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# Bowlers Association of Sun City West BYLAWS

## *Article I - General*

### Section A

The organization shall be known as Bowlers Association of Sun City West, hereafter known as BASCW.

### Section B

The purpose of the organization is to promote bowling and bowling interest by working with the Recreation Center and Bowling Lanes Management to create an environment designed to sustain a high level of fellowship, sportsmanship and friendly competition.

### 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.

## **Article II - Membership**

### Section A

Membership shall be open to all members in good standing of the Recreation Centers.

Annual membership dues will cover October 1 of the current year to September 30 of the following year. Membership dues for each member shall be determined annually on the recommendations of the Club Board and approved by a majority vote of the club members attending the meeting after quorum has been established.

### 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.

On occasion, the BASCW will sponsor bowling activities open to resident guests. Notice will be posted in advance. The BASCW exists for the benefit of their members. A member may wish to share the Club experience with an occasional guest.

### **Recreation Card Holder Procedure**

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A resident visitor or guest is a member of Sun City West with a current Recreation Centers' card, who has not formally joined the BASCW, but is qualified to do so.

Individual resident visitors or guests may participate in two (2) events prior to joining the BASCW, and must not displace BASCW members, nor impose a non-reimbursed expense on the Association or BASCW.

Recreation Card Holder guests will pay the event fee, and if awarded prize money, pay the membership fee prior to obtaining that prize money. Should the prize money be insufficient to cover the membership fee, no prize money will be awarded and these monies will be placed in the BASCW general membership fund for use in conducting the business of the BASCW.

## **Non Recreation Card Holder Guest Procedure**

### **Invitations**

Only individual members of BASCW may invite Non Recreation Card Holder Guests. Non Recreation Card Holder must register prior to participating in an event and must not displace BASCW members when facilities/space is limited.

Individual members of BASCW may host four (4) No Recreation Card Holder guests per event and must accompany their guests.

Individual Non Recreation Card Holder guests will be limited to two (2) events and must not impose non-reimbursed expense on the Association or BASCW.

Non Recreation Card Holder guests shall pay a guest fee of one (1) dollar in lieu of a membership fee for each event in which they participate. The guest fee will be placed in the BASCW general membership fund for use in conducting the business of BASCW.

Non Recreation Card Holder guests will pay the event fee and the nonresident lineage fee when requires.

### **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**

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, may have their club membership temporarily 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:

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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.

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1. First Offense - a written warning from the Club.
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).

Written complaints may be received by the Club Board from any member or Association staff.

The Club Board must establish a meeting date for a hearing within five (5) calendar days of receipt of the complaint and unless the charge(s) are found to be without merit, a hearing date will be set. Any member of the BASCW against whom a charge has been preferred shall receive a fair and impartial hearing.

The date selected for the Club Board hearing shall allow at least ten (10) calendar days advance notice to both parties involved a letter requesting their attendance shall contain the meeting information; the charge(s) that have been lodged; and will advise that witness and representatives may attend. Notice may be given by any method reasonably calculated to provide timely notice; i.e., delivery by hand with signature of proof of delivery. Any notice given by mail must be given by Certified Mail (Return Receipt Requested) sent to the member’s last address of record.

A postponement, not to exceed thirty (30) days, may be granted for good cause.

The Club Board will take statements from; (a) Complainant and any witnesses; and (b) Defendant and any witnesses. All parties will be entitled to question the opposition. Questions will be taken from the Board members.

After all evidence has been presented and arguments made, all parties, witnesses and their representatives will be excused. The Club Board will discuss the charges and render a decision as soon as practical, but not to exceed forty-eight (48) hours. Such decision shall detail the factors involved and the penalty to be imposed, if the verdict is in favor of the complainant. Both parties will be notified of the decision.

Written notice regarding the reasons for the temporary suspension shall be provided to the Recreation Centers’ Activities Manager within two (2) business days of the temporary suspensions. Termination of a Club membership can only occur following the recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be cause for suspension of Association membership rights and privileges. Any suspension or termination of Club membership or Association rights and privileges may be appealed to the Governing Board.

If the defendant fails to appear initially or on postponed date, the Club Board will hold the hearing in absentia.

