

BYLAWS OF THE BASKETEERS CLUB OF SUN CITY WEST

Article I – General



Section A – The name of this club shall be the Basketeers Club.

Section B - The purpose of this club shall be to provide a facility for bringing together a group of persons interested in basket making for the purpose of developing a hobby and enjoyment through participation.

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 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' documents shall prevail.

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

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

1. A Non-Recreation Card Holder Guest shall not displace Club members when facilities space is limited. A member may host two (2) Non-Recreation Card Holder Guests per event. The same Non-Recreation Card Holder Guest may attend only one (1) event per year. The member host will pay one dollar (\$1.00) per Non-Recreation Card Holder, per event, to the Club. An event is defined as any non-regular meeting of the Club on Recreation Centers of Sun City West, Inc. property.
2. A Recreation Card Holder guest may attend an event one (1) time to see what the club is about and then will be required to join the club.

Section D - Dues – 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 attending the meeting after a quorum¹ has been established.

Quorum¹ is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100members.

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 - Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil disruption, or cause dissension among club members, clubs, or the Association in general, may have their club membership temporarily suspended (up to [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 (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 is 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.
 - c. 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 by the Governing Board by the General Manger following the same Procedures 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 shall consist of (at a minimum) four officers: A President, a vice-President, a Secretary, and a Treasurer.

At the discretion of the Club Board more officers may be added but they must be elected by the membership.

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 Chair is responsible for turning in the CR-15 membership report to the Recreation Activities Manager by Feb. 1st of each year.

Section E - Terms in office, and responsibilities of officers:

1. An officer shall be elected for a one (1) year term with no limitations on the number of terms.
2. The duties and responsibilities of the officers shall be as set forth below and such additional duties as may be assigned by the Board from time to time.

The President shall preside at all meetings and shall have general supervision of all activities of the Club. The President shall represent this Club at all corporation meetings of the Recreation Centers and shall be prepared to report on activities of this Club if called upon to do so. The President shall appoint any committees deemed necessary for the proper functioning of the Club. The President shall be ex-officio member of all committees of this Club, not to exceed one year.

The Vice-President shall, in the absence of the President, assume the duties of that office and shall work in close collaboration with the President. The vice President shall secure monitors for each work session and handle all publicity for the Club. The CR-4 Participation Report shall be prepared and submitted monthly by the Vice-President.

The Secretary shall keep records of the proceedings of all business meetings.

The Treasurer will receive and deposit all monies of the club, including fees for special events, in the Basketeers Club's bank account and shall keep accounts of all money received and disbursed. No disbursements shall be made from "unbanked" monies. All disbursements shall be made by the Club check. The Treasurer shall prepare the financial books for the Audit Committee at the end of the year to be responsible for a copy of the Report of Audit to be provided to the office of the Recreation Activities Manager. 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.

Section F - Vacancies in any office during the year will be filled by appointment by the Club Board.

Section G - Impeachment – to impeach and Officer 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 the Recreation Activities Manager)

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. The annual meeting is the last meeting of the year. Officers will be installed at the December holiday party. The November meeting is designated as the election meeting.

Section B - Provisions for Calling and Recording Meetings: Minutes will be taken by the Secretary to document all business sessions and approved by the 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 ten (10) members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

Special meetings may be called by the President or the Vice-President.

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. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club's 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. Refer to Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Robert Rules, i.e., anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

5. **Article V – Financial**

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

Section B - Any expenditure over \$100.00 shall be approved by two (2) of the elected officers. (only expenditures of \$25 or less can be paid by petty cash) See Chapter 4, Article V, B, 4.

The Treasurer, or President in the absence of the Treasurer, will write checks or make deposits for the Club.

Section C - No club 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 previously approved by the Recreation Activities 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 - 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 – 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 a minimum will include Safety and Audit.

Section C – The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards any area of concern will be brought to the attention of the facility supervisor.

Section D – Audit Committee - Reference Article V, Section “D” of these bylaws.

Section E – Other Committees and their duties

1. Storekeeper – In charge of inventory and ordering of all basket supplies for resale.
2. Membership – Will keep a complete record of the club member’s names, addresses, phone numbers, email address & rec card numbers. Also, will collect all membership dues.
3. Hospitality – Will plan all social events for our members during the year and purchase needed miscellaneous supplies.
4. Librarian – In charge of organizing and making available patterns, books and videos/C D’s.
5. Village Store – In charge of monitoring and transporting any baskets for sale at the store.
6. Craft Fair – Will plan and organize set-up and schedule for participating in the Craft Fair.
7. Remembrance – Will send correspondence to members and families when needed.
8. Publicity – Informing local publications of club hours, location and events.
9. Website – Keeps members updated of all club activities using SCW website.
10. Nomination – Prepares slate of officers for upcoming elections.

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 such purpose, a quorum being present. Procedures for filling amendment(s) are 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 (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 Centers’ Recreation Activities Manager for final review. The amended Bylaws require the approval of the Recreation Centers’ General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

Article VIII – Dissolution

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



Laura O'Neill, Club Co - President

3/9/21

Date




Connie Masterson, Club Co-President

3/8/21

Date

Approved:



William Schwind, General Manager

3-10-21

Date