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# CHARTERED CLUB BYLAWS

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**Sun City West Yoga Club**

### Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	02
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<b>REVISION NUMBER</b>	<b>DESCRIBE CHANGE(S)</b>	<b>CHANGE DATE</b>	<b>CHANGE(S) MADE BY</b>	<b>DATE MEMBERSHIP APPROVED</b>
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.	10 Jun 2022	J. Leary	N/A
01	<i>Appendix B – Definitions</i> was removed at the direction of the Chartered Club Committee. <i>Appendix C – Bylaws Amendments</i> became the new Appendix B .	4 Oct 2022	J. Leary	N/A
02	Changed Section VI, Paragraph B to distinguish disbursements made to instructors from other disbursements	3 Dec 2022	J. Leary	3 Dec 2022

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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
<p>Use of a superseded or obsolete document is prohibited.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 22 for amendments made to this document.</p>				

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West Yoga Club

### Section B - Purpose of Organization

Promote physical and mental wellbeing through the practice of accepted Yoga methods with the emphasis on gentle stretching exercise, diaphragmatic breathing, and relaxation techniques.

### 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.

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## 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 Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### 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 four (4) times annually before they are required to join the Chartered Club.

A Club Member may host Recreation Card Holder Guest/Visitors annually without limit.

### 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 four (4) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host Non-Recreation Card Holder Guests/Visitors annually without limit.

### 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 13).

#### **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 CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

#### **Section I – Club Monitoring**

This Club has no requirements for mandatory monitoring duties. The Club reserves the right to institute such requirements in the future.

## 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 a form CR-16 (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.

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## Article IV – Officers

### Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

### 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 13). 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 CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Treasurer shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 19 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 two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

Notwithstanding the above, if an insufficient number of willing and/or qualified club member(s) is (are) brought forward by the nominating committee, 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<sup>1</sup>.

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<sup>1</sup> Added to the Yoga Club bylaws by vote of Club Membership on 5 Dec 2021

#### Section F – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office.

#### 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](http://www.scwclubs.com)) onto their successor.

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## Article V – Meetings

### Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 – Required 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 (20) 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).

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## 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

#### Disbursements to Contractors

The Club Board may authorize the Treasurer to periodically disburse funds to contractors equal to the amount earned by each contractor during a specified period of performance. Further, the Club Board may occasionally authorize the Treasurer to disburse one-time disbursements to contractors in an amount determined by the Club Board.

#### Disbursements Other than to Contractors

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed two-hundred dollars (\$200.00). Expenditures greater than two-hundred dollars (\$200.00) must be approved by a vote of the general membership. Other expenditures of up to 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 approved 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 19.

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## 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 10).

### 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.

### 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 - Other Committees and Their Duties

Social Committee will help build social events for Club members, consisting of no more than two (2) events (e.g., social picnics, and small work groups for social gatherings) per calendar year where the Club is not charged for the use of room or space. The Club is not otherwise limited to the number of social events it may hold in a calendar year. The Social Committee Chairperson, if not an elected Board Member, shall be a non-voting role on the Club Board

Monitor Chairperson, if not an elected Board Member, will be a non-voting role on the Club Board for Monitor Committee. Duties and responsibilities of monitors are stated in the “Guidelines for Monitors” which is kept posted in its most current form.

A nominating committee shall be appointed by the Club Board to develop a list of officer candidates for the ensuing year. This committee shall consist of not more than one (1) Club Board member and at least three (3) members selected from the general membership. This committee shall check with the membership to obtain candidates for each office, obtain their consent, and present their names at the general membership meeting prior to the final membership meeting (i.e., next-to-last) of the year. Nominations will also be accepted from the floor at the next-to-last general membership meeting of the year. All nominations will be closed upon the conclusion of the next-to-last meeting of the year. The election will be held at



the final general membership meeting of the year, at a date to be announced by the Club President. There will be no absentee ballots for any reason.

## 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 13).

### 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 IRS tax designation of 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, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

### Section B – 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.

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## 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 (CR-8 and W9) for new hires.
- Communicate with members using the Club's email program.
- Attend mandatory facilities 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.

### 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. Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.

### Treasurer

- Receive and reconcile class income and membership dues paid
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide an income statement to the Content Manager for posting on the website monthly.
- Reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors and maintain 1099 records.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.

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- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.
  - Send club rosters to ClubTrack administrators at least twice per month.
  - Complete the CR-15 (membership) and submit to RCSCW annually.
  - Complete and submit 1099s to instructors and bookkeeper and IRS annually.
  - Complete and submit form 990 to the IRS annually.
  - Report the state of Club finances at Board and General Membership meetings.
  - Maintain records for seven years.
  - Signatory on the bank account.
  - Contribute to crafting and writing Club policies and procedures.

