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SUN CITY WEST

CHARTERED CLUB BYLAWS

ROCKHOUNDS WEST 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	Updated Article V – Meetings Section 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

Use of a superseded or obsolete document is prohibited.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 18 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Rockhounds West Club

Section B - Purpose of Organization

Purpose of organization is to provide the members:

- An opportunity to collect, study, exchange and exhibit rock and mineral Specimens
- An opportunity to develop and expand educational relationships:
- A source of supply of collecting equipment, books and magazines pertaining to mineralogy, geology, and related earth sciences.

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 two (2) times annually before they are required to join the Chartered Club.

A Club Member may host up to two (2) 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. Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to two (2) 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

This club does not require monitoring.

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 Rockhounds Club Board shall consist of a President, a Vice-President, a Secretary and a Treasurer who are elected; two Members-at-Large, a Field Trip Chairperson, Membership Chairperson and a Newsletter Chairperson which will be appointed by the Club Board; and the past President (serving with no vote) will serve for a term of no longer than one (1) year.

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 E – Officer Duties/Responsibilities, Term Lengths, Term Limits, 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. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

In the case of vacancies of any office, a majority of the Club Board shall appoint a member to fill the vacancy. The appointed replacement shall serve for the remainder of the term.

Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section H – 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 (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed five hundred dollars ($500.00). Expenditures greater than five hundred dollars ($500.00) 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.

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 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 Safety Committee shall present to the members the conditions to be encountered on field trips including expected road conditions, general conditions at the collecting sites in order that members can make decisions regarding the suitability of the trip with respect to their physical conditions/limitations.

Section E – Audit Committee/Chairperson Duties and Responsibilities

Members of the Audit Committee shall be appointed by the Club Board. The audit committee chairperson shall make an annual audit between January 1 and March 31 of the Treasurer's records and accounts and shall report the committee's finding directly to the Club Board.

Section F - Other Committees and Their Duties

Nominating Committee – The Chairperson and two or more committee members shall be appointed by the Club Board to present a slate of officers for approval in November.

The President shall appoint a nominating committee of three or more members. The committee shall nominate one or more candidates for each elective office. The committee shall report all nominations at the November general meeting. Further nominations may be made by Club members from the floor at the November meeting. Introductions of the nominees and the election of officers and directors at large shall be held at the December meeting. Voting may be accomplished by show of hands, or, if objections are raised and approved by a majority of the club members present, voting shall be by secret ballot.

Membership Committee – The Membership chairperson shall assist the Treasurer in maintaining membership records and shall assist the Board in the membership issues. The Membership Chair is required to submit the Annual Membership Roster to the office of the Recreation Manager by Feb 15 for the preceding year.

Field Trip Committee – The Field Trip Chairperson will scout previously visited locations, obtain samples of material to be found and ensure safe roads.

Scouting trips must be performed before the regular membership field trip. The Field Trip Chairman is responsible for disseminating and maintaining trip maps and Liability waiver forms for each fields trip. The Club will reimburse the driver of the scouting vehicle for gasoline cost at the rate recommended by the Board. The Field Trip chairperson or his designate will lead the Club field trips.

Newsletter/Website – The Newsletter/Website chairperson shall maintain the Club Website and shall publish the Newsletter.

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.

Appendix A – Club Officer Role Descriptions

President

- Preside at all meetings of the club, and otherwise perform all duties customary to the office.

Vice President

- Primary duty of acting as the club program chairperson.
- Additional duty of this officer to preside at all club meetings and perform all other duties as customary to the office of the President in the absence of that officer.

Treasurer

- Duty of receiving, disbursing, and accounting for the club funds subject to the approval of the Club Board.
- Reports the club's financial status and transactions relating to receipts, disbursements, assets, and liabilities shall be made at each regular meeting of the club and of the Club Board.
- All bank accounts shall be held in the club name.
- All financial transactions involving club operations shall be recorded in the Treasurer's records and shall be made available to the auditing committee on request.
- Shall disburse all funds by check.
- Cash receipts shall not be used directly for the payment of bills. All cash received must be deposited promptly in the bank. The Treasurer's records must include a tabulation showing the source and amount of each sum received and deposited.
- Required to submit Form Annual Financial Statement to the office of the Recreations Activities Manager by Feb. 1 for the preceding year.
- Shall preserve all financial records for a period of seven (7) years prior to the current year.

Secretary

- Shall have the duty of keeping accurate record of the proceedings of the club meetings and the Club Board meetings.
- Shall act as corresponding secretary and preserve the club records for a minimum of three (3) years.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Robert H Rivera — Club President

10/5/2026 — Date

10/6/2026 — General Manager

Date