

# **Automotive/Restoration Club of Sun City West BYLAWS**

## **Section A - Name**

**Automotive/Restoration Club of Sun City West**

## **Section B - Purpose**

The Automotive/ Restoration Club of Sun City West is formed to provide members in Sun City West a place to work on, and learn how to work on automobiles. Through the knowledge and expertise of the membership, club members will be able to work on their automobiles and help others working on their automobiles. Educational programs will be offered to assist members' to restore or fix their vehicle(s). At times **a special event may be held to offer** sessions on how to perform basic automobile repair/maintenance.

## **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 for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreations 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** 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 regional affiliated organization.

## **Section C – Guest Privileges are specified in the Rules, Regulations and Procedures , Chapter 3, Article II.**

Club Guests The Automotive/Restoration Club of SCW exists for the benefit of its members. A member may bring a guest to the club no more than three (3) times during a calendar year. A guest cannot participate in certain activities (outlined in Club Rules) for safety reasons. A SCW REC Card holder may visit the club five times (5) in a calendar year before being required to join the club. Monitoring compliance of the guest rules will be the responsibility of the club. A guest may attend instructional seminars upon approval of the club officers. Visitors are always welcome during normal operational hours. All visitor's' must be accompanied by a Club member, or a monitor when entering the shop area and safety glasses must be worn..

## **Section D - Dues**

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 - Other**

Disciplinary Action- Members who threaten the safety of themselves or others are abusive, blatantly create turmoil, disruption, or cause dissension among club members, clubs or the Association in general. Termination of a club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board.

1. Offense – a written warning from club,
2. Second Offense – a one (1) week suspension,
3. Third Offense – not to exceed a two (2) week suspension
4. Fourth Offense – Termination recommended by Recreation Center General Manager and to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board. (RR&Ps Chapter 3, Article I, F, 5).

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<sup>1</sup> 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 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.

## Article III- Officers

### Section A-

The Board shall consist of, (at a minimum) four officers, a President, a Vice President, a Secretary, and a Treasurer.

Our club will also have a Safety Director with full voting privileges.

### 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 Charter Clubs by signing the CR-5 (New Club Officers 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)

A winning candidate must have a 51% or higher approval. A quorum shall be a minimum of ten (10%) percent of the Club membership in attendance who are eligible to vote with a minimum of 20, and a maximum of 100.

**Section D** – The Secretary is responsible for completing the CR-15, Annual Membership Roster, as of 12/31 and submitting it to the Recreation Activities Manager by February 1.

### Section -E Officers' Terms and Responsibilities

All officers will be elected for a one-year term.

All officers cannot serve more than three consecutive terms.

#### The President:

- will preside over official Club meetings,
- call regular meetings as described in club rules,
- represent Club at Recreation Center Meetings,
- hold monthly meetings with other Club officers,
- write up an annual plan and budget for his term of office.

The President will only vote on actions of the board to break a tie.

#### Vice President:

- Shall act in the absence of the President at meetings,
- Succeed President in the event the President cannot complete his/her term do to illness, termination, or is no longer a resident of Sun City West.

Attend officer meetings.

Secretary:

The Secretary shall take notes at all official Club meetings and post them clearly in the club so all members may read.

Complete all club correspondence internally and externally in a timely manner

Working with Treasurer complete all forms required by the Recreation Centers accurately and on time.

Keep files and records up to date including membership roster and reports.

Treasurer:

Keep all club financial records up to date.

Assist President and other officers establish and maintain annual budget

Pay bills in a timely manner

Be direct contact for financial matters with Recreation Center and banks.

Provide an up to date "Treasurer's Report" for monthly and Annual Club meeting. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb.1 for the preceding calendar year.

In the event of any officer resigning or being terminated, the highest ranking officer's remaining shall appoint a club member to fill the vacancy. Exception: If the President leaves for any reason the Vice President shall become President. The remaining officers will then work with the new President to replace by appointment the vacancy of the Vice President.

To impeach an elected officer a petition must be signed by thirty three percent (33%) of the members of the club. This document will be presented to the board at a monthly meeting. The petition must include the reason for impeachment. The remaining officers will then ask for a "Special Election" of the Club members. The election must be held no later than the next monthly board meeting or at least 30 days. Once a quorum is achieved the election will be held. The results will be final and immediate. If the impeachment is successful, the election of a new officer must follow immediately.

## **Article IV - Meetings**

### **Section A - Frequency of Meetings**

There will be a general membership meeting conducted during each quarter of the calendar year. One meeting will 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 all other pertinent administrative records, will be retained for a period of three years.

Members may request a club meeting with reasonable cause, by having 15 or more members petition the Club Officers for such meeting. The meeting must be granted within a 30 day time period. The President may call a general meeting of the Club at any time providing rules for calling such a meeting are followed.

**Section C- Voting and Quorum Requirements:**

1. Membership And Club Board Meetings
  - a. Meeting Dates will be announced a minimum of fourteen (14) days in advance of the meeting.
  - b. Announcements will be posted on Club bulletin Board and via email
2. A quorum shall be the minimum attendance at a Club membership meeting to conduct elections, to approve Bylaws, or to approve budgets. A quorum shall be ten (10) percent of the Club Membership with a minimum of 20 and a maximum of 100.
3. For all votes for non-monetary, non bylaws, non budgets, or election of officers issues a simple majority (of the quorum present) will be required.
4. Roberts Rules of Order will be used for parliamentary procedures, unless otherwise noted in Bylaws.
5. To vote you must be present. No proxy or email votes allowed.

**Article V – Financial**

**Section A –**

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

**Section B-**

1. Expenditures for petty cash will not exceed-twenty five dollars (\$25). RR&Ps Chapter 4, Article V, B, 4.
2. Any expenditures over twenty-five hundred dollars will require a vote of the general membership.
- 3.

**Section C-** No club member shall receive any compensation or financial award 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** – Club advertising or flyers of club activities must be in compliance with the Association policies.

**Section F** – 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-** All checks issued by the club for an amount greater than \$500.00 shall require the signatures of two officers of the Club. Officers who can sign would be President, Vice President, Secretary, and Treasurer.

This Club is required to maintain and submit a Simplified Inventory for items under \$300.00 in unit value to the office of the Recreation Activities Manager subject to a \$1000.00 deductible, which is the clubs' responsibility. The club desires to have items valued less than \$300 included under the Association's Property Insurance Coverage. We will maintain a Simplified Inventory Record for portable equipment, resale supplies, or any other asset category with significant value or that is easily pilfered.

## **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.

The Club shall have three (3) standing committees,

1. Safety
  - a. Develop safety procedures
  - b. Educate current and new members of safety procedures
  - c. Each day inspect the facilities to insure safety for its members.
2. Audit as required by the RR&Ps
3. Training and Education

## Article VII – Amendments

To amend the Bylaws of his 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 for amendment(s) are as follows:

1. The Recreation Centers’ Recreations Activities Manager shall review the purposed 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 on 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.

## Article VIII – Dissolution

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

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President

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Date

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Mike Whiting, General Manager

\_\_\_\_\_

Date

Amended\_\_\_\_\_

Adopted\_\_\_\_\_

**Due to the current review of the RR&Ps the timing of these bylaws are subject to final review when the charter is granted.**