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# CHARTERED CLUB BYLAWS

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## BASKETEERS CLUB



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Basketeers Club

### Section B - Purpose of Organization

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 – 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 one (1) times annually before they are required to join the Chartered Club.

A Club Member may host up to one (1) different Recreation Card Holder Guest/Visitors annually.

### 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 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.

A Club Member may host up to two (2) different Non-Recreation Card Holder Guests/Visitors annually.

**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 12).

**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 requires that its members participate as Monitors in order to retain their Club membership. Refer to club policies and procedures for specific requirements.



## 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.

### Section B – Commercial/Mass Production Prohibition

Club members are prohibited from mass producing for the purpose of profit.

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## Article IV – Officers

### Section A – Club Officers

The Club board must consist of (at a minimum) four officers: President, Vice President, Secretary, and Treasurer.

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

### 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 12). 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 Membership Chair 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 18 for Officer Duties and Responsibilities descriptions.

An officer shall be elected for a one (1) year term with no limitations on the number of terms.

An ex-officio officer may not hold that position for more than one (1) year.

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.

### Section F – Filling a Board Vacancy

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

### 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.

## Article V – Meetings

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

There will be a minimum of two (2) 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-one (21) 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).

## **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**

Any expenditure over one hundred dollars (\$100.00) shall be approved by two (2) of the elected officers. Only expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash

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

### **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 reviewed 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 18.

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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 9).

### 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 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 E – Audit Committee/Chairperson Duties and Responsibilities

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 F - Other Committees and Their Duties

- Storekeeper – In charge of inventory and ordering of all basket supplies for resale.
- 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.
- Hospitality – Will plan all social events for our members during the year and purchase needed miscellaneous supplies.
- Librarian – In charge of organizing and making available patterns, books and videos/C D's.
- Remembrance – Will send correspondence to members and families when needed.
- Publicity – Informing local publications of club hours, location and events.
- Website – Keeps members updated of all club activities using SCW website.
- Nomination – Prepares slate of officers for upcoming elections.





## 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 12).

### 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 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

- Shall preside at all meetings and shall have general supervision of all activities of the Club.
- 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.
- Shall appoint any committees deemed necessary for the proper functioning of the Club.
- Shall be ex-officio member of all committees of this Club, not to exceed one year.

### Vice President

- Shall, in the absence of the President, assume the duties of that office and shall work in close collaboration with the President.
- Shall secure monitors for each work session and handle all publicity for the Club.

### Treasurer

- Receives and deposits all monies of the club, including fees for special events, in the Basketeers Club's bank account.
- 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.
- 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 Manager.
- Is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Manager by Feb. 15 for the preceding calendar year.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

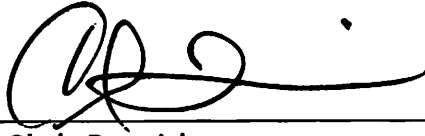
### Secretary

- Shall keep records of the proceedings of all business meetings.

## Appendix B – Bylaws Amendments

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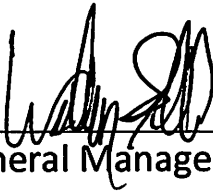
Signatures



Club President

11/01/2023

Date



General Manager

10-24-23

Date