



COMPUTERS WEST BYLAWS

Article I - General

Section A - The organization shall be Computers West. Any further reference to CW in these bylaws refers to the name Computers West.

Section B - CW's purpose is to assist all members in the operation of their computers and smart devices. CW will offer hands-on classes, question and answer sessions, and informational presentations in the operation and functionality of their devices.

Section C - These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and 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 Centers' documents shall prevail.

Section D - This Chartered Club shall operate as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association 's Bylaws.

Section E - CW has Platform Groups (PG). The PG's will be determined by equipment type i.e., Microsoft or Apple. Members of a PG may form Special Interest Groups (SIG's) as desired to pursue special interests. SIG's will be in accordance with CW bylaws and RR&P's of Sun City West.

Operating procedures shall be collectively prepared by the PG's and approved by the CW Board. These procedures shall govern the schedules for usage of the CW rooms, equipment, facilities, and the financial reserves of each PG. The major objectives shall be to ensure PG's usage is in the best interest and sound financial operation of the CW club.

Article II - Membership

Section A - Membership shall be open to all members in good standing of the Recreation Center.

Section B - There shall be no other 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.

Non-Recreation Card Holder Guests may attend CW functions only when invited and accompanied by an individual club member. Where space is limited, Non-Recreation Card Holder Guests may not displace club members.

Recreation card holders may attend functions as guests three (3) times per year before joining the Club. Non-Recreation cardholders may attend three (3) functions per year as guests. However, classes are for club Members only unless specifically approved for community services by the club board.

Section D - 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 member attending the meeting after establishing a quorum¹.

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 100 members

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 CR15 (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 member is responsible for monitoring at club facilities per club

bylaws.

Section G - The club board initiates periodic (at least annual) reviews of the club membership to ensure that all of its member are valid Recreation Card Holders.

Section H - Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two (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 (2) 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 in 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 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 to the Governing Board by the General Manager following the same Process 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 CW Board must consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer. The CW Board, shall be extended to consist of the above four (4) elected officers and the

following persons who are included as voting members of the CW Board:

- Immediate Past President
- Platform Group (PG) Chairpersons or delegate

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 CW Membership Coordinator has the responsibility to submit the CR 15 membership report to the Recreation Activities Manager by Feb 1st of each year.

Section E - All CW officers shall serve for a term of one year running from January 1st through December 31st. Each officer shall exercise all reasonable efforts to achieve the objective, goals and orderly functioning of the club.

The President shall be the chief executive officer and shall preside at all CW and Board meetings, direct CW Board activities, call special meetings and appoint special committees when necessary. The President shall, assisted by Board officers and committee chairpersons, assemble data, and submit reports as requested and specified by Recreation Centers Management (e.g., meeting attendance, inventory, etc.). The President shall have the duties to promote effective and harmonious operation of CW.

The Vice President shall perform all duties of the president during the President's absence or at the President's request.

The Secretary shall keep the minutes of all CW Board and membership meetings, conduct all CW correspondence, and maintain all CW records for at least three (3) prior years to the current year.

The Treasurer shall:

- Be custodian of all CW Funds.
- Prepare and present financial statements for the CW Board and CW membership meetings.
- Prepare the Annual Financial Statement (CR-7) and submit to the Recreation Center.
- Preserve financial records for a period of seven (7) years prior to the current year.
- Prepare and submit appropriate Federal and State tax returns and provide copies of all correspondence sent to Federal or State agencies by CW to the Recreations Activities Manager.
- Furnish accounting records and documents as requested by the audit committee for the annual audit.

Section F - If the office of President becomes vacant between elections, the Vice President shall assume that office. If the office of Vice President, Secretary, or Treasurer becomes vacant between elections, the President with the approval of the CW Board shall appoint another CW member to serve out the remainder of that term.

