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# CHARTERED CLUB BYLAWS

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Pebblebrook Lady 9ers



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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

The name of this organization will be "Pebblebrook Ladies 9-Hole Golf Club".

### Section B - Purpose of Organization

The purpose of this club is to ensure mental, physical, and social activity in our community. The golfing members participate in nine (9) holes of golf every Tuesday.

No person shall be discriminated against by this club on account of race, color or religion for any purpose.

### 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 play on Club league day but shall not participate in the league's game of the day or sweeps. During a Club league tournament, a recreation cardholder guest shall neither play in the tournament nor ride along with a tournament player.

A Recreation Card Holder Guest/Visitor will be able to play three (3) times before they are required to join the 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.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A non-recreation card holder guest may play with the Club but shall not participate in, nor pay for, sweeps, chip-ins, etc. A non-recreation card holder guest shall not ride along with a Club member during a Club Tournament.

A Club Member may host up to three (3) 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 13).

Women joining the Club between January and October 14<sup>th</sup> will pay the full year Club dues. Between October 15 and December 31, the new member will pay pro-rated year Club dues.

An entry fee of no less than two dollars (\$2.00) shall be charged to each participant playing and competing in any event sponsored by the Club. All such fees collected for an event shall be distributed to the winners of that event.

Club renewal dues will be delinquent after December 31<sup>st</sup> of each year and a late fee of five dollars (\$5.00) will be charged. Dues fees and sweeps entry fees are not refundable.

All members in good standing shall be entitled to the following privileges:

- Attend membership meetings of the Club and cast one vote on each matter coming before the meeting, including election of officers.
- Attend meetings of the Club Board, exercising no vote.
- Participate in golfing and social events of the Club.
- Inspect records of the Club.
- Review a copy of the Bylaws on the website.
- Petition the President for a reasonable cause (in the form of a written request signed by at least 15 members) for action by the Club Board or by the membership on an issue.
- Receive handicap calculated under the custom handicap system approved by the members.

Prospective members having no handicap must present a membership application and the proper fees. They will be eligible to play on Club league day. Upon submission of five attested scores to the handicap chairperson, handicaps will be assigned, and the members will then be eligible to participate in all Club events, including tournaments.



### **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**

Club members and guests are required to check in with the respective golf course starter prior to play. Therefore, members are not required to participate as Monitors.

### 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.

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## Article IV – Officers

### Section A – Club Officers

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

The Club Board of Directors (hereinafter referred to as the Board) shall consist of the officers and the Executive Club Board and the Chairpersons of all standing committees. Officers and Chairpersons have voting rights.

### 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 forward it to the office of the Recreation Manager.

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

The Treasurer 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.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

### Section F – Filling a Board Vacancy

Vacancy other than for President shall be filled by appointment from the Club Board. A member appointed to fill a vacancy in an elective office who is active in that office for a period of eight months or longer, shall be deemed to have served a full 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 information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) onto their successor.

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## 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. 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 (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).

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## 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 seventy-five dollars (\$75.00). Expenditures greater than seventy-five dollars (\$75.00) must be approved by a vote of the Club Executive Board. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

### 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 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.

Nominating Committee shall consist of three (3) members named by the Club Board to present a slate of one or more candidates for each office: President, Vice President, Secretary and Treasurer. The slate shall be posted at least three (3) weeks prior to the October General Membership meeting election day. Nominations may be made from the floor or the Membership meeting with prior consent of the nominee.



## **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)

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

### Board

- The duties of the Board will be the general supervision and management of the Club. In the temporary absence of a Committee Chairperson, the assistant chairperson shall assume those duties. The specific duties of the Board shall be:
  - To approve the establishment of all standing and ad hoc committees.
  - To approve appointments of the Chairpersons of all standing and ad hoc committees.
  - To approve appointments to fill vacancies of Officers and Committee Chairs.
  - To approve proposed expenditures of greater than seventy-five dollars (\$75.00).
  - To recommend annual membership dues for approval by the membership.
  - To approve fees set by the tournament chairperson for scheduled competitive events.
  - To consider and carry out appropriate disciplinary action for any member as may be required.
  - To attend all Board and membership meetings and competitions.

### President

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

### Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings.
- Contribute to crafting and writing club policies and procedures.

**Treasurer**

- Receive and reconcile income and membership dues paid
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide membership forms received to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year. The Treasurer must close the books no later than December 31<sup>st</sup> and submit them to the Auditing Committee within thirty (3) days.
- Coordinate the completion of the CR-4a (Club league participation) with the Membership Chairperson for submittal to RCSCW monthly.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

**Secretary**

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Coordinate with respective Club Chairpersons and the Board for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

## Appendix B – Bylaws Amendments

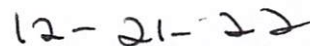
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Signatures



Club President



Date



General Manager



Date