

## 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.

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 Club 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 Treasurer is responsible to submit the CR 15 membership report to the Recreation Activities Manager by Feb 1<sup>st</sup> of each year.

Section E — Terms of office for each officer will be one (1) year from January 1 through December 31. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office.

Notwithstanding the above, if an insufficient number of willing and/or qualified club member(s) is (are) brought forward by the nominating committee (Article 6, Section E of these bylaws), the current club officer(s) may serve, if willing, an additional term in their current role(s) of no more than twelve (12) months or until (a) willing and/or qualified member(s) is (are) brought forward by the nominating committee. In the event that (a) willing and qualified candidate(s) is (are) brought forward by the nominating committee subsequent to the most recent election, a special election will be held within thirty (30) days' notice to club members. Elections will be held as specified in Article III, Section C of these bylaws. The results of the election will be effective immediately, with a smooth transition of power to be effected by those involved.

Responsibilities of officers shall be:

1. President: Preside at all meetings of the membership and Club Board. Has the responsibility of overseeing the general activities of the Club. Attend all meetings (when requested) of the governing body of the recreation Centers of Sun City West, Inc. Appoint the chairperson of all committees. Contact facility monitor for any changes needed within the building such as heat/air conditioning. Assure that the end of month report (form CR-4) for the Recreation Centers indicating attendance for the month is completed and submitted to the Scheduling Office in a timely manner. Answer phone questions from prospective members.

The President may attend as an officio member of all committees during one term of office.

2. Vice President: At the request of the president or during the President's absence, preside at all meetings of the general membership and Club Board. Perform assignments as requested by the President. Act on behalf of the President in all matters pertaining to the club during the president's absence.
3. Secretary: Record and maintain the minutes at all Club meetings. Read the previous meeting minutes at all general membership meetings. Ensure that previous meeting's minutes shall be available to the membership before the next general meeting. Retain all minutes and correspondence for three (3) years. Responsible for all publicity in Club calendars, newspapers, website, including the Recreation Center Newsletter. Answer phone questions from prospective members. Turn over all files to succeeding Secretary.
4. Treasurer: Keep accurate accounts and records of all monies received from dues, class fees and membership forms from monitors. Provide new membership cards (different color) for the following year which will go on sale in January. Maintain membership information in appropriate records. Turn over all records to the succeeding Treasurer. Retain all financial records for seven (7) years (prior to current year).

Section F — If a vacancy on the board should exist, the Election Committee should appoint a willing and qualified club member to fill the vacancy until the next election. One board member shall serve on the Election Committee.

#### Section G - Impeachment

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 Recreation Activities Manager)

VSection H — It is the responsibility of the club president to pass the Rules, Regulations and procedures book on to their successor.