JUL 28 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

Saturday Night Gamesters

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.	10 Jun 2022	J. Leary	N/A
1	Updated Article V – Meetings Section A & G	4/17/2024	Kasey Huhta RM	N/A
2	Article I – General Section B Purpose of Organization	1/2/2025	Rosemary Dougherty	2/8/2025
3	Article IV Officers Section E Terms of Office	1/2/2025	Rosemary Dougherty	2/8/2025
4	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Use of a superseded or obsolete document is prohibited.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 **Error! Bookmark not defined.** for amendments made to this document.

Contents

Article I - General 4
Section A - Name of Organization 4
Section B - Purpose of Organization 4
Section C – Compliance with Recreation Centers of Sun City West, Inc. 4
Section D – Chartered Club Operation as a Non-Profit Organization 4
Article II – Membership 5
Section A – Membership 5
Section B – Honorary and Lifetime Memberships 5
Section C – Membership Roster 5
Section D – Membership Preconditions 5
Section E – Recreation Card Holder Guest/Visitor Privileges 5
Section F – Non-Recreation Card Holder Guest/Visitor Privileges 5
Section G – Club Dues 6
Section H – Maintaining a Chartered Club 6
Section I – Club Monitoring 6
Article III – Code of Conduct 7
Section A - Member conduct 7
Section B – Commercial/Mass Production Prohibition – Not Applicable 7
Article IV – Officers 8
Section A – Club Officers 8
Section B – Club Officer Election 8
Section C – Club Officer Verification 8
Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties 8
Section E – Filling a Board Vacancy 8
Section F – Removal of Directors and Officers 8
Section G – Officer Succession 8
Article V – Meetings 9
Section A – Club General Membership Meeting Frequency and Openness 9
Section B – Club Business Currency and Board Meeting Openness 9
Section C - Provisions for Calling and Recording Meetings 9

Section D – Mandatory Club Officers Meetings 9
Section E – Club Meeting Purpose 9
Section F – Special Meetings 9
Section G – Voting and Quorum Requirements 10
Article VI – Financial 11
Section A – Financial Record Retention 11
Section B – Spending Limits 11
Section C – Club Member Compensation 11
Section D – Financial Record Audits 11
Section E - Club Advertising 11
Section F - Contracts 11
Section G - Treasurer's Duties and Responsibilities 11
Article VII – Committees 12
Section A – Non-Permanent Committees and Chairpersons 12
Section B – Permanent (Standing) Committees 12
Section C – Ad Hoc Committees 12
Section D - Duties of the Safety Committee 12
Section E – Audit Committee/Chairperson Duties and Responsibilities 12
Section F - Other Committees and Their Duties 12
Article VIII – Amendments 13
Section A – Amending These Bylaws 13
Section B – Amendment Review Requirements 13
Section C – Proposed Amendment Publication 13
Section D – Revised Bylaws Review Requirement 13
Article IX – Dissolution 14
Section A – Clubs with an IRS Tax Status Other than 501(c)(3) 14
Appendix A – Club Officer Role Descriptions 15
Appendix B – Bylaws Amendments 16
Signatures 17

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Saturday Night Gamesters

Section B - Purpose of Organization

To gather/meet at a location provided by the Recreation Center on Saturday nights for members to participate in any game members wish to play. Currently being played are mah-jongg, Triple Play and Poker. Any card or Board game can be played. This is a friendly atmosphere with fellowship to all who attend.

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.

A Recreation Card Holder Guest/Visitor may attend three (3) sessions, thereafter, must join the club.

A Club Member may host any number of 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 in one year paying a $1.00 fee for each attendance. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

Non-Recreation card holders may not be given more privileges that a Recreation Card Holder.

A Club Member may host up any number of different Non-Recreation Card Holder Guests/Visitors annually.

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 10).

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.

Section B – Commercial/Mass Production Prohibition – Not Applicable

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

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 10). 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 15 for Officer Duties and Responsibilities descriptions.

Terms of Office: Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No Term Limits.

Section E – Filling a Board Vacancy

The Vice President will assume the office of the President if there is a vacancy and the board will appoint a new Vice President.

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

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed one hundred dollars ($100.00). Expenditures greater than one hundred dollars ($100.00) must be approved by a vote of the general membership. Only expenditures of the currently approved fifteen dollars ($15.00) or less can be paid by petty cash. The President and the Treasurer have the authority to sign checks for the club.

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

See role description in the Appendix A – Club Officer Role Descriptions on page 15.

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 8).

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 be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

n/a (Not in bylaws dated 3/15/2021)

Section F - Other Committees and Their Duties

The Nomination Committee: The Nomination Committee will consist of two (2) members and will meet during the last week in October to prepare a slate of nominees for the next term. A business meeting will be held during the third week of November to elect new officers.

Elections may be determined by a show of hands or ballot. New officers will take office at the first session of the new year.

Nominations are taken from the floor by the President or Vice President in October. Voting on nominations is in November.

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 10).

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 will preside over all business meetings of the Club. The President will be responsible for the orderly operation of the Club. The President will appoint committees and will act as a member of all committees, except the Nominating Committee.

Vice President: The Vice-President will assume the direction of the Club in absence of the President. The Vice-President will assist the President in all functions of the Club and shall preform all duties assigned by the President. The Vice President is responsible to submit the Annual Membership Roster to be turned into the Recreations Manager by February 15th for the preceding year.

Treasurer: The Treasurer shall be responsible for the collection of fees and for the allocation of prizes to winners. The Treasurer will account for all Club funds, all disbursements, and will maintain the bank account. The Treasurer shall be responsible, with the assistance of any Club officer, the collection of annual dues. The Treasurer shall perform other duties as reasonably requested by the President. The Treasurer will receive a list from the Secretary the Club's membership that is in good standing with the Rec Center before granting Club membership.

The Treasurer is required to submit Form Annual Financial Report to the office of the Recreation Manager by February 15th for the preceding year.

Secretary: The Secretary will keep the official records of the Club. The secretary shall maintain an up-to-date record of the membership. The secretary will issue the membership cards and will perform other duties and reasonably requested by the president. The Secretary will be responsible for taking minutes of the Club Board and General Membership meetings. Minutes will be retained for three (3) years. Secretary turns in the Club Roster to the Chartered Club Specialist.

Appendix B – Bylaws Amendments

Attach Amendments to this document behind this page.

Signatures

Rosemary Dougherty
Club President

7-28-28
Date

General Manager

7/30/2026
Date