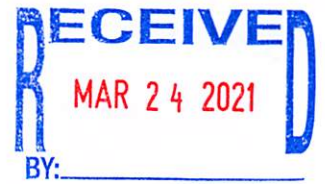


# Cribbage Club of Sun City West Bylaws

## Article I- General



**Section A** – The name of this organization shall be known as the Cribbage Club of Sun City West.

**Section B** – The purpose of this organization is to play Cribbage competitively for recreation enjoyment, good fellowship, and enhancement of card playing.

**Section C**-These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Charter Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' documents shall prevail.

**Section D** -This Charter Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and Association's Bylaws.

## Article II - Membership

**Section A**- Membership shall be open to 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, Regulation, and Procedures. Chapter 3, Article II.

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

