of $500. or more requires the prior approval of the Recreation Activities Manager

- Expenditures or reimbursements of not more than $25 may be paid from petty cash, at the Treasurer's discretion.

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 **Error! Reference source not found.** role description in the Appendix A – Club Officer Role Descriptions on page 17.

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 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.

Section F - Other Committees and Their Duties

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

Section A: The Club Board

- The Club must consist of a President, Vice President-Administration, Secretary, Treasurer, and other roles as documented in the Club's Policies & Procedures. The Club has up to seven (7) additional non-officer members at large with voting rights.

Section B: Officer's Responsibilities:

President:
The President shall:

- Preside over and conduct meetings, act as the chairperson of the Club Board and manage the activities of the Club.
- Carry out the directives of the Club Board, providing that such directives are not contrary to the provisions contained in these Bylaws or in the-Recreation Centers' Governing Documents.
- It is the responsibility of the Club President to pass the RCSCW's Chartered Club, Rules, Regulations and Procedures book on to their successor.

Vice President, Administration:
The Vice President-Administration shall:

- In the absence of, or by direction of the President, preside over all meetings.
- Perform special assignments as requested by the President or the Club Board.
- Have the overall responsibility for publication of the Club Directory.

Secretary:
The Secretary shall:

- Record minutes of all Board meetings, Club general membership meetings, Annual Election meeting, and any other special meeting called by the Club's President or Club Board.
- The minutes will be approved by the President, and then distributed for approval by the Board or membership at the next respective meeting. Minutes of meetings will be provided to any member upon request.
- Retain a copy of all such minutes and other pertinent administrative records for a period of not less than three (3) years from date of origin.

Treasurer:
The Treasurer shall:

- Perform the duties in Article VI – Financial and as documented in the Club's Policies and Procedures
- Prepare a Treasurer's Report for the General meetings, Annual Election meeting, and the Club Board meetings. Club members shall receive a copy, at no cost, at their request.
- Prepare a budget for the Club Board's approval.
- Make recommendation for any adjustment needed to membership dues.
- File the required IRS form(s) as specified by the Sun City West Recreation Centers.

Members at Large:

- Membership Director
- Caravan, Rallies & Events Director
- Entertainment Director
- Director(s) at Large.

Descriptions for the non-officer roles are detailed in the Club's *Policies & Procedures* and by these Bylaws.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Patti Borchardt — Club President

7-28-2026 — Date

General Manager

7/30/2026 — Date