



CHARTERED CLUB BYLAWS

COMPUTERS WEST

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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 fully comply with the Recreation Centers of Sun City West, Inc. **RR&Ps** and governing documents. The Association's documents shall prevail in the event of any conflict.

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 can have Special Interest Groups (SIG's)

Members of a CW 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. The major objectives shall be to ensure SIG's usage is in the best interest and sound financial operation of the CW club.

Article II – Membership

Section A - Membership Requirements

Membership is open to all Association cardholders in good standing, in compliance with the **RR&Ps**. There are no other preconditions or requirements to join any other organization. All members have equal rights and obligations.

Section B - Guest/Visitor Privileges

Guest and visitor definitions are defined in the **RR&Ps**.

- Recreation Card Holder guests may attend up to three times annually before joining .
- Non-Recreation Card Holder guests must be accompanied by a member host and cannot displace a club member if space is limited.

Section C – 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 11).

Section D – 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.

Section E – Club Monitoring

CW 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

Member conduct and disciplinary actions are initiated by the Club Board (majority vote of 51%) but follow the full disciplinary procedures outlined in the **RR&Ps**.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer. The CW Board, can be extended to consist of the above four (4) annually elected officers and the following persons who are included as voting members of the CW Board:

- Immediate Past President

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 11). 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

All officers must attest they have read and understand the **RR&Ps** within fourteen (14) days of taking office by signing and submitting the required CR-5 form to the Recreation Manager (p. 11).

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 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 17 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 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 – Removal of Officers and Directors

Officer and Director removal actions are initiated by the Club Board (majority vote of 51%) but follow the full disciplinary procedures outlined in the **RR&Ps**.

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) 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 Frequency and Board Meeting Openness

CW Board meetings will be held monthly, or as necessary, 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 CW Board.

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

As defined in the **RR&Ps**.

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 CW 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. 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.

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

A SIG's Chairpersons or delegate have the ability to spend up to one hundred dollars (\$100.00) for expenses necessary to provide continued operation of CW without the approval of the CW President.

Other Officers or SIG leaders expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash or personal reimbursement.

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 Appendix A – Club Officer Role Descriptions on page 17.

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 8).

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

Amendments require a two-thirds (2/3) **majority vote** of members present at a meeting specifically called for that purpose.

Section B - Review and Publication Requirements

Proposed amendments must be reviewed by the **Recreation Manager** and publicized to the membership at least one (1) month prior to the vote.

Section C - Final Approval

A complete, revised set of bylaws must be submitted to the Recreation Manager for final review and require approval by the **General Manager** before implementation

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

The Treasurer is the custodian of club funds and manages all financial reporting. Duties include preparing financial statements for meetings, submitting the Annual Financial Statement (CR-7) to the Recreation Center, maintaining seven years of financial records, and ensuring all Federal and State tax returns are filed.

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 – Definitions

Club Guests

There are three types of guests:

GUEST TYPE	DEFINITION
Recreation Card Holder Club Non-Member	<p>A Recreation Card Holder who qualifies to become a club member. Recreation Card Holder may attend unaccompanied or in the company of a Club member.</p> <p>The guest is an active participant in Club activities (i.e., utilizes club facilities, materials, tools, equipment, etc. in the pursuit of a desired outcome) during their guest period.</p> <p>The Association Guest Fee <i>is not required.</i></p>
Non-Recreation Card Holder Club Non-Member	<p>Person(s) who do not hold a valid Recreation Card and do not qualify to become a Club member.</p> <p>The guest is an active participant in Club activities (i.e., utilizes club facilities, materials, tools, equipment, etc. in the pursuit of a desired outcome) during their guest period.</p> <p>The Association Guest Fee <i>is required.</i></p>
Club Visitor	<p>A “Visitor” is a passive participant who is present to observe a club activity in order to learn more about that activity.</p> <p>The Association Guest Fee <i>is not required.</i></p>

Appendix C – Bylaws Amendments

Attach Amendments to This Document Behind This Page

Signatures

Club President

Date

General Manager

Date