

MAR 28 2023



CHARTERED CLUB BYLAWS

JOHNSON LAWN BOWLS CLUB

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Johnson Lawn Bowls Club (JLBC)

Section B - Purpose of Organization

The purpose of the club is to promote the game of lawn bowls, sportsmanship and competition with members and other lawn bowlers, other clubs and their members.

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, 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 Center's documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Section E – Standing Rules

The Club has Standing Rules that establish rules and policies beyond those enclosed in these Bylaws. The Standing Rules may be amended by a majority vote of the Board of Directors and confirmed at the following General membership Meeting by a majority vote. A quorum must be established to vote.

Section F – Bylaw and Standing Rules copies in Clubhouse.

A copy of the Club Bylaws and Standing Rules shall be on file in the JLBC clubhouse, readily available to all members.

Section G - All previous Bylaws of JLBC are null and void.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

Section E – Recreation Card Holder Guest/Visitor Privileges

Johnson Lawn Bowls Club exists for the benefit of its members. A Club member may wish to share the club experience with a guest and is welcome to do so under these specific conditions.

Recreation Card holders, with a JLBC members present may use the lawn bowls equipment a maximum of five (5) times before they must join the Johnson Lawn Bowls Club.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

Non-Recreation Card holders may not be given more privileges than a Recreation Card Holder. Non-Recreation Card individuals may use the lawn bowls facility a maximum of five (5) times in a calendar year.

Sponsored guests not holding a RCSCW Recreation Card may participate in leagues, tournaments, special events and club visitations once an appropriate completed form for those leagues, tournaments, special events and club visitations have been submitted, viewed and approved by the Recreation Center.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11).

Dues paid after October 31st become valid for the rest of the year and the entire following year. Dues must be paid by January 1st and are delinquent January 15th. Delinquent membership dues past January 31st will result in a loss of membership.

A locker rental request list shall be posted in the clubhouse. Locker rental fees are due by January 1st. The member's annual dues must be paid simultaneously with the locker rental.

An unpaid member will be notified their locker fees are past due and allowed seven days to pay or vacate the locker. The locker will then be assigned the next member on the request list.

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Section I – Club Monitoring

This Club does not require monitoring at this time. If monitoring becomes necessary in the future as deemed by the JLBC Board of Directors and voted on by the General Membership, it will be spelled out in the Johnson Lawn Bowls Club Procedure Manual.

Article III – Code of Conduct

Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

Section D – Responsibility to Submit Annual CR-15 Report

The President or his/her designee shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 18 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. The President, Vice-President, Treasurer, Secretary and one (1) Director may not serve more than five (5) consecutive terms in those offices and must be out of office at least one (1) year before running again for that office. Each of these five (5) members of the Board have full voting rights.

The previous year's President is a non-voting, ex-officio member and may advise the Board or Club committees for a period not to exceed one year.

Section F – Filling a Board Vacancy

Vacancies in Office – All vacancies on the Board shall be filled within thirty (30) days. An Appointee for office shall be recommended by the President or other Board members and is subject to confirmation by a majority vote of the Board. Notifications of filled vacancies on the Board shall be posted in the clubhouse within seven (7) days of the appointment of the new officer.

Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section H – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at www.scwclubs.com) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club’s Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

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

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

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

2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the 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 percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

Article VI – Financial

Section A – Financial Record Retention

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

Section B – Spending Limits

The Treasurer and President of the Club and/or the Board's designees may sign checks. A check over the amount of one-thousand dollars (\$1,000.00) requires two (2) signatures. The signatures of those authorized to sign checks shall be registered at the bank.

Section C – Club Member Compensation

No 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 reviewed by the Recreation Manager.

Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

Section G - Treasurer's Duties and Responsibilities

See Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

All committee Chairs both permanent and non-permanent shall be appointed by the President with the majority vote of the Board.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board. The Ad-hoc Committees to be appointed are Bylaws, Nominating and Elections. Ad-hoc Committee Chairpersons shall present reports at general membership meetings and board meetings when requested by the Board.

BYLAWS: This committee chair (created at the pleasure of the President or Board majority) must have familiarity with the JLBC Bylaws and RCSCW Rules, Regulations & Procedures for Charter Clubs. Careful consideration of possible bylaw change(s) must be made with precedence to the RCSCW guidelines.

NOMINATING: The Nominating Committee shall consist of (3) members (non-Board Members). The Committee Chairperson shall be appointed by majority vote of the Board. Committee persons (2) shall be chosen by the Chairperson and confirmed by a majority of the Board.

This committee shall present a minimum of one (1) candidate for each of the five (5) board positions. The Nominating Committee must make every effort to contact more than one person to be a candidate for each office. The names of the candidates selected by the Nominating Committee shall be posted in the clubhouse not later than November 1st or 30 days prior to the election (whichever is earlier).

