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Mini- Golfers Club Bylaws

Article I - General

Section A – Name of Organization: Mini-Golfers of Sun City West

Section B – Purpose of Organization: Th Club’s purpose is to promote good fellowship among its Members, to set up proper rules of play for members and plan and administer tournaments.

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 bylaws.

Section E-Other

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 and Appendix IX.

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

Non-Rec Card holders may come as a guest three (3) times. Rec-card holders may join after playing three (3) Open plays.

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.

Section E – Other (e.g. Disciplinary actions) – (RR&P’s, Chapter 3, Article I, F)

¹ 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.

Members who threaten the safety of themselves or others, are abusive, or blatantly create turmoil, disruption, or cause dissension among club members, clubs, or the Association in general, may have their club membership suspended (up to [2] weeks) by the club. Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspension. Termination of a club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. The following are recommended for club disciplinary actions:

1. First Offense - a written warning from the club board.
2. Second Offense - a short-term suspension by the club,
3. Third Offense - a longer term suspension by the club not to exceed two weeks
4. Fourth Offense – longer suspension or termination recommended by Recreation Centers' General Manager to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board (Chapter 3, Article I, F, 4).

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 immediate Past President will serve as ex-officio not to exceed on (1) year.

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- Terms of Office-Officers shall be elected annually by the membership. Term is limited and cannot exceed three (3) years unless there is an absence of serving for one or more years.

Officers shall perform such duties as necessarily required by rules and regulations for said officers.

President conducts activities and meeting in accordance with Club bylaws.

The President appoints Nominating Chair.

Vice-President serves in absence of the President and assists in planning and conducting activities.

Secretary takes notes of Annual and quarterly meetings and files the CR-4 with the Recreation Activities Manager.

Treasurer sends dues notices to all members and is required to submit Form CR-7 (Annual Financial Report Statement) to the office of the Recreation Manger by February 1 for the proceeding year.

Membership Chair or appointed Board member submits CR-15 (Annual Membership Roster) as of 12/31 to the office of the Recreation Activities Manager by February 1 for the preceding year.

Section E – Vacancy- In the event a vacancy should occur due to the inability of any Office or Director to serve, the remaining members of the Board shall be empowered to name a successor to complete the term.

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 procedure is available from the Recreation Activities Manager).

Section G - It is the responsibility of each officer 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. One of these meetings should be designated as the election meeting.

There shall not be fewer than eight (8) stated meetings of the club in each calendar year in addition to the annual December meeting.

A 9th meeting can be added under Section A Article IV.

Section B – Provisions for Calling and Recording Meetings:

Minutes will be taken by the Secretary to document all business sessions and be 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 fourteen (14) day notice must be given to all members if a special meeting is called.

Section C - Voting and Quorum Requirements:

1. Club Board Meetings- A quorum is a simple majority of the board.

Membership meetings - 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.

Board meetings should be a simple majority.

Special meetings can be requested by 10 members with reasonable cause and called by the President.

Address if the vote is to be by ballot or visual.

Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions 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-The Board may authorize the expenditures of club funds of no more than \$100.00 Expenditures in excess of that amount must be approved by the general membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4. RR&Ps.

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- Disbursements: All checks drawn against funds of the Club, after having been approved by the President and Vice-President, are to be signed by the Treasurer and countersigned by the President or Vice-President. In absence of the Treasurer the President may sign checks.

Section E-No club member shall receive any compensation or financial award from 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 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 for approval.

Section H – Treasurer's responsibility – 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.

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 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 noted on the submittal document.

Article VIII - Dissolution

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



(Type in the President's name) 12-14-18
Date
President

Approved:



(Type in the General Manager's Name) 12-14-18
Date
Mike Whiting, General Manager

