



## BYLAWS OF THE SUN CITY WEST MAH JONGG CLUB

### ARTICLE I- GENERAL

#### SECTION A- SUN CITY WEST MAH JONGG CLUB

SECTION B - The purpose of this Club is to provide a facility to bring together members interested in playing Mah Jongg on a regular and ongoing basis.

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 Recreation Centers, the Recreation Centers' document shall prevail.

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

### 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.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

All guests may participate in activities on four (4) days prior joining the Club.

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 quorum<sup>1</sup> has been established.

#### 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 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.

**Quorum<sup>1</sup> 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 F - Each club member is responsible for monitoring at club facilities per club bylaws.

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

SECTION H – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among Club members, Club 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 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.
  - a. 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 Club Board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer.

The board may have a co- president with voting rights, an e-blast/web page chairperson and co-membership chairpersons all with voting rights.

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 Treasurer is responsible for submitting the CR-15 membership report to the Recreation Activities Manager by February 1<sup>st</sup> of each year. The report includes the Club membership roster as of December 31.

SECTION E - No member shall hold more than one elective office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. Elected officers shall serve a term of two (2) years.

The President shall preside at meeting and shall have general supervision of all activities of the Club. The President shall represent this Club at meetings of the Recreation Centers of Sun City West, Inc. and be prepared to report on activities of this Club if called upon. The President shall appoint any committees deemed necessary for the proper functioning of the Club. The President will sign checks in the absence of the Treasurer.

The Vice President shall have the primary duty of presiding in the absence of the President and shall take over the duties of any committee in the absence of that committee's chairperson.

The Secretary shall have the duty of keeping records of Club meetings, handling all Club correspondence, and shall be custodian of all records. All Secretarial records shall be retained period of three (3) years (prior to current year).

The Treasurer will collect dues, pay all bills incurred by the Club, and sign checks. All bank accounts shall hold in the Club name. All financial transactions involving Club operation shall be recorded in the Treasurer's records and be available on request. All financial records shall be preserved for a period of seven (7) years (prior to the current year).

SECTION F - The duties of the Club Board shall be:

1. To consider activities and policies, and to make recommendations to the Club members for approval or disapproval.
2. To appoint a Club member to fill any vacancy which becomes available in an office or committee during the year. The appointee must be approved by the membership to become voting member of the Club Board.
3. To appoint three (3) members as a Nominating Committee in October of each year. They will submit their nominees to the Club Board, who will, in turn, present the slate to membership for a vote at the November general membership meeting. After the slate is presented, the membership may submit additional nominees.

SECTION G - 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.

SECTION H - 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 membership meeting conducted during each quarter of the calendar year. Election of officers will be held at the November general membership meeting.

Meetings will start at 11:15 a.m.

General Meetings will be held in February, April, September, October, and November.

Club Board meeting shall be held at the discretion of the Club Board, (normally before each general membership meeting).

### SECTION B - Provisions for Calling and Recording Meetings:

Minutes will be taken by the Secretary to document all business sessions and approved by Club President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes shall be available to the membership before the next general meeting.

For a grievance or reasonable cause twelve (12) members are necessary to require the call a special meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President or Club Board or both may call a special membership meeting.

### SECTION C - Voting and Meeting Requirements:

1. Club Board Meetings - A quorum is a simple majority of the board.
2. Membership Meeting - 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 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. The vote will be visual. If there are two or more people running for the same office the vote must be by ballot.
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.

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## ARTICLE V - FINANCIAL

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

SECTION B- The Club Board may authorize expenditures of up to \$50.00 for supplies, equipment, or operating expenses provided that the yearly total amount does not exceed the yearly income (dues). A vote by the general membership may increase the figure to above \$50.00. The Club does not currently have a petty cash but could authorize in the future a petty cash fund only for expenditures of \$25.00 or less. RR&Ps, Chapter 4, Article V, B, 4. The Club's checks are signed by either the Treasurer or President.

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 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 - Club Advertising: Any commercial advertising or fliers of Club activities must be in compliance with Association policies.

SECTION F - 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 for approval.

SECTION G- Treasurer's responsibility-The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1<sup>st</sup> for the preceding calendar year.

## ARTICLE VI - COMMITTEES

SECTION A- Committees and/or chairpersons may be elected by the general membership or appointed by the Club Board.

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

SECTION C - The duties of the Safety Chairman/Committee are: Be aware of all conditions regarding safety of its members when the Club is engaged in the play of Mah Jongg and other Club activities. It is the duty of all members to be aware of potentially hazardous conditions and report same to Safety Chairperson.

SECTION D - The duties of the Audit Chairman/Committee are: Sign the annual Report of Audit (CR7) indicating to the best of their knowledge the financial transactions conform to the Club bylaws.

ARTICLE VII -ADMENDMENTS

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 by duly noted on the submittal document.

ARTICLE VIII - DISSOLUTION

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

  
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 Barbara McCart, President

4-1-21  
 Date

ACCEPTED:

  
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 William Schwind, General Manager

3-11-21  
 Date