

Handi-Capables Club of Sun City West ByLaws

Article I – General

Section A – Name - The Handi-Capables Club of Sun City West.

Section B - Purpose:

1. To plan programs and recreational activities of interest and benefit to persons living in Sun City West, Arizona, who have a lasting or recurring disability.
2. To find ways through which such persons can assist one another in remaining active and useful, thus leading fuller and happier lives.
3. To work for improvement of facilities services in the Sun City West community that affects the well-being and mobility of persons with permanent handicaps.

Section C - Compliance:

These bylaws will fully comply with the Recreation Centers West, Inc. Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures 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 document shall prevail.

Section D - Non-profit:

This chartered club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and Bylaws the Recreation Centers.

Article II - Membership

Section A - Membership shall be open to all members in good standing of the Recreation Centers.

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C - Guest privileges are specified in the Rules, Regulations and Procedures Chapter 3. Article II.

After having accepted the hospitality of the club three (3) times persons eligible for club membership may not participate in club activities without joining the club.

Guest privileges may be extended up to three (3) times to men and women visiting Our members.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Section D - Dues

The amount of dues for all members will be determined annually on the recommendations of the Club Board and approved by a majority vote of the club members attending the meeting after a quorum has been established.

Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Annual club dues will be payable January of each year.

New members who join within the last two months of the end of the calendar Year will be considered paid up for the following year.

Section E - Maintaining a Club Charter.

- a. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 1. Member participation is the action of taking part in club activities.
 2. 75% of a club's membership must have participated in club Club activities at least once within an annual membership period.
 3. Clubs are responsible for recording individual member participation.
- b. A Club Charter is dependent on club membership, membership participation, and longevity of existing club.

Section F - Each club member is responsible for monitoring at club facilities per club bylaws.

Section G -The club board initiates periodic (at least annually) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H - Member conduct: members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, club, or the association in general, may have their membership suspended (up to two (2) weeks) by the club.

Important: All disciplinary action must be approved by the club board (majority vote 51%) Member will be notified within five (5) business days of infraction, documented in club records, Including CR-16 (scwclubs.com), and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chairperson.

1. Verbal warning to member from the Club President and a Board Member sharing details of the incident and violation.
2. Written warning from the Club Board documenting details of the incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum two (2) weeks).

Member may appeal suspension with written notice to Club Board, Recreation Activities Manager, and Chartered Clubs Committee Chairperson.

- a. Appeal will pause suspension until ruling and member rights and Privileges will continue until ruling completed.
 - b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Club Committee Chairperson, and other individuals approved by the Recreation Activities Manager.
 1. Member in question, Club President, or presiding officer shall present their case.
 2. Ruling will be based on majority consensus.
 3. Recreation Activities Manager will forward appeal ruling to Club Board and member.
4. Member may appeal ruling by written notice to the Recreation Activities manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary actions requested by the Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with copy of disciplinary actions to date.
- a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.

- c. Severe cases of adverse club member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of RCSW Recreation Card).

5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in the RR&Ps (Chapter 2, Article VII, C), after completion of procedures listed above.

Note: Infractions addressed and corrected immediately do not require action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation in the Governing Board.

IMPORTANT: Membership Policy Statement MO2: Suspension of Membership; 3.2.1.

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of 'no contest' by the person. In such event, the Governing Board may accept all reports and testimony as true.

Article III – Officers

Section A – The Club Board

The Club Board shall consist of a minimum of four members, a President, a Vice-President, a Secretary, and a Treasurer.

The Club Board shall also have a Past President, the Chairman of the Membership Committee and the Chairman Safety Committee all of whom have an equal vote.

The Board shall direct recommendations of club policy to the membership and supervise all activities.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association RR&Ps by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Affirmation Report) and forwarding it to the office of the Recreations Activities Manager.

Section C - Election of Officers and Terms of Office

The club Board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&PS, Chapter 4, Article VI, L)

Section D - Indicate who is responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb 1st of each year.

Section E – Length or term, term limits and Duties of Officers:

If there is but one nominee for each office, The Secretary may, by unanimous vote of the membership, cast the ballot for the slate as presented.

Officers hold office for one year or until a successor is elected. Their term shall begin January 1st following the election.

President: The president shall preside at all meetings of the membership and the board, subject to the approval of the board, shall appoint Chairpersons of all standing or Special Committees and shall cast the deciding vote in case of a tie at board meetings. The president shall perform all other duties incidental to the office, represent the Club in association with other clubs in Sun City West, shall complete the CR-15 form and submit it to the Recreation Activities Manager by February 1 for each year as of December 31.

Vice-President: The vice-president shall have all powers and perform all the duties of the president in the absence of the latter and shall assist the president as required.

