



## Arthritis Club of Sun City West Revised Bylaws

The Arthritis Club of SCW is not affiliated with the Central Arizona Chapter of the Arthritis Foundation

### Article I - General

Section A – The name of the organization shall be the Arthritis Club of Sun City West, and shall Operate on a non-profit basis.

Section B – The Club’s purpose is explained as follows:

The Arthritis Club of Sun City West is a Charter Club of the Recreation Centers of Sun City West, Inc. It involves participation in a program of limbering and stretching movements. These movements consist of a planned program of gentle, controlled isotonic and isometric movements in the water that emphasize flexibility and joint mobility. They are graded from extreme simplicity to increased complexity. They use the anti-gravity effect of water to enhance joint movement and strength. Participants are requested to check with their doctor first to make sure this program is compatible with their needs. The Program is conducted year round at the indoor heated Beardsley Recreation Center Pool every Monday, Wednesday and Saturday morning from 8:00 a.m. to 9:00 a.m. Participants may enter the pool area at 7:30a.m. to change into swimsuits, shower and adjust to the water temperature (always around 85 degrees).

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's 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.

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

Non-resident Guest refers to any person who does not have an Owner Member Card, an Associate Member Card or a Tenant Activity Card. Before joining the Club, Prospective members

are encouraged to visit the Club two or three times. After this Club hospitality has been experienced, and the Club operations and programs have been explained and understood, the Club requires the individual join the Club to continue participating in its activities. Dues are Minimal and are valid for a year.

1. Non-resident Guest participation must enhance the recreational experience of the members. The number of Non-resident Guests allowed per event, that an individual member may not host, should be limited to four (4).
2. Non-resident Guests must not displace Club members when facilities /space are limited.
3. Non-resident Guests may be invited only by individual Club members. There will not be an open, public invitation. Non-resident Guests must be accompanied by their Club member host to each event.
4. Non-resident Guests should not impose non-reimbursed expense on the Club and not diminish the attractiveness of the Club by obtaining its benefits without taking on its obligations.
5. The number of times a Non-resident may be a guest at any Club function, during any one month, should be limited to six (6), however, any Club Officer may extend this time period if extenuating circumstances exist. (Note: The Club has at least three (3) Club Functions or events per week.)

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 has been established. The dues year and financial year shall run Jan.1 through Dec. 31. Dues shall be payable during the month of January and shall be delinquent after Jan. 31. New members joining after Oct. 1 shall be considered paid through the next dues year.

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 annual) 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 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 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 forwarded to the General Manager. Further disciplinary action by a Club Board shall be forwarded to the General Manager 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.

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.

\*Quorum is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members

### **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.

Section B – Newly elected or appointed officers, within fourteen (14) 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 the Club's membership at the Club's annual meeting after a quorum is established shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI,L).

Section D – Terms of office and responsibilities of officers:

1. Term of Office - Officers shall serve for a term of one (1) year or until their respective successors are elected.
2. Duties - The officers shall have and exercise the usual functions pertaining to such offices and the following powers and duties and shall assume such additional duties as the membership may from time to time prescribe.
  - A. The President shall preside at all membership meetings. The President shall be an ex-officio member of all committees except the nominating committee. The President shall be responsible to pass the Rules, Regulations and Procedures book onto their successor.
  - B. In the absence or disability of the President, or if this office shall at any time become vacant, the Vice-President shall have all the powers and perform all the duties of the President during such absence or disability or until the vacancy in the office shall be filled. The vice president or their appointee, is in charge of publicity.

C. The Secretary shall keep the minutes of all meetings of the Arthritis Club of Sun City West. The Secretary shall keep records of Officer's attendance. The Secretary will submit the CR-15 Membership Report for the previous year to the Recreation Activities Manager by Feb. 1, of each year.

D. The Treasurer shall conduct all financial affairs in compliance with the RR&P's Chapter 4. The Treasurer shall be the custodian of all Arthritis Club funds: collect all annual dues and special events fees, see that all financial transactions are recorded in the Treasurer's records, maintain a bank checking account in the Arthritis Club's name, make all deposits in a timely manner, assure that all disbursements are supported by statements and receipts and approved by the Board, prepare quarterly financial status reports for the Board and Arthritis Club meetings, prepare and submit to the Recreation Center a consolidated Financial Statement of all operations (Form CR-7) by February 1 of each year for the preceding year; and preserve all financial records for a period of seven (7) years (prior to the current year).

#### **Article IV - Meetings**

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

There will be a general membership meeting conducted during each quarter of the calendar year. Additional meetings may be scheduled at the discretion of the Arthritis Board, provided membership is notified at least fourteen days prior to the meeting date.

##### **Section B - Provisions for Calling and Recording Meetings:**

The Arthritis Club Board will set and announce meeting dates and times for board and member 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 administration records will be retained for a period of three (3) years. Minutes should be available to membership before the next meeting. For a grievance or reasonable cause, fifteen (15) members are necessary to call a special meeting.

##### **Section C – Voting and Quorum Requirements:**

1. Club Board Meeting- A quorum is a simple majority of the board
2. Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budget, 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) percent of the club membership, however it cannot be less than twenty (20) members. A club could have 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 bylaws shall be referred to Robert's Rules for parliamentary procedures.

Section D – Commercial Advertising: The Club shall not advertise for non-member participants in

the public media to avoid the appearance of a commercial operation or solicitation. Internal Club newsletters or flyers must state "For Club Members and Their Invited Guests Only". Posting of flyers or notices or flyers on windows or doors of the Association facility is prohibited.

Section E - Instructors performing services held in Recreation Centers of SCW facilities shall not advertise these services. The Club president is responsible for submitting all promotional and advertising material to the office of the Recreation Activities Manager for approval prior to its placement. Such advertising must state that Activities are open only to members of the Association.

## **Article V - Financial**

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

Section B – No specified dollar limitation on expenditures of Club funds is necessary but any expenditures are to be for the benefit of all Club members. There will be a check record of all of expenditures. Only expenditures of \$25 or less can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B,4).

Section C - 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 D – No club 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 previously approved by the Recreation Activities Manager.

Section E – Check Signing Authority is limited to the duly elected Treasurer, after approval of the Club Board. In the absence of the Treasurer, the President and Vice President have signing authority.

Section F – Club advertising: Any commercial advertising or flyers of club activities must follow Association policies.

Section G – Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the 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 H – Treasurer's responsibility: The treasure is required to submit Form CR-7 (Annual Financial Statement) to the office Recreation Activities Manager by February 1 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/chairpersons, at a minimum, will include Safety and Audit.

Section C – The Safety Chairman/Committee will report any safety concerns in the locker rooms, pool area and/or spa to the Recreation Center monitor.

Section D – The Audit Chairman/ Committee will conduct an annual audit of the Treasurer’s books in January.

If deemed necessary by the Board, a Membership Chairperson may be established to assist with roster maintenance and reporting requirements of the Recreations Center.

## 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 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 approval. The amended Bylaw requires the approval of the Recreation Center’s General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

**Quorum: the minimum attendance a Club membership meeting necessary to conduct elections, to approve bylaws or approve budgets. A quorum shall be ten (10) percent of the Club membership with a minimum of 20 members in good standing present.**


**Article VIII - Dissolution**

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

  
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Rosemary Dougherty, Resident

6-10-2021  
Date

Approved:

  
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William Schwind, General Manager

6-9-21  
Date