Any suspension of Club membership may be appealed by providing written justification to the BASCW Club Board within fourteen (14) calendar days of the revocation notice. The BASCW Board will provide a written notice of final decision of an appeal within fifteen (15) calendar days of receiving said appeal.

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An appeal may also be directed to the Governing Board using the procedure as described in Chapter 3. F. 1 through 4 of the “Chartered Club Rules, Regulations and Procedures of the Recreation Centers of SCW, Inc.”. (See Association Bylaws, Section 2.7.7)

### ***Article III – Officers***

#### **Section A – Club Board.**

The Club Board must consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer.

This Club will also include five (5) officers-at-Large. They are elected by the membership and retain voting rights on the Club Board.

#### **Establishing of Policies**

The Club Board shall establish policies to conduct and promote the objectives of the Bowlers Association of Sun City West, and the welfare of the association’s Membership. These policies shall be set forth in the Governing Documents.

#### **Section B Compliance with Association’s Rules, Regulations & Procedures**

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 Elections**

**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).**

Election to the Club Board shall be held in the month of November. The Club Board shall consist of nine (9) members. The term of office for an officer of the shall be three (3) years and terms shall be staggered. Three (3) officers shall be elected each year to serve a three (3) year term.

#### **Election of Officers**

The new Club Board has the authority to elect the four (4) Officers from within their ranks. These Officers constitute the Club Board, President, Vice-President, Secretary and Treasurer. The election of officers shall take place at a special meeting prior to the first Club Board meeting of the year. The election will be conducted by ballot.

**Section D – The officer in charge of membership is responsible to submit CR-15 membership report to the Recreation Activities Manager.**

Should an elected officer not be able to complete that office following the installation of newly elected officers on January 1 following the election, the position shall be filled by appointment by the BASCW Club Board to fill the position until the following December 31<sup>st</sup>.

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## **Section E Term of Office**

The term of office for all officers shall be three (3) years. A Board Member who has served two (2) successive terms as an officer is not eligible to serve again until one (1) year has elapsed from the expiration of his/her last term in office. Officers' terms of office shall commence on the first day of January following the election.

### **Officers**

#### **President**

The president shall preside over all association meetings and shall be responsible for the administration of the Association: shall act as liaison between the Association and the Recreation Centers management; shall appoint all committees deemed necessary; shall be responsible for all committees (except the nominating committee). The President, with the majority approval of the Club Board, may take such action necessary to meet situations not covered by the Bylaws, in order to protect the interest of the membership.

#### **Vice President:**

The Vice-President shall preside at all meetings and perform the duties of the President in the Absence of the president, shall perform such duties as assigned by the President.

#### **Secretary:**

The Secretary shall keep all records, issue notices of ad keep minutes; is responsible for all correspondence related to the Association. All of the Secretary's records are to be kept for a period of three (3) years. A file of historical data prior to three (3) years will also be maintained.

#### **Treasurer**

Treasurer shall receive all monies and pay all bills owed by the association; shall keep an up-to-date ledger recording all financial statements; shall provide all financial reports as required by the Recreation Centers Office; shall perform miscellaneous duties such as, not limited to, reconciling bank statements, preparing financial reports for meetings and retaining bank statements.

The President shall verify the Treasurer's accounts monthly.

#### **Officer**

Officer shall assist the other Officers in all matters and assume overall responsibility for special events (Hall of Fame, No-Tao, Red Pin, etc.) as assigned by the President.

### **Filing for Vacancies on the Board**

Should an elected officer not be able to assume or complete that term of office the position shall be filled by the candidate with next highest number of votes should the vacancy occur prior to the installation of newly elected officers.

Should an elected officer not be able to complete that office following the installation of newly elected officers on January 1 following the election, the position shall be filled by appointment by the BASCW Club Board to fill the position until the following December 31<sup>st</sup>.

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## **Article IV - Meetings**

### **Section A – General Membership Meetings**

There will be a general membership meeting conducted during each quarter of the calendar year. The November meeting will be designated as the election meeting.

