



SCW Shuffleboard Club Bylaws

Article I - General

Section A- Name of this club is SCW Shuffleboard Club.

Section B - Purpose of the club is to promote fellowship, sportsmanship, and wholesome entertainment for its members through organized play of all phases of Shuffleboard play.

Section C - These bylaws will fully comply with the Recreation Centers of Sun City West, Inc. Articles of Incorporation, Association Bylaws, and 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 Centers' document shall prevail.

Section D - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

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.

Resident Guest: A Resident Guest(s) is a resident of Sun City West with a current Owner Membership Card, Association Membership Card or Tenant Activity Card, who has not yet formally joined the Club but is qualified to do so and may attend five (5) times before joining.

Non-resident Guest: A Non-Resident Guest(s) is not qualified to join a Chartered Club. They may attend five (5) times per year.

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

Section D - The amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members at the end of the meeting after a quorum¹ has been established.

Quorum¹ is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. 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.

Section E - Club Maintaining a 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. Membership participation is the action of taking part in club activities.
 - 2. 75% of a clubs' membership must have participated in club activities at least once within 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 Charter.

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

Section G - The club board initiates periodic (at least annual) 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 actions must be approved by the Club Board (majority vote 51%), member notified within 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 Chair.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.

1. Member in question and Club President or presiding officer shall present their case.
2. Ruling will be made 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 action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the 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.
 - a. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., Suspension of the RCSCW 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 RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

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

IMPORTANT: Membership Policy Statement M02 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 an event, the Governing Board may accept all reports and testimony as true.

Article III - Officers

Section A - The club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer.

This Club Board will also consist of a Second Vice-President and a Membership Chairperson who will be elected by the membership and have a vote on the Club Board.

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's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C - 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- The Membership Chairperson is responsible to submit the CR-15 membership report to the Recreation Activities Manager by Feb. 1st of each year.

Section E - The annual election to fill expiring terms of the Club Board shall be held at the regular membership meeting in December.

The terms of office commence on January 1st and terminate December 31st. An individual may be re-elected to serve more terms as decided by the membership.

President - shall preside over all Club meetings; be responsible for the administration of all Club business; act as liaison between the Club and the Recreation Centers; appoint special committees deemed necessary to properly discharge the functions of the club; shall act as ex-officio chairman of all committees not to exceed one year; shall receive reports and suggestions of monitors and report to members at the regular monthly meetings.

First Vice-President - shall preside at all meetings and perform the duties of the President in his absence and shall perform such duties as may be assigned by the president from time to time; and shall handle publicity covering all Club activities; act as liaison with the local news media covering schedules, scores, Club activities and photographs as necessary after they have been approved by the Recreation Activities Manager.

Second Vice-President - shall handle the duties of the President in the absence or inability of the President and First Vice-President to perform those duties.

Secretary- shall keep minutes and post a Notice of all meetings and Scheduled Play on the Club bulletin board; shall keep a file of all correspondence and pertinent data, including up-to-date copies of Bylaws and Club Rules.

Treasurer- shall receive all monies and pay all bills belonging to the Club; keep an up-to date ledger recording all financial operations of the Club; make them available to the membership upon request; perform miscellaneous duties such as, but not limited to, reconciling bank statements, preparing financial statements for meetings, and retaining bank statements.

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

Any reference to an officer being an ex-officio will state term is not to exceed one year.

Section F- Should a vacancy occur, the President shall appoint, with the consent of the Club Board a replacement to fill the unexpired term of any officer until nominations and election at the next regular meeting of the membership.

Each year at the October meeting of the Club Board the President, with the advice and approval of a majority of the Club Board, shall appoint a nominating committee of club members who are not at the time members of the Club Board. This committee will select Club members for each vacancy who are willing to serve if elected, and present their names to the regular membership meeting in December. Club members for each vacancy can be nominated from the floor at the December meeting, subject to prior approval of the nominees.

Section G - To impeach an officer or fill a vacancy, Roberts 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 the Recreation Activities Manager).

Section H - It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

Article IV – Meetings

Section A - There will be a general membership meeting conducted during each quarter of the calendar year. December is designated as the election meeting.

A two-week notice shall be given to members by posting a notice on the Club bulletin board for all membership meetings.

Section B- Provisions for calling and 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 of three (3) years. Minutes should be available to the membership before the next general meeting.

For a grievance or reasonable cause, a minimum of ten (10) members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice be given to all members if a special meeting is called.

A request for a Board meeting for a reasonable cause can be requested by at least six (6) members or can be called by the President or Club Board member.

The President or the Board can call for a special membership meeting.

Section C - Voting and Quorum Requirements:

1. Club Board Meetings-A quorum is a simple majority of the board.
2. Membership Meetings -A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be ten percent of the club membership, however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Roberts Rule i.e. anything not stated in the bylaws shall be referred to Roberts Rules of

Article V- Financial

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

Section B -The Treasurer shall obtain the approval of the President or his duly authorized representative before payment of any bills over \$50.00. No single expenditure in excess of \$300 shall be made without the approval of a majority of the general membership at a monthly meeting or called meeting. Only expenditures of \$25 or less can be paid by petty cash.
RR&Ps Chapter 4, Article V, B 4.

Four officers shall be authorized to sign checks.

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 - 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 - Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

Section G – 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. 1st for the preceding calendar year.

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 a minimum, will include Safety and Audit.

Section C- The Safety Chairman/Committee: Shall be responsible for looking over the condition of the courts to make sure they are safe. Any area of concern must be brought to the attention of the Facility supervisor or the Sports Pavilion Manager.

Section D - Duties of the Audit Chairman/Committee are as set out in Article V, Section D, above.

Section E - Other Committees and their duties.

Membership Chairperson: Solicit new members; collect fees and data for Treasurer; keep a card record of all club members showing names, addresses, telephone numbers, recreation card numbers and date of expiration of membership. The Chairperson is also responsible for submitting Form CR-15 as of 12/31 to the office of the Recreation Activities Manager by Feb. 1.

Monitors: Shall conduct organized play scheduled, answer all questions, and confirm membership of all players.

Training: Individual Officers Duties and Responsibilities: Schedule and conduct shuffleboard training sessions as needed for potential members.

Article VII – Amendments

To amend the bylaws of this club requires a two-thirds vote of membership present at a meeting specifically called for such purpose with a quorum present.

Procedures for filing amendment (s) are as follow:

1. The Recreation Activities Manager shall review the purposed amendments prior to the submittal to the club membership.
2. Proposed amendments shall be publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the club's bylaws will be submitted to the Recreation Activities 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 VIII - Dissolution

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



John Hendershot, President

4-1-21

Date

APPROVED:



William Schwind, General Manager

3-12-21

Date