SEP - 9 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

PHOTOGRAPHY WEST

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
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01	Update Article V Meetings Sections A & G	4/17/2024	Kasey Huhta RM	N/A
02	Update FULL bylaws-remove "CR" to original name	5/1/2026	Kasey Huhta RM	N/A

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Photography West

Section B - Purpose of Organization

The purpose of the Club is to advance photography, videography, and digital imaging as a means of personal expression and to fulfill the needs and interests of Sun City West residents in these fields of endeavor. The Club shall be organized to achieve active participation of its members through planned programs, contests, interaction with other camera clubs, workshops, discussions, and social activities.

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 – Chartered Club Associations with other Photographic Organizations

The Club may seek association with the Photographic Society of America (P.S.A.) and the Arizona Camera Club Council (A.C.C.C.) to foster the exchange of programs and to provide competitive challenge.

Section F – Activities for Members

Club activities shall be planned to encompass a wide diversification of photographic and video graphic interest thereby permitting each member to participate to the extent desired, from a status of general membership, for those interested in the occasional snapshot or basic camcorder use, to the person who desires specialization in advanced photographic, video graphic techniques and/or digital imaging.

Section G – Maintaining Operating Procedures

Operating Procedures SHALL be maintained by the Club for all ongoing activities.

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 ten (10) times annually before they are required to join the Chartered Club.

A Club Member may host up to ten (10) 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 ten (10) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to ten (10) 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 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 at least one (1) time per year.

If unable to monitor due to personal limitations, a member may alternatively give back with other services.

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 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 one (1) year from January 1 through December 31 of each year. The President cannot serve more than two (2) consecutive terms.

Section E – Filling a Board Vacancy

In the event that the office of the President is vacant for any reason, the Vice President-Photography-Operations shall assume the presidency.

In the event of another officer vacancy, the Board shall nominate a replacement officer to be approved by the membership. That person shall serve for the remainder of the term.

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

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed one thousand ($1,000.00). Expenditures greater than one thousand ($1,000.00) must be approved by a vote of the general membership.

Expenditures of equipment over five hundred dollars $500.00 must be submitted on the Request Purchase Equipment form to the Recreation Centers for approval, as set forth and required under the Chartered Club Rules, Regulations and Procedures under RR&PS. The Club shall not maintain a petty cash fund. All payments for any purpose or amount will be made only by a Club issued check, as described in the Bylaws under the duties of the Club Treasurer. The President, Vice-President Photography Operations, and Treasurer will have check signing privileges.

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 IV – Officers on page 9).

Section B – Permanent (Standing) Committees

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

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 Chairperson will be appointed by the President and/or the Board. The Safety Chairperson SHALL be responsible for looking over the condition of the rooms 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

The Audit Chairperson will be appointed by the Board. The Audit Chairperson SHALL NOT be a member of the Board.

Section F - Other Committees and Their Duties

The President may appoint Special Committees/Chairpersons as may be needed or desirable.

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.

Section B – Clubs with IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Appendix A – Club Officer Role Descriptions

President

- Be the chief officer of the Club and shall preside at all Club and Board Meetings.
- Serve in an advisory capacity on all committees except Nominating and Auditing
- Report, or appoint a representative to report, to the Recreation Centers when requested to do so.
- Carry on the duties of the office to promote an effective and harmonious operation of the Club, assisted by the officers of the Club and Chairpersons of various Club committees.
- Assemble data and submit reports to the Recreation Centers Management as specified by the Centers.
- Arrange to have the property of the Club inventoried on an annual basis in December or when an inventory change occurs, and report to the Recreation Centers' Management as required. The property insurance for such inventory is maintained by the Recreation Centers.

Vice President

- Perform all the duties of the President during the President's absence or at the President's request and such other duties as are provided for in the Operating Procedures.
- Provide operational ownership of assigned areas of Organization Chart.

Treasurer

- Be the custodian of all Club funds and *shall collect dues.
- Work closely with Membership to maintain accurate and up-to-date records.
- Pay all Club bills as directed by the President or by the Board. There shall be no disbursement from unbanked receipts. Payments are to be made by check, supported by a signed receipt.
- Maintain a bank checking account in the name of "Photography West," in a bank approved by the Board, and make regular deposits of all monies received.
- The President and Vice-President-Photography Operations shall also be authorized signatories for checks drawn in the absence or incapacity of the Treasurer and their signatures shall be registered at the bank as officer changes occur.
- In early January of each year, prepare and submit to the Recreation Centers a consolidated Annual Financial Statement of all operations.
- Preserve all financial records for a period of at least seven years prior to the current year.
- Funds generated by the Club shall be used to finance its activities and purchase equipment necessary to advance the art of photography, videography, and digital imaging.

- Prepare the appropriate IRS 990/990 EZ Tax Exempt Reporting Form and file same, as required by law with copies to the Recreation Centers of Sun City West, Inc., when gross receipts (for any tax year) are "normally" more than $50,000.00. The IRS in their Form 990 instructions, for an organization that has been in existence for at least three years, states: "An organization's gross receipts are considered normally to be $50,000.00 or less if the organization is:" "Three (3) years old or more and averaged $50,000.00 or less in gross receipts for the immediately preceding three tax years (including the year for which the return would be filed)."
- Also, State of Arizona Tax Exempt Organization Form 99 must be filed when the $50,000.00 gross receipts limit is exceeded, with copies to the Recreation Centers of Sun City West, Inc.

Secretary

- Keep the minutes of all Board and Business meetings.
- Conduct correspondence.
- Maintain all Club records.
- Maintain all files for a period of at least three years prior to the current year; and
- Issue all notices of meetings and other related information upon approval of the President or respective Vice President. If the work volume warrants the need for more than one Secretary, the Secretary may recommend to the President, for their approval, names of members to serve as Assistant Secretary who will be a non-voting Board member.

Education and Communication – Member at Large

(has voting rights)

- Coordinates Classes workshops.

Ex-Officio

- SHALL serve in a non-voting advisory capacity to the Board for a term not to exceed one year.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

John W Keenan	9-9-2026
Club President	Date
	9/10/2026
General Manager	Date