

## **Automotive/Restoration Club of Sun City West, Bylaws**

### **Article I - General**

#### **Section A – Name**

Automotive/Restoration Club of Sun City West.

#### **Section B -Purpose**

The Automobile/Restoration Club of Sun City West is formed exclusively for charitable and educational purposes under Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Further the Automotive/Restoration Club of Sun City West will fund raise for bona fide 501 (C ) (3) charitable organizations including the Sun City West Firefighters Charities, the American Cancer Society, Make-A-Wish, Dysart School District, and other bona fide 501 (C) (3) charities who meet present and future IRS tax codes.

#### **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 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 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 precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

## **Section C – 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.

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

## **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.

**Quorum<sup>1</sup> is the minimum attendance at a club meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other club business that require a vote. A quorum shall be ten percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100.**

## **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. Member participation is the action of taking part in club activities.
  2. 75% of a club's membership must have participated in club activities at least once within an 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.

## **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, club, or the association in general, may have their membership suspended (up to two (2) weeks) by the club.

Important: All disciplinary action must be approved by the club board (majority vote 51%). Member will be notified within five (5) business days of infraction, documented in club records, including CR-16 ([scwclubs.com](http://scwclubs.com)), and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chairperson.

1. Verbal warning to member from the Club President and a Board Member sharing details of the incident and violation.
2. Written warning from the Club Board documenting details of the incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

Member may appeal suspension with written notice to Club Board, Recreation Activities Manager, and Chartered Clubs Committee Chairperson.

- a. Appeal will pause suspension until ruling and member rights and privileges will continue until ruling completed.
- b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Club Committee Chairperson, and other individuals approved by the Recreation Activities Manager.
  1. Member in question, Club President, or presiding officer shall present their case.
  2. Ruling will be 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 actions requested by the 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 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 the 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 MO2: 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 event, the Governing Board may accept all reports and testimony as true.

## **Officers III – Officers**

### **Section A**

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

Additional elected officers with voting rights for this club are a Second Vice President and an Assistant Treasurer for a total of six (6) members.

### **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<sup>st</sup>.

### **Section E – Officers' Terms and Responsibilities**

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

All officers cannot serve more than three (3) consecutive terms in the same elected position.

The Safety Director will be an appointed position without Board voting privileges. The appointed Club Director and Shop Manager positions are not term limited.

**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 and First Vice President at meetings. Succeed President in the event the President and Vice President cannot complete his/her term due to illness, termination, or is no longer a resident of Sun City West. Attend officer meetings.

**Second Vice President:**

Shall act in the absence of the President and First Vice President at meetings. Succeed the President in the event the President or Vice President cannot complete his/her term due to illness, termination or is no longer a resident of Sun City West. Attend officers' 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<sup>st</sup>.

**Assistant Treasurer:**

Shall act in the absence of the Treasurer at meetings. Shall assist the Treasurer as requested. Succeed Treasurer in the event the Treasurer cannot complete his/her term due to illness, termination or is no longer a resident of Sun City West. Attend officer meetings.

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.

It is the responsibility of the club president to pass the Rules, Regulations, and Procedures book onto 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. 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 session and approved by the Club President. Minutes, as well as 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. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
5. Roberts Rules of Order will be used for parliamentary procedures, unless otherwise noted in Bylaws.
6. 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**

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.

**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 over \$500.00 shall require two Officer signatures of the Club. Officers who 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 club's responsibility. The Club desires to have items valued less than \$300 included under the Associations 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.

For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased, and total amount.

## **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 will 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 ensure safety for its members.
2. Audit as required by the RR&Ps.
3. Training and Education.

### **Article VII – Amendments**

To amend the bylaws of this club requires a two-thirds vote of membership present at a meeting specifically called for such purpose with a quorum present. Procedures for filing amendment (s) are as follow:

1. The Recreation Activities Manager shall review the proposed amendments prior to the submittal to the club membership.
2. Proposed amendments shall be 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 Activities 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 VIII - Dissolution**

1. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (C) (3) of the Current Internal Revenue Code (or the corresponding provision of any future United states Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170 (C) (2) of the current Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).
2. Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining 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.

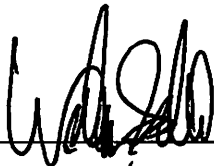
  
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Dean Lewellen, President

03/08/2021

Date

APPROVED:

  
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William Schwind, General Manager

3-10-21

Date