

MAR 31 2024



CHARTERED CLUB BYLAWS

BOWLERS ASSOCIATION OF SUN CITY WEST

Document Change Control

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| DOCUMENT TYPE | CLUB BYLAWS | DOCUMENT ID | 01 | REVISION | 00 |
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| REVISION NUMBER | DESCRIBE CHANGE(S) | CHANGE DATE | CHANGE(S) MADE BY | DATE MEMBERSHIP APPROVED |
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| 00 | Club bylaws were entered into the new template. No changes to existing bylaws were made. | | | N/A |
| 01 | Update Article V- Meetings Section A & G | 4/17/24 | Kasey Huhta RM | N/A |
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Use of a superseded or obsolete document is prohibited.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 19 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Bowlers Association of Sun City West Bylaws

Section B - Purpose of Organization

The purpose of the organization is to promote bowling and bowling interest by working with the Recreation Center and Bowling Lanes Management to create an environment designed to sustain a high level of fellowship, sportsmanship and friendly competition.

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.

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 Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest.

A Recreation Card Holder Guest may attend a scheduled Club activity up to two (2) times annually before they are required to join the Chartered Club.

Section F – Non-Recreation Card Holder Guest Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest may attend a scheduled Club activity up to two (2) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

Only individual members of BASCW may invite Non-Recreation Card Holder Guests. Non-Recreation Card Holder must register prior to participating in an event and must not displace BASCW members when facilities/space is limited.

Individual members of BASCW may host four (4) Non-Recreation Card Holder guests per event and must accompany their guests.

Individual Non-Recreation Card Holder must not impose a non-reimbursed expense on the

Association or BASCW.

Non-Recreation Card Holder guests shall pay a guest fee of one (1) dollar in lieu of a membership fee for each event in which they participate. The guest fee will be placed in the BASCW general membership fund for use in conducting the business of the BASCW.

Non-Recreation Card Holder guests will pay the event fee and the nonresident lineage fee when required.

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

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).

Annual membership dues will cover October 1 of the current year to September 30 of the following year.

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 does not require monitoring

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.

Article IV – Club Board

Section A – Club Board of Directors

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

Section B – Club Board 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.

Election to the Club Board shall be held in the month of November. The Club Board shall consist of nine (9) members. The term of office for an officer of the Board shall be three (3) years and terms shall be staggered. Three (3) officers shall be elected each year to serve a three (3) year term.

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 15th 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.

The new Club Board has the authority to elect the four (4) Officers from within their ranks. These Officers constitute the Club Board, President, Vice-President, Secretary and Treasurer. The election of officers shall take place at a special meeting prior to the first Club Board meeting of the year. The election will be conducted by ballot."

Section F – Filling a Board Vacancy

Should an elected officer not be able to assume or complete that term of office the position shall be filled by the candidate with next highest number of votes should the vacancy occur prior to the installation of newly elected officers.

Should an elected officer not be able to complete that office following the installation of

newly elected officers on January following the election, the position shall be filled by appointment by the BASCW Club Board to fill the position until the following December 31st.

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) 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

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed Two-Thousand Dollars (\$2,000.00). Expenditures greater than Two-Thousand Dollars (\$2,000.00) must be approved by a vote of the general membership. Other expenditures of Twenty-five dollars (\$25) or less can be paid by petty cash.

A minimum of two (2) officers shall be authorized to sign checks. All checks shall require the signature of an authorized member of the club board.

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.

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 – 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 Club Board shall appoint a chairperson who shall select a minimum of two members, in good standing, from the general membership to complete the committee. The committee shall meet one (1) time per year or as directed by the chairperson.

The Safety Committee will identify any potential safety hazards and report their findings to the Club Board, who in turn relay the information to the Sports Pavilion Manager.

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

Nominating Committee

A nominating committee chairperson shall be appointed by the Club Board and who shall select a minimum of two (2) members, in good standing, from the general membership to complete the committee (excluding and current Club Board officers)

The Nominating Committee members shall not be eligible to become a candidate for the upcoming election.

Nominations will also be taken from the floor at the third general membership meeting. Seconds are required.

Additions to the slate may be made by any member by presenting a petition to the President, bearing the signatures of at least ten (10) members in good standing from the general membership. The petition must be presented no later than thirty (30) calendar

days prior to the election.

The final slate of nominees is to be presented to the President no later than twenty (20) calendar days prior to the election.

Election Committee

A chairperson shall be appointed by the Club Board and they shall select a minimum of three (3) members, in good standing, from the general membership to complete the committee. This committee shall have sole custody of the ball.

The Chairperson of the Election Committee and one member of the Board shall tally ballots. Election results will be reported to the President who will be responsible for notifying the Board. Results will be presented for approval at the annual membership meeting.

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.

Section B – 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.

Appendix A – Club Officer Role Descriptions

President

- The President shall preside over all association meetings and shall be responsible for the administration of the Association; shall act as liaison between the Association and the Recreation Centers management; shall appoint all committees deemed necessary; shall be responsible for all committees (except the nominating committee) .
- The President, with the majority approval of the Club Board, may take such action necessary to meet situations not covered by the Bylaws, in order to protect the interest of the membership.

Vice President

- The Vice President shall preside at all meetings and perform the duties of the President in the Absence of the president; shall perform such duties as assigned by the President.

Treasurer

- Treasurer shall receive all Monies and pay all bills owed by the Association; shall keep an up-to-date ledger recording all financial statements; shall provide all financial reports as required by the Recreation Centers Office; shall perform miscellaneous duties such as, not limited to, reconciling bank statements, preparing financial reports for meetings and retaining bank statements.
- The President shall verify the Treasurer's accounts monthly.

Secretary

- The Secretary shall keep all records, issue notices of and keep minutes of all meetings; is responsible for all correspondence related to the Association. All of the Secretary's records are to be kept for a period of three (3) years. A file of historical data prior to three (3) years will also be maintained.

Officer at Large

- Officer shall assist the other Officers in all matters and assume overall responsibility for special events (Hall of Fame, No-Tap, Red Pin, etc.) as assigned by the President.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures



Club President

03/31/2024

Date



General Manager

7/8/24

Date