### 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.
- Responsible for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

### Bookkeeper

- Collect class fees a minimum of once per week from the lockers in the Yoga Studio.
- Verify class participant count from the Class Sign-in Sheet against the Class Summary Sheet from each class and enter the class information into the Yoga Club Excel financial workbook.
- Validate the membership forms and forward them to the Treasurer for membership list maintenance. If membership forms are missing, the bookkeeper will note this on the sign-in sheet.
- Ensure the accuracy of the deposit so that it agrees with both the Class Summary Sheet. Deposit collected class fees at Yoga Club's bank as soon as reasonably possible after pickup and reconciliation.
- Calculate the instructor payments monthly. Following Treasurer's review of all information, the bookkeeper or the Treasurer will issue paychecks to the yoga instructors during the first week of each month for the previous month's work. Instructors may be paid by check or electronically as determined by the Treasurer.
- Communicate to the Treasurer any checks written during the month.
- Assist the Treasurer with information needed to complete the year-end forms for the Recreation Centers and the IRS

- Required skills: computer user, Microsoft Excel
- This is a paid position.

### Webmaster / Content Manager

Work with the Yoga Club Board to operate, maintain, update, change, improve, enhance, etc. the Club's website, [www.SCWYoga.com](http://www.SCWYoga.com), Yoga Club email list, and the Sun City West Clubs page that refers visitors to [www.SCWYoga.com](http://www.SCWYoga.com):

- Class changes
- Calendar updates
- General information of interest to Club members
- Monthly financial report
- Monthly General Meeting minutes
- Updates to Club business and Events information
- Required skills include:
  - Computer- and web-literate
  - The current website has been developed on the Wix platform, which offers an easy content management system and visually appealing page template system. Experience with similar content management systems would be preferred. The club's domain, [www.SCWYoga.com](http://www.SCWYoga.com), is registered through Wix.
  - A rudimentary Yoga Club page provided by the RCSCW for the Club currently resides at <https://yoga.scwclubs.com>. This page currently refers visitors to [www.SCWYoga.com](http://www.SCWYoga.com) and may need occasional maintenance.

### Membership Coordinator

- Maintain Master Membership list.
- Microsoft Excel is currently used to track membership.
- Assist with CR-7.
- Assist with CR-15.
- Assist with membership sales.

### Monitor Coordinator

- Responsible for a minimum of one monitor in each class.
- Hold monitor training classes as needed.

### Social Events Coordinator

- Responsible for 2 luncheons per year, and any other social events as requested.

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## Appendix B - Bylaws Amendments

Bylaw amendment unanimously approved by Yoga Club membership at General Membership meeting held on 3 December 2022.

### Current SCW Yoga Club Bylaws, Article VI, Section B

#### 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 two-hundred dollars (\$200.00). Expenditures greater than two-hundred dollars (\$200.00) must be approved by a vote of the general membership. Other expenditures of up to twenty-five dollars (\$25.00) or less can be paid by petty cash.

#### Discussion

While the above bylaws section has been in existence for perhaps the SCW Yoga Club's existence, it does not reflect the fact that the Treasurer has been disbursing funds in excess of the above limits to pay the Club's contractors. Therefore, Article VI, Section B requires an amendment to bring it into compliance with Club practice. The proposed replacement verbiage for Article VI, Section B follows.

### Proposed Article VI, Section B

#### Section B – Spending Limits

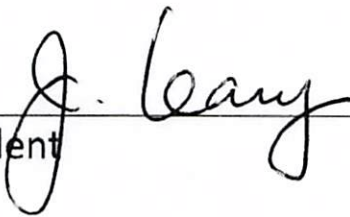
##### Disbursements to Contractors


The Club Board may authorize the Treasurer to periodically disburse funds to contractors equal to the amount earned by each contractor during a specified period of performance. Further, the Club Board may occasionally authorize the Treasurer to disburse one-time disbursements to contractors in an amount determined by the Club Board.

##### Disbursements Other than to Contractors

The Club Board may authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed two-hundred dollars (\$200.00). Expenditures greater than two-hundred dollars (\$200.00) must be approved by a vote of the general membership. Other expenditures of up to twenty-five dollars (\$25.00) or less can be paid by petty cash.

Signatures

  
Club President \_\_\_\_\_ Date 3 Dec 2022

  
General Manager \_\_\_\_\_ Date 3-7-23