ELECTION: The Chairperson of this committee shall be named by the President with the approval of the Board immediately after the Nominating Committee has presented its list of

candidates for election. The person selected may not be a nominee for election on the nominated list.

The Election Committee Duties and Procedures will be listed in the Johnson Lawn Bowls Club (JLBC) Procedure Manual.

Section D - Duties of the Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

The Audit Report shall be made if the Treasurer is replaced during the year or if the Board or General membership (through the Officer recall process defined in these Bylaws) requests an audit.

Section F - Other Committees and Their Duties

Other committees with their duties and procedures will be listed in the JLBC Procedure Manual. Their additional and retraction will be by the vote of the board.

Any JLBC member in good standing may serve as a committee member under the following guidelines.

Chairpersons of the various Standing Committees shall appoint committee members as required subject to approval by a majority vote of the Board.

The names of all Standing Committee Chairpersons and Ad-hoc committees for the year shall be posted on the bulletin board.

Article VIII - Amendments

Section A – Amending These Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

Section B – Amendment Review Requirements

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11).

Section D – Revised Bylaws Review Requirement

A complete revised set of the Club's bylaws will be submitted to the Recreation 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 IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

Appendix A – Club Officer Role Descriptions

President

The President is the Chief Administrative Officer of the Club. The President presides at all General Membership and Board meetings. The President casts the deciding vote in the case of a tie. The President shall call Special Board Meetings for a “Code of Conduct Complaint” or other urgent issues when necessary. The business to be transacted at any special meeting shall be limited to that included in the President’s published agenda for the specially called meeting.

Regarding other non-urgent issues, for Special General Meetings a twenty (20) day notice shall be given to the general membership by personal or electronic means, posted on the bulletin board and announced at the daily draw for a period of seven (7) day.

The President is responsible for seeing that all RCSCW Forms and Reports are completed, signed and submitted.

The President is responsible for turning in the annual CR-15 form by February 15.

The President shall approve all information posted on the bulletin board.

Vice President

The Vice-President shall act in place of the President when the President is absent or at the President’s request.

Treasurer

The Treasurer shall keep an accurate record of all monies received and spent, retaining deposit notes, receipts, and other available documentation. The Treasurer shall deposit all funds.

The Treasurer shall collect all Club dues and all other monies. All monies collected for tournament fees, social events and other Club functions shall be collected by the appropriate committee and turned over to the Treasurer for deposit and to pay bills.

The Treasurer shall maintain a file card or spread sheet for each paid-up member, to include their address or addresses, telephone number(s), RCSCW membership card number, expiration date and locker number. This Roster shall be provided to the Secretary each year. The Treasurer shall update the file or spread sheet when the member presents a valid RCSCW membership card.

The Treasurer shall reconcile the Club’s accounts monthly. The monthly reconciliation shall match the Club’s receivables and expenditures to the monthly bank statement. This reconciliation will be delivered to the other Board members as requested either via printed copies or an electronic spreadsheet. The reconciliation, current year-to-date, along with the Audit Committee’s findings shall be included in the Treasurer’s report at each General Membership Meeting.

The Treasurer shall order a name tag (badge) and a board tag for each new member.

The Treasurer is required to submit Form CR-7 Annual Financial Statement to the office of the Recreation Manager by February 1st for the preceding calendar year after acceptance and approval by the JLBC Audit Committee and the President.

Secretary

The Secretary shall keep a Roster of the Club members provided by the Treasurer. The Secretary shall handle all general correspondence of the Club as directed by the President and Board of Directors and as follows:

- *Attend Board and General Membership meetings to record meeting minutes.*
- *Seek approval of Board meeting minutes from Club President.*
- *Seek approval of General Membership meeting minutes at General Membership meetings.*

Director

The Director is an officer of the Club and shall assist with any Board duties assigned to them and shall vote on all matters of the JLBC Board business.

The Board shall implement the Club Policies, Standing Rules and Bylaws. The Board conducts the routine business of the Club and approves transactions of the Club. The Board establishes policies of the Club and the Committees, except where policy is already defined by the Rules, Regulations and Procedures for Charter Clubs, Club Bylaws and Standing Rules or where a policy is already defined by action of the General membership.

The Board shall meet prior to every General Meeting and at other times as called by the President at Board meetings. The presence of a minimum of three (3) officers, one of whom shall be President (or acting President) is required for a quorum.

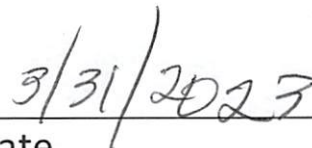
Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures



Club President



Date



General Manager



Date