

NOV 15 2022



---

# CHARTERED CLUB BYLAWS

---

COMPUTERS WEST

# Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
----------------------	-------------	--------------------	----	-----------------	----

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A

Use of a superseded or obsolete document is prohibited.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 20 for amendments made to this document.

Contents

Document Change Control .....1

Article I - General.....5

    Section A - Name of Organization .....5

    Section B - Purpose of Organization.....5

    Section C – Compliance with Recreation Centers of Sun City West, Inc.....5

    Section D – Chartered Club Operation as a Non-Profit Organization .....5

Article II – Membership .....7

    Section A – Membership .....7

    Section B – Honorary and Lifetime Memberships.....7

    Section C – Membership Reporting.....7

    Section D – Membership Preconditions.....7

    Section E – Recreation Card Holder Guest/Visitor Privileges.....7

    Section F – Non-Recreation Card Holder Guest/Visitor Privileges.....7

    Section G – Club Dues.....8

    Section H – Maintaining a Chartered Club .....8

    Section I – Club Monitoring .....8

Article III – Code of Conduct.....9

    Section A - Member conduct.....9

Article IV – Officers.....10

    Section A – Club Officers .....10

    Section B – Club Officer Election .....10

    Section C – Club Officer Verification .....10

    Section D – Responsibility to Submit Annual CR-15 Report.....10

    Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties .....10

    Section F – Filling a Board Vacancy .....10

Section G – Removal of Directors and Officers .....11

Section H – Officer Succession .....11

Article V – Meetings .....12

    Section A – Club General Membership Meeting Frequency and Openness .....12

    Section B – Club Business Currency and Board Meeting Openness.....12

    Section C - Provisions for Calling and Recording Meetings.....12

    Section D – Required Club Officers Meetings .....12

    Section E – Club Meeting Purpose.....12

    Section F – Special Meetings .....12

    Section G – Voting and Quorum Requirements .....13

Article VI – Financial .....14

    Section A – Financial Record Retention.....14

    Section B – Spending Limits.....14

    Section C – Club Member Compensation.....14

    Section D – Financial Record Audits .....14

    Section E - Club Advertising.....14

    Section F - Contracts.....14

    Section G - Treasurer’s Duties and Responsibilities .....15

Article VII – Committees .....16

    Section A – Non-Permanent Committees and Chairpersons .....16

    Section B – Permanent (Standing) Committees .....16

    Section C – Ad Hoc Committees .....16

    Section D - Duties of the Safety Committee.....16

    Section E – Audit Committee/Chairperson Duties and Responsibilities .....16

    Section F - Other Committees and Their Duties.....16

Article VIII – Amendments.....17

    Section A – Amending These Bylaws .....17

    Section B – Amendment Review Requirements.....17

    Section C – Proposed Amendment Publication.....17

---

Section D – Revised Bylaws Review Requirement .....17

Article IX – Dissolution.....18

    Section A – Clubs with an IRS Tax Status Other than 501(c)(3).....18

    Section B – Clubs with IRS tax designation of 501(c)(3) .....18

Appendix A – Club Officer Role Descriptions .....19

    President.....19

    Vice President.....19

    Treasurer.....19

    Secretary.....19

Appendix B – Bylaws Amendments.....20

    Attach Amendments to This Document Behind This Page.....20

Signatures .....21

# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

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

### Section B - Purpose of Organization

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 – 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.

### 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

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 three (3) times annually before they are required to join the Chartered Club.

A Club Member may host up to three (3) 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/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

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.



### **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 requires that its members participate as a Monitor for a minimum of one (1) time per year. Members who do not meet this minimum requirement can have their club privileges limited, such as attending classes or obtaining help from the various help groups.

## 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 – Officers

### Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and 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 – 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 the President shall forward it to the office of the Recreation Manager.

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

The Membership Coordinator 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.

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.

### Section F – Filling a Board Vacancy

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

bet ween 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 – 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 (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.

---

## 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. 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. All General Membership Meetings are to be open meetings.

### Section B – Club Business Currency and Board Meeting Openness

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 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).

## **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 the Treasurer to disburse funds in support of Club activities in amounts not to exceed fifteen hundred dollars (\$1,500.00). Expenditures greater than fifteen hundred dollars (\$1,500.00) must be approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash. Expenditures in excess of five thousand dollars (\$5,000.00) require the signatures of both the CW Treasurer and CW President, on the payment check.

The PG's Chairpersons or delegate have the ability to spend up to five hundred dollars (\$500.00) 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.

### **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 Review. (Refer to RR&Ps).

### Section G - Treasurer's Duties and Responsibilities

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

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.



---

## 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.

Monitor Chairperson will be a non-voting role on the club board for the Monitor Committee. Duties and responsibilities of monitors are stated in the “Guidelines for Monitors” which is kept posted in its most current form.

## **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 an IRS Tax Status Other than 501(c)(3)**

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.

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

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.

### Vice President

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

### Treasurer

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 Receptions Manager.

Furnish accounting records and documents as requested by the audit committee for the annual audit.

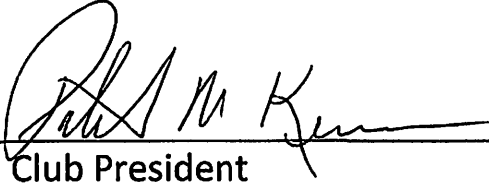
### Secretary

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.


## Appendix B – Bylaws Amendments

Attach Amendments to This Document Behind This Page

Signatures

  
Club President

11-15-22  
Date

  
General Manager

10-27-22  
Date