SUN CITY WEST

CHARTERED CLUB BYLAWS

SUN CITY WEST AGRICULTURE CLUB

Document Change Control

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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
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The reader is responsible for verifying that this document is current prior to each use.
Refer to Appendix B – Bylaws Amendments on page 18 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Agriculture Club

Section B - Purpose of Organization

The purpose of the Club shall be to promote interest in, and to disseminate knowledge of agriculture, horticulture, cultivation, and harvesting, and to administer operation of the garden plots area.

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.

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

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor must be accompanied by a club member host, the host must remain with the guest during any meeting, activity, or garden visit, no more than six (6) times a year.

A Club Member may host up to six (6) different Recreation Card Holder Guest/Visitors annually.

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

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a club member host, the host must remain with the guest during any meeting, activity, or garden visit, no more than six (6) times a year.

A Club Member may host up to six (6) different Non-Recreation Card Holder Guests/Visitors annually.

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).

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.

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.

Additional board members for this club include: The Immediate Past President, not to exceed one year, Plot Manager, two (2) Plot Monitors and three (3) Members-at-Large. All board members shall have voting privileges.

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 Treasurer 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 16 for Officer Duties and Responsibilities descriptions.

Officers may succeed themselves in office. A term in office shall be one calendar year.

Section F – Filling a Board Vacancy

When a vacancy occurs on the club board, the remaining members shall appoint a successor for the remainder of the term.

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 information (which can be found online at www.scwclubs.com) onto their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 (20) 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 Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed five hundred dollars ($500.00). Expenditures greater than five hundred dollars ($500.00) must be approved by a vote of the general membership, except for resale items such as mulch, re-may, etc. Other expenditures of twenty-five dollars ($25.00) or less can be paid by petty cash.

Only the President, Vice President and Treasurer are authorized as signatories on the club's bank accounts.

The club board may assess an annual maintenance fee for each garden plot, to be paid by the plot holder on or before the 31st of December for the coming year. Said fees will be placed in a reserve fund which will include the key deposit fee and plot cleanup deposit fee paid by each plot holder. An equipment usage fee, established by the club board, shall be paid to the club by any member using a club-owned piece of equipment.

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 approval. (Refer to RR&Ps).

Section G - Treasurer's Duties and Responsibilities

- See Assist the president in the performance of the duties of said office.
- Assume the duties and powers of the presiding office in the absence of the president.

- Be chairperson of the Program Committee and shall make plans and arrangements for lectures, presentations, programs, field trips and social events.
- Perform such other duties as may be assigned by president or club board.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 16.

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.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

Section D - Duties of the Safety Committee

The duties of the safety committee shall include education of membership in the proper use of club owned power tools and hand equipment, providing recommendations for safe gardening procedures such as use of chemicals for control of pests and weeds, and general work operations.

Safety Committee members shall report violations of safety rules and potentially hazardous conditions to the Plot Monitors.

Section E – Audit Committee/Chairperson Duties and Responsibilities

This committee shall consist of two members appointed by the club board who will conduct an audit of the financial records of the Treasurer and a written report given to the club board. No club officer shall be a member of this committee.

Section F - Other Committees and Their Duties

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

- Preside at all meetings of the club and club board and any special meetings as required.
- Serve as official representative to the Recreation Centers, Inc.
- With the approval of the club board shall appoint chairpersons for all committees.
- Coordinate and supervise all club activities.
- Be responsible for filing all forms and documents on prescribed dates as required by IRS and the office of the Recreations Centers, Inc.
- Keep the club fully informed on all matters concerning club activities.

Vice President

- Assist the president in the performance of the duties of said office.
- Assume the duties and powers of the presiding office in the absence of the president.
- Be chairperson of the Program Committee and shall make plans and arrangements for lectures, presentations, programs, field trips and social events.
- Perform such other duties as may be assigned by president or club board.

Treasurer

- Maintain all club accounts on a current basis and be disbursement agent for the club.
- Collect dues and keep a correct account of all receipts and expenditures.
- Prepare monthly financial statement and have copies available for the officers at the club board meetings and general membership.
- Complete the Annual Financial Statement, Form CR-7 and Membership Report, Form CR-15, prior to February 15th.
- Obtain signatures of authorized officers for bank accounts.
- Maintain all posting on a current basis so that records may be turned in for audit at the close of the fiscal year,
- Maintain a list of all plot clean-up and key deposits.
- Perform other duties as may be assigned by the club board or president.

Secretary

- Keep an accurate record of all general membership and club board meetings and furnish complete and accurate minutes of such meetings. All documents must be retained for 3 years.
- Prepare general correspondence and maintain files for the club.
- Have available at all meetings an up-to-date copy of the approved By-Laws.
- Collect all participation reports and file a CR-4 to the Recreation Center by the 2nd Monday of each month.
- Perform such other duties as may be assigned by the president or club board.

Plot Manager

- Assign all garden plots and execute all contracts for plots in the club name.
- Coordinate with the club's secretary and treasurer to maintain current plots status.
- Advise the club's president on the status of all vacated plots for deposit returns or assessments.
- Be responsible for signing up new members.
- Perform other duties as may be assigned by the club board or president.

Plot Monitors

- Be responsible for ensuring compliance by plot gardeners with the Club's Rules and Regulations.
- Oversee area maintenance and other plot-area activities.
- Perform other duties as may be assigned by the club board or president.

Members-at-Large

- Represent the membership-at-large by serving as consultants and advisors to the other board members in the performance of their duties.
- Perform other duties as may be assigned by the club board or president.

Immediate Past President

- Serve as counsel and advisor to the incumbent president and other members of the club board, not to exceed one year.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Club President

Date 2-7-23

General Manager

Date 2-2-23