### **Section B – Notice of Membership Meeting**

Notice of all general membership meetings must be posted on the BASCW bulletin board a minimum of fourteen (14) calendar days prior to the date of the meeting.

Minutes will be taken by the Secretary to document all business sessions and 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.

**For a grievance or reasonable cause how fifteen (15) members are necessary to require the Board to call a special membership meeting? A fourteen (14) day notice must be given to all members if a special meeting is called.**

The President of the Club Board can call a special membership meeting.

Votes will be by ballots for elections.

The Board shall meet monthly at a time and place designated by the President. Cancellation of the Club Board meetings must be approved by a majority of the members of the Club Board.

### **Special Club Board Meetings**

Special meetings of the Club Board may be called by the President or upon written request of a Board member, clearly stating the purpose for calling the meeting. Reasonable notice (3 days) of special meetings shall be given and no business shall be transacted except that for which the meeting is called.

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

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.

Voting will be by ballot for elections. (moved from Article III Section C)

### **Establishing a Quorum at Club Board Meetings**

A simple majority shall constitute a quorum at all board meetings.

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## **Rules of Order in Meetings**

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**

Expenditures over two thousand Dollars (\$2000.00) must be approved by a vote of the general membership. Expenditures of \$25 or less can be paid by petty cash.  
RR&Ps Chapter 4, Article V, B, 4.

A minimum of 2 officers shall be authorized to sign checks. All checks shall require the signature of an authorized member of the club board.

**Section C – 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 D- Financial records**

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 flyers 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 Feb. 1 for the preceding calendar year.

**Section H – Other (Inventory requirements, equipment and simplified. Indicate who is responsible for submitting the report to the Activities Manager by December 31).**

### ***Article VI – Committees***

#### **Section A - Committees Establishment**

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

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

**Section C - duties of the Safety Committee**

The Club Board shall appoint a chairperson who shall select a minimum of two members, in good standing, from the general membership to complete the committee. The committee shall meet one (1) time per year or as directed by the chairperson.

The Safety Committee will identify any potential safety hazards and report their findings to the Club Board, who in turn relay the information to the Sports Pavilion Manager.

The rules of safety will be posted on a bulletin board for the information of all bowlers.

**Section D – An audit committee shall be appointed by the club board to conduct an annual audit of the BASCW financial records. (If any additional information is needed to that which is stated in the Sample Bylaws Article V, Section D.)**

**Section E Other Committees**

**Nominating Committee**

A nominating committee chairperson shall be appointed by the Club Board and who shall select a minimum of two (2) members, in good standing, from the general membership to complete the committee (excluding and current Club Board officers).

The Nominating Committee members shall not be eligible to become a candidate for the upcoming election.

Nominations will also be taken from the floor at the third general membership meeting. Seconds are required.

Additions to the slate may be made by any member by presenting a petition to the President, bearing the signatures of at least ten (10) members in good standing from the general membership. The petition must be presented no later than thirty (30) calendar days prior to the election.

The final slate of nominees is to be presented to the President no later than twenty (20) calendar days prior to the election.

**Election Committee**

A Chairperson shall be appointed by the Club Board and they shall select a minimum of three (3) members, in good standing, from the general membership to complete the committee. This committee shall have sole custody of the ballots.

The Chairperson of the election Committee and one member of the Board shall tally ballots. Election results will be reported to the President who will be responsible for notifying the Board. Results will be presented for approval at the annual membership meeting.

Safety Committee Moved to section C

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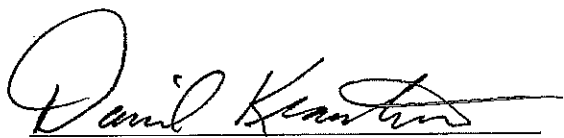
**Article VII - Amendments**

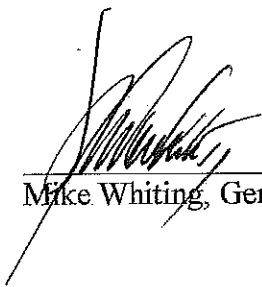
To amend the bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

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 duly 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.

 12-4-12  
 David Krauter, President Date

Approved:  
  
 Mike Whiting, General Manager 12-5-12  
 Date