Secretary: The secretary shall record and read the minutes of membership and board meetings, shall receive and file all committee reports and records, and shall be responsible for all routine correspondence.

Treasurer: The treasurer shall keep accurate records of monies received and disbursed. Shall report these transactions at all board meetings and shall collect and record all dues separately from other accounts. The treasurer is required to submit form CR-7 (Annual Financial Statement) to the Auditor and president for approval. The president shall submit the final form to the office of the Recreation Activities Manager by February 1 for the preceding calendar year.

Past President: The past president shall assist the current board in transitional matters and continuity of leadership.

Section F - Vacancies

In the event of the vacancy shall be filled by vote of the general membership. Otherwise vacancies in elected office shall be filled by a majority vote of the Board.

Section G - Impeachment

To impeach an officer or fill a vacancy, Robert's Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from Recreation Activities Manager)

Impeachment proceedings must be in compliance with the written procedure. Persons so appointed shall serve until the end of the current year.

Section H - It is the responsibility of the club president to pass the RR&P book on to their successor.

Article IV – Meetings

Section A - Frequency of meetings

There will be a general membership meeting conducted during each quarter of the calendar year. A notice of the club meetings shall be distributed to the members at least thirty (30) days in advance. The board will determine the date, time and place of all club meetings.

The Fall meeting shall be considered the annual meeting.

Section B - Provisions for Recording Meetings

Minutes will be taken by the secretary to document all business sessions and approved by the club president.

Minutes, as well as other pertinent administrative records, will be retained for a period three (3) years.

Minutes will be available to the membership before the next general meeting.

Special membership meetings, if required, may be called by a majority of the Board or by the written request of at least ten (10) members with reasonable cause. The membership must be given notice of fourteen (14) days for such meetings.

Section C - Voting and quorum Requirements

1. **Board Meetings:** Club board meetings shall be held as often as deemed necessary from the months of August through May. A quorum shall consist of three (3) board members and shall be determined before any business is conducted. Additional or special board meetings may be called by the president.
2. **Membership Meetings:** The quorum required to conduct elections, approve bylaws or approve budgets is ten (10) percent of the club membership or of a

minimum of twenty (20) members and a maximum of 100 members. A simple majority is required to pass motions other bylaws and amendments. These require a 2/3 majority.

3. Voting may be done in person, by paper ballot, or generally accepted other technologically assisted solutions and retained in club records.
4. **Robert's Rules of Order:** Refer to Roberts Rules of order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Roberts Rules, i.e., anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V - Financial

Section A - Record Retention

Financial records shall be retained for a period of seven (7) years prior to current year.

Section B - Spending Limits

All expenditures are paid by check. Only expenditures of \$25 or less can be paid by petty cash. For this club no petty cash expenditures are allowed. RR&Ps Chapter 4, Article V, B, 4.

Officers may not spend more than \$150.00 without approval of the board. Any Expenditures over \$250.00 must be approved by the board and membership.

The treasurer will be the sole signatory on club checks. With the approval of the board the president may issue a check if the treasurer is not capable.

Section C -

No club member shall receive any 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 previously approved by the Recreation Center Activity Manager.

Section D - Audit

Financial records must be audited on a yearly basis 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Check signing

The treasurer will be the sole signatory on club checks. With the approval of the board the president may issue a check if the treasurer is not capable. Moved to Article V Section C (Above)

Section F - Advertising

Any commercial advertising or flyers of club activities must be in compliance with the RR&Ps.

Section G - Contracts

Any contracts for instructors will be handled in compliance with RR&Ps. Each contract must be renewed on a yearly basis and a copy sent to the Recreation Activities Manager for approval.

Section H - Treasurer's responsibility

The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased, and total amount.

Article VI - Committees

Section A - Committees and /or chairpersons may be elected by the general membership or appointed by the club board.

Section B - Permanent (standing) committees at minimum will include Safety and Audit.

Section C - The Safety Committee shall review any unsafe hazards which may have caused an accident or have the potential to cause an accident. The committee shall correct the hazard if possible and/or advise Recreation Center representatives of such hazard for correction.

Section D – Specify the duties of the Audit Chairman/Committee

Article VII Amendments

To amend the Bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for this purpose, a quorum being present. Procedure for filing for amendments is as follows:

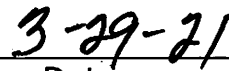
1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club Membership.
2. Proposed amendments shall be well publicized to the membership one month prior to the vote. All amendments must be voted on and approved by a quorum of the membership.
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers Activities Manager, for final review. The amended By-Laws require the approval of the Recreation Centers General Manager before implementation. The Result and date of the membership vote should be duly noted on the document.

Article VIII - Dissolution

Prior to Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.




Cathy Shyer, President

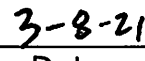


Date

APPROVED:



William Schwind, General Manager



Date