

**Saturday Night Gamesters Club
Bylaws 2021**



Section A - Sun City West Saturday Night Gamesters.

Section B -To gather/meet at a location provided by the Recreation Centers on Saturday nights for members to participate in card games such as bridge, pinochle, mah jongg, hand & foot, dominoes, pan and poker.

Section C - These bylaws will fully comply with the Recreation Centers 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 Recreations Centers, the Recreation Centers' document shall prevail.

Section C - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes and Association Bylaws.

Article II - Membership

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

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.

- A Recreation Card Holder may attend three (3) sessions, thereafter, must join the club.
- A Non- Resident (Non-RecCard Holder) guest(s) may participate three (3) times in one year paying a \$1.00 fee for each attendance.
- Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

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 members attending the meeting after a quorum¹ has been established.

Quorum ¹ 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 that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E - Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (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 club member is responsible for monitoring at club facilities per club bylaws.

Section G -The club board initiates periodic (at least annually) reviews of club membership to ensure all its members 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 office 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 the 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.

Article III – Officers

Section A-The club board shall consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer.

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 and 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 - Each club board is responsible to designate in their bylaws the individual responsible to submit the CR-15-membership report to the Recreation activities Manager by Feb 1st of each year.

Section E - Officers shall serve a one-year term with a maximum of two years.

President: The President shall preside over all business meetings of the Club. The President will be responsible for the orderly operation of the Club. The President will appoint committees and will act as a member of all committees, except the Nominating Committee.

Vice-President: The Vice-President will assume the direction of the Club in the absence of the President. The Vice-President will assist the President in all functions of the Club and shall perform all duties assigned by the President.

The Vice-President is responsible to submit the CR-15 (Annual Membership Roster) to be turned into the Recreation Activities Manager by February 1st for the preceding year.

Treasurer: The Treasurer shall be responsible for the collection of fees and for the allocation of prizes to winners. The Treasurer will account for all Club funds and all disbursements, will maintain the bank account. The Treasurer shall be responsible with the membership person for the collection of annual dues. The Treasurer shall perform other duties as reasonably requested by the President

The Secretary submits to the Treasurer a list of club memberships and the Treasurer shall check that they are all in good standing.

The Treasurer is required to submit Form CR-7 (Annual Financial Report) to the office of the Recreation Activities Manager by February 1st for the preceding year.

Secretary: The secretary will keep the official records of the Club. The secretary shall maintain an up-to-date record of the membership. The secretary will issue the membership cards and will perform other duties as reasonably requested by the President. The Secretary will be responsible for taking minutes of the Club Board and membership meetings. Minutes will be retained for 3 years.

Section F - Impeachment: 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 Vice-President will assume the office of the President if there is a vacancy and the Board will appoint a new Vice-President.

Section G- It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

Article IV - Meetings

Section A - Frequency of Meetings: There will be a general Meeting conducted during each quarter of the calendar year. One of these meetings should be designated as the election meeting.

Section B - Provisions for Calling and Recording Meetings: Minutes will be taken by the Secretary to document all business sessions, 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.

A majority the board may call a special meeting if shown good reasons. The notice will be posted for 14 days giving the reason for the special meeting.

Section C - Voting and Quorum Requirements:

1. Board Meetings - Three (3) members will constitute a quorum.
2. Membership Meetings - A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets or to conduct other club business. There will 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, a two-thirds (2/3) majority is required. A quorum shall be ten (10) present of the club membership, however it cannot be less than twenty (20) members. A club could have an excess of 100 members at a meeting, but the top requirement 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 Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaws take precedence over Robert's Rules, i.e. anything not stated in the bylaws shall be referred to Robert's Rules for parliamentary rule.

Article V - Financial

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

Section B - There is a one hundred (\$100.00) dollar limitation on expenditures of club funds by other than a vote of the general membership. Only expenditures of \$15.00 or less can be paid by petty cash. RR&Ps Chapter 4, Article V,B,4. (RR&PS allows for maximum of \$25.00)

The President and Treasurer can sign checks.

Section C - No club member shall receive any compensation or financial reward 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 activities Manager.

Section D - Financial records must be audited on a yearly basis 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Fees:

1. Players will be charged a minimum fee to participate in games.
2. Funds generated from membership fees will be used generally for the purchase of materials and for club social activities. Funds generated from weekly games participation will be generally for prizes and miscellaneous expenses.

Section F - Club advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section G - Contracts: 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.

Article VI - Committees

Section A- Committees and/or chairpersons shall be appointed by the Club Board.

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

Section C - Safety Committee: The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the facility supervisor.

Section D - Nomination Committee: The Nomination Committee will consist of two members and will meet during the last week of October to prepare a slate of nominees for the next term. A business meeting will be held during the third week of November to elect new officers. Elections may be a show of hands or ballots. The new officers will take office at the first session of the New Year.

Nominations are taken from the floor by the President or Vice - President in October and voting on nominations is in November.

Article VII - Amendments

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 published 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's.

Article VIII -Dissolution

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

Louis C. Bonar 4-22-21
Louis Bonar, President Date

APPROVED:

William Schwind 3-12-21
William Schwind, General Manager Date