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SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST TENNIS 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	Major revision to align Club bylaws w/ current requirements and procedures	7/1/25	Larry Plaster-President	11/11/2025
03	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Use of a superseded or obsolete document is prohibited.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 22 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Tennis Club

Section B - Purpose of Organization

The purpose of this club shall be to promote interest in the sports of table tennis, platform tennis, red ball tennis and tennis; to provide the opportunity for all members to learn and improve their play; to implement clinics and instructional courses; to schedule play and tournaments; to help in the establishment and monitoring of rules of play, court etiquette and behavior; to promote social activities associated with these sports in the community; and to provide support to charitable organizations by providing charitable donations to local charities obtained through Tournament fees and by introducing tennis to underprivileged youth as a sport that can teach them life lessons through competition.

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 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.

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 always be accompanied by a Club Member host when in Club facilities. Guest privileges to use facilities will be granted to Non-Recreation Card Holder entrants to tournaments and special events provided the Club has made written request and received approval for the event from the Recreation Manager.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity no more than six (6)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).

Dues are annual January 1 through December 31. (See Document "SCW Tennis Club Standard Practices" for the current dues amount and payment requirements.)

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

This Club does not require that its members participate as Monitors in order to retain their Club membership. Club Board is authorized to establish such a policy at its discretion.

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 the Chartered Clubs Disciplinary Actions Form, 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.

The Club also elects one (1) at large voting board member. Additional at large non-voting members may be appointed by the President and approved by the Board as needed.

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 Form 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 20 for Officer Duties and Responsibilities descriptions.

The term of office, of the five (5) elected officers, the president, vice president, secretary, treasurer, and voting at large member will be one (1) calendar year, January 1 through December 31. All elected Officers may serve up to three (3) consecutive terms.

Section E – Filling a Board Vacancy

In the event a board member is unable to serve throughout the term of office, the Club Board may nominate a member to fill such vacancy for the remainder of the term. The president will place the name of the board member nominated before the Club for vote at the first available general membership meeting.

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. (See the SCW Tennis Club Standard Practices for current General Membership meeting specifics.)

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.

Only Board Members may vote. (See the SCW Tennis Standard Practices for Board meeting specifics).

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 the current IRS required limit number of years prior to the current year.

Section B – Spending Limits

The Club Board authorizes the Treasurer, or the at large non-voting Member authorized to assist the Treasurer to disburse funds as required to support Club Activities such as costs for dinners, social expenses in conjunction with general membership meetings, and costs and expenses incurred in connection with tournaments or other similar events. Expenditures exceeding five hundred dollars ($500) must be approved by dual signatures of the President and the Treasurer or the at large non-voting Member authorized to assist the Treasurer. Additionally, authorization may be given to disburse funds in support of other Club activities in amounts not to exceed one thousand five hundred dollars ($1,500.00). Expenditures exceeding one thousand five hundred dollars ($1,500.00) must be approved by vote of the general membership at any general membership meeting. Only expenditures of twenty-five dollars ($25.00) or less can be paid by petty cash.

Receipts should be filed for all disbursements. Checks shall be single signature checks, except that all checks over five hundred dollars ($500.00) for capital expenditures shall be dual signatures. President, Treasurer and the at large non-voting Member authorized to assist the Treasurer are approved signatories for all 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 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 20.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Non-Permanent Committees and/or Chairpersons shall be appointed by the President and approved by the Club board.

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and an 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.

The committee will ensure first aid supplies and accident report forms are readily available in the event of an accident. It shall report all accidents to the SCW Recreation Centers personnel within 24 hours using the "Accident/Incident Injury" Report form.

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, "Report of Audit" will be presented to the membership and recorded in applicable minutes of such meetings. A copy will be provided to the office of the Recreation Manager.

Section F - Other Committees and Their Duties

Nominating:

The procedure for the nomination and election of the board is as follows:
The President will appoint a nominating committee from the Club membership consisting of the Vice President and a minimum of two other club members in good standing, excluding the current President. The President will introduce this Committee to the Club membership at the September general membership meeting. The committee will present a slate of nominees for each Board position to the Membership not later than two (2) weeks prior to the election meeting. Prior to the election meeting, nominations will remain open, and Members may submit additional nominations to the

Nominating Committee until the election of officers at the election meeting. At the election meeting, additional nominations from the floor will be accepted. All candidates nominated by the nominating committee, nominated by Club Member submittal prior to the election, or nominated from the floor at the election meeting, must have given their consent prior to nomination. Election will be by secret ballot if and where there are two or more nominees for any one position.

Other Committees/Chairpersons and their duties supporting Tennis Club activities are provided in the SCW Tennis Club Standard Practices Document.

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 or at a General Membership Meeting upon required notice to the membership that the Bylaws will be presented for amendment approval at the specified Membership meeting.

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.
- Coordinate and present documents for scheduling Meetings and Events to RCSCW Scheduling and Rec Center Manager.
- Prepare, coordinate and publish agenda for Board and Membership Meetings.
- Review and approve all Meeting Minutes prior to publishing to the Membership.
- Be a signatory of the Club's bank account and approve Financial Transactions when required by the Club Bylaws.
- Submit the "Annual Membership Roster" form providing the total Club membership as of Dec 31 of the prior year by not later than Feb 15 of the current year.
- Submit "Club Activity Calendar" form for the following year on May 1 of the current year.
- Act as the principal to the liaison appointed by the Chartered Club Committee for the Recreation Centers of Sun City West, Inc.
- Attend all meetings of the governing body of the Recreation Centers of Sun City West, Inc. when requested.
- Be a member of all committees except the Nominating Committee.

Vice President

- At the request of the president or during the president's absence preside at all meetings of the general membership and Club Board.
- Attend all meetings of the Recreation Centers that the president would normally attend.
- Act on behalf of the president on all matters pertaining to the Club during the president's absence.
- Accept and act on all special appointments, assignments, and requests of the president.

Treasurer

- Be the primary signatory for all Club bank accounts.
- Receive and deposit all money due to 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 on the financial

status at the Board and general membership meetings.

- Submit the "Annual Financial Statement" Form for the year just ended to the Office of the Recreation Manager by February 15 of the current year.
- Prepare and submit IRS Form 1099 to the IRS for all contractors paid more than the current IRS annual limit for services to the Club.
- Complete and submit IRS Form 990 to the IRS as required annually.
- Prepare and submit year end reports as instructed in the Rules, Regulations and Procedures. Keep and maintain all financial records for the current IRS required limit for number of years prior to the current year.
- Turn over all financial records to the succeeding treasurer.

Secretary

- Record and maintain the minutes of all official Club meetings.
- Help the President and the Club Board in the preparation of correspondence, records, and forms.
- Maintain files of all correspondence and meeting minutes for three (3) years. Turn over complete files to the succeeding secretary.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Harold "Bobo" [signature]
Club President

8-18-2026
Date

[signature]
General Manager

8/18/2026
Date