

BYLAWS
CRIBBAGE CLUB OF SUN CITY WEST

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ARTICLE I - General

SECTION A - Name of Organization

This organization shall be known as the Cribbage Club of Sun City West.

SECTION B - Purpose of Organization

The purpose of this Organization is to play Cribbage competitively for recreation enjoyment, good fellowship and enhancement of card-playing skills

SECTION C - Compliance

These Bylaws will fully comply with the Recreation Centers' Articles of Incorporation, Association Bylaws, and Club Rules. Regulations and Procedures 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 - This Chartered Club shall be operated as a non-profit organization in accordance with applicable Arizona & Internal Revenue tax exempt codes, and the Bylaws of the Recreation Centers.

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 pre-condition, nor will members be required to join any national, state or regionally-affiliated organization.

SECTION C - Guests are invited to participate in this organization's functions as outlined in the Recreation Centers' regulations. It is expected that an eligible Rec Card holder will join the organization on the third (3rd) instance as a guest.

Non card holders can participate no more than three (3) times.

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 their Club members attending the meeting after a quorum has been established.

SUB-SECTION D - Other charges or tournament fees may be levied from time-to-time at the option of the member participating in the competition.

SECTION E - Members who are abusive, project an undesirable or inappropriate image, are vulgar, or who unnecessarily and blatantly create turmoil, disruption and dissention among club members, other clubs, or the Recreation Centers of SCW in general may have their club membership suspended or terminated. Membership termination can only occur following a recommendation from the General Manager and a decision by the Governing Board.

Disciplinary actions will be taken as follows:

- 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 (2) weeks and**
- 4- Fourth offense - termination recommended by Recreation Center's General Manager to the Governing Board.**

Any suspended or terminated Club member has the right to appeal to the Governing Board. (See Chapter 3.1.g of the Rules, Regulations and Procedures)

Quorum; is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be ten (10) percent of the Club membership with a minimum of 20 and a maximum of 100.

ARTICLE III - Officers

SECTION A - Club Board

The Club Board shall consist of a President, a Vice-President a Secretary and a Treasurer. (One person per office, no one can hold 2 positions on the Board)

Newly elected or appointed officers, within fourteen (14) business days of taking office shall attest that they have read and understand the Associations' Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Club affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

SECTION B -

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 and shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Section 5.k.)

SECTION C - Terms and Responsibilities

The officers shall be elected for a one year term running from January 1st of each year to December 31st of that same year. Officers may be re-elected to succeed themselves.

The President will preside at all meetings of the organization for various activities of the organization, make other appointments as required, and may designate responsibility for various activities of the organization as may occur.

The Vice President will preside in the absence of the President, organize the Christmas party and Spring picnic.

The Secretary will preside in the absence of the President and Vice-President, record and keep the minutes of all meetings and maintain an up-to-date compilation of members' competitive playing records and statistics.

The Treasurer will collect dues, issue membership cards, maintain a correct copy of names of members, their addresses, phone numbers and Rec Card identification, pay all prize moneys and be responsible for prompt reporting of financial matters to the Rec Centers, IRS (if applicable), The Treasurer is also responsible for completing a CR-15 Membership Report as of December 31 and submit to the office of the Recreation Activities Manager by February 1st.

The Club Board shall have the general supervision of the affairs of the club between its business meetings, it shall make recommendations to the club membership for their approval.

SECTION D- Vacancies

Vacancies in office will be filled by appointments made by the Club Board, effective until the next regular annual election.

Impeachment - to impeach an officer, Robert's Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately.

ARTICLE IV - Meetings

SECTION A-

There will be a general membership meeting conducted during each quarter of the calendar year.

Weekly meetings will be held at a day, time and place arranged by the Club Board. The first meeting in January, April, October and December are established as Business Meetings. Meetings may be waived during the months of July and August at the option of the membership.

SECTION B -

Minutes will be taken by the Secretary to document all business sessions. Minutes as well as all other pertinent administrative records will be retained for a period of three(3) years prior to current year. Parliamentary procedures will be governed by Roberts Rules of Order. Minutes must be approved by the Club President.

SECTION C -

All members holding fully-paid dues card are eligible to vote at regular elections or in instances of special election (Bylaws amendments setting of dues, etc, all of which require 30 days prior notice).

A quorum is the minimum attendance at Club membership meetings necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be ten (10) percent of the Club membership with a minimum of 20 and a maximum of 100. To amend bylaws requires a two-thirds (2/3) vote of the membership present.

A quorum for the Board is three (3) officers.

ARTICLE V - Financial

SECTION A -

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

SECTION B -

The Club Board is limited to an expenditure of \$250 of club funds without requiring a vote of the general membership. As a routine standard, such expenditures should be reported to the next Business Meeting of the organization. (only expenditures of \$15 or less can be paid by petty cash (See Chapter 4, paragraph 4b(1) (d).

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 -

The Treasurer will maintain a checking account under two officer's signatures at a local financial institution,. The Treasurer will also maintain an inventory of property owned by the organization.

The Treasurer is responsible 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 E -

Any commercial advertising or flyers of club activities must be in compliance with the RR&P's Chapter 3 page 18 Section f.1 & 2.

SECTION F-

Any contracts for instructors will be handled in compliance with Chapter 4 paragraph 5, and 5a through 5.d of the RR&P's. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities manager for approval.

ARTICLE VI - Committees

SECTION A -

Committees &/or chairpersons will be elected by the general membership or appointed by the Club Board.

SECTION B-

Permanent (standing) committees(at a minimum) will include Safety and Audit.

The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the facility supervisor.

Tournament and Hospitality committees may be appointed as required.

ARTICLE VII - Amendments

To amend the Bylaws of this club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum being present as noted in Article IV, Section C. Procedures for filing amendments(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 Center's 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.

Nicole Donati

President, Nicole Donati - Date: 11/22/10

Adopted by vote of the general membership of the Cribbage Club of Sun
City West at a Business Meeting held on (date) 11/22/10

Edward O'Connor

Vice-President Edward O'Connor

Approved:

[Signature]
General Manager Date 12-7-10
Recreation Centers of Sun City West,

OK
3-17-10