Section G - 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)

Section H - It is the responsibility of the club president to pass the Regulations and Procedures book (digital or hard copy) on to their successor

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Article IV - Meetings

Section A - There will be a CW General membership meeting conducted during each quarter of the calendar year. The October meeting will include the list of candidates for office for the coming year. The November meeting is for the election of officers for the coming year. Additional general meetings may be scheduled at the discretion of the C Board, provided that the membership is notified at least fourteen (14) days prior to the meeting date. CW Board meetings will be held monthly from September through the following May each year. If Fifty (50) or more members exhibit proper reason to the CW Board, a special CW General meeting will be called by the CW President. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section B - Minutes will be taken by the secretary to document all CW Board and membership meetings and approved by the club 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.

Section C - Voting and Quorum Requirements:

- 1. CW Board Meetings - A quorum is a simple majority of the CW Board**
- 2. CW 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. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10**

percent of the club membership; or 100 members; 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. Reference 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.

Section D - A vote may be by ballot or visual. If there are two or more people running for a given office the vote must be by ballot. No CW Board member shall have the right to cast more than one vote on any issue.

Article V - Financial

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

Section B - Expenditures of \$1,500 or more must be submitted to the CW Board for approval, if approved, by the CW Board, then final approval must be authorized during a PG membership meeting before purchase.

Expenditures of less than \$1,500 must be approved by the requesting PG Board and then approved by the CW Board. The PG's Chairpersons or delegate have the ability to spend up to \$500 for new or replacement equipment for certain expenses such as those necessary to provide continued operation of CW with the approval of the CW President.

Purchasing of any approved expense may be made with a duly authorized credit card or paid for with a duly authorized CW check.

PG's Treasurers can make a request for funds from the CW Treasure for their petty cash funds to be held in a locked cashbox. A PG's petty cash is to be used for timely reimbursement of approved small items purchased for the PG, not to exceed \$25 per transaction. RR&Ps Chapter 4, Article V, B. Petty cash disbursements will be made from the cashbox by the PG's Treasurer or Chairperson. General CW disbursements will be made by payment from the CW bank account by the CW Treasurer or CW President. Expenditures in

excess of \$5,000 (five thousand USD) require the signatures of both the CW Treasurer and CW President, on the payment check.

Section C - No club member shall receive any 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 Center Activity Manager.

Section D - Financial records must be audited on a yearly basis by individuals other than those elected to the CW 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 - 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.

Section H - All CW equipment with a purchase price exceeding \$300 will be inventoried and a report generated each year during the month of December and approved by the CW President. A simplified inventory report with items costing under \$300 will be generated and included in the CR-7 submitted by the Treasurer to the Recreation Activities Manager by December 31.

The club inventory list will have a description, serial or model number, 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 CW Board.

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C - The Safety Committee shall be composed of all CW Board members and has the responsibility to make sure the club is safe and free of hazards. Any area of concern will be brought to the attention of the CW President who will report any findings to the facilities supervisor.

Section D - The Audit Chairperson will be appointed by the CW Board. The chairperson will select one (1) other CW member (with financial experience, if possible) to form the Audit Committee. The committee will conduct the annual audit. Once completed and approved by the CW president the CR-7 will be completed and submitted to the Recreation Center by the CW Treasurer.

Section E - The Election Committee will consist of the immediate Past President, and the Chairperson (or delegate) from the two (2) Platform groups. The Election Committee will present the list of nominees for the CW Board at the October monthly meeting. Nominees may be presented from the floor by the membership at the October meeting providing these nominees have consented to nomination. The election of officers will be at the annual business meeting in November. Officers elected will assume office as of January 1.

Article VII - Amendments

Section A - 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 filing 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 - A resolution to dissolve CW must be agreed upon by a two-thirds vote of members present at a meeting specifically called for that purpose.

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

MEMBERSHIP AUTHORIZATION

The membership of CW approved the changes in the bylaws of the CW club at its general membership meeting on month/day/2020.

Approved:

David Moran President,
Computers West

Date

Approved:

Bill Schwind
General Manager

Date

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Approved:

David J. Moran

David Moran President,
Computers West

3-8-2021

Date

Approved:

Bill Schwind

Bill Schwind
General Manager

3-5-21

Date