OCT - 8 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST SPORTSMAN'S 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.			
1	Article IV Section A Paragraph 3	10-20-2022	Audrey Graff	11-21-2022
2	Article IV Section F Paragraph 2	10-20-2022	Audrey Graff	11-21-2022
3	Article IV Section A Club Officers	10-20-2022	Audrey Graff	11-21-2022
4	Appendix A Group Activity Treasurer	10-20-2022	Audrey Graff	11-21-2022
5	Updated Article V – Meetings Section A & G	4-17-2024	Kasey Huhta RM	N/A
6	Update FUL 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

Sun City West Sportsman's Club

Section B - Purpose of Organization

The purpose of the Club shall be to foster and promote interest in conservation and the enjoyment of outdoor programs and activities.

As determined by the Club Board, these programs and activities shall be led by members of good standing in the Club.

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 – Club Rules and Regulations

The Club Board shall hold and administer the assets of the Club and shall direct, manage and supervise the business affairs of the Club. The Board shall have authority to establish rules and regulations, within the authority of the 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 three (3) times annually before they are required to join the Chartered Club.

A Club Member may host up to three (3) 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 annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to three (3) 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 12).

A. The annual dues are required for each member by the third week of the second month of the calendar year (February).

B. New members joining after the third week of September and paying full dues for the next year will not be required to pay dues for the current year. Members are considered new members in the calendar year they join the club.

C. Membership is automatically terminated for the non-payment of dues by the end of the second month of the calendar year.

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.

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.

The additional board members for this club shall consist of five (5) board members with voting rights. Three (3) board members shall be elected by the membership each year in November for a term of three years each and shall take office at the following January Board meeting.

A member who has served a full three (3) year term must be off the board for a minimum of one (1) year before running for the board again.

At the end of the November General Membership Meeting, the newly elected board members and returning board members will meet to elect Officers for the coming year. The current Club Secretary will record and publish the results of the election in an Addendum to the November meeting minutes.

This club has a Group Activities Leader for each Activity and do not have voting privileges on the Club Board.

If a group assesses a fee they must appoint a Group Activity Treasurer to work closely with under the direction of the Sportsman's Club Treasure. The Group Activity Treasurer does not have voting privileges on the Club Board.

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, 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. The President shall not be eligible to serve for more than two (2) consecutive terms in the same office. The Vice President, Secretary, and Treasurer shall not 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 E – Filling a Board Vacancy

The Board may declare vacant the position of any board member who, without good and sufficient reasons acceptable to the remaining members of the Board, is absent for three or more consecutive regular Board meetings, or who, in the opinion of two-thirds of the remaining members of the Board, is unwilling or unable to carry out such Board member's or officer's stated responsibilities.

Should a vacancy occur on the Board, such vacancy shall be filled by the Board subject to approval of the majority of the members present and voting at the next membership meeting. The person appointed and approved by the membership shall hold office for the remaining portion of the term of the board member they replace. This person shall be eligible to run for elections to the board at the conclusion of their appointment.

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

All expenditures must be supported with a receipt and a check request or other suitable documentation explaining the reason for the expense.

1. Single signature checks for club expenses may be signed by the Treasurer or the President for amounts up to $200.

2. The Treasurer, with the documented approval of the President, is authorized to issue checks for any expense incurred on behalf of the club up to $500.

3. The Board may authorize expenditure of no more than $5,000 without approval from the general membership. Checks over $500 will require dual signatures.

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 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 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.

Safety Chairman Duties:

a. responsible for safety forms
b. briefing group leaders on safety procedures
c. presenting safety procedures to club members

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 – Nominating Committee

The nominating committee shall be appointed annually by the Board to develop a slate of nominees for open Board of Directors positions and present such to the General Membership at the October meeting.

Nominations may be made from the floor at either the September or the October meeting. These nominations will be considered by the nominating committee.

Board Members with the exception of the immediate past president, may not serve on this committee.

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

President

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee, and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Complete paperwork (Independent Contractor Agreement and W9) for new hires.
- Communicate with members using the Club's email program.
- Attend mandatory facility request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.
- Shall be an ex-officio member of all committees and groups not to exceed term of office.
- Shall represent the Club in its association with other organizations.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings.
- Contribute to crafting and writing club policies and procedures.

Treasurer

- Receive and reconcile all membership dues and assessments of the Club as collected.
- Account at Board Meetings for club income and expenses using Quicken Excel or similar financial software.
- Reconcile bank account monthly.
- Make a quarterly report to the membership and a year-end report in February
- Provide a financial report with income/expense statement to the Club Board monthly.
- Provide membership forms received with dues receipt to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Submit form Annual Financial Statement for the year just ended to the office of the Recreation Manager by February 15 of the current year.
- Complete and submit form 990 to the IRS annually.

- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.
- Turn over all financial records to the successor treasurer.
- Collect the Club mail at the Post Office on a regular basis.

Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Board Members at Large

- All Board members at large shall have full voting rights at Board meetings.
- It is the responsibility of all Board members to attend all Board meetings unless excused.
- Board Members will be expected to assist officers when required and to fill duties as requested.
- It is the responsibility of all Board members to turn over all Club records and files to the Secretary at the end of their term.
- Board Members shall serve as a liaison between the board and membership.

Membership Chairperson

- Shall be appointed by the Board.
- Shall accept and process all membership applications.
- Maintain a complete roster (data base) of all members of the Club.
- Shall turn over all money received and collected to the treasurer as soon as practical and no less often than monthly.
- Report on membership status at each Board meeting.
- Shall complete the Membership Roster and submit to RCSCW annually.

Group Activity Treasurer

- Works closely with Club Treasurer
- Receive and reconcile all Group Activity Fees and assessments, as collected.
- Account to club treasurer group activity income and expenses using Quicken Excel or similar financial software.
- Submit form Annual Financial Statement for the year just ended to the Sportsman's Club Treasurer by January 30th.
- Annual Financial Statement will be reviewed by Audit Committee before submitting final draft to Sportsman's Treasurer
- Maintain records for seven years.
- Signatory on the bank account. Must comply with Article VI Section B Spending Limits.
- Turn over all financial records to the successor treasurer.
- Does not have Voting Privileges on the club board.

Appendix B – Bylaws Amendments

Attach Amendments to This Document Behind This Page

Signatures

Club President — Date: 10/7/26

General Manager — Date: 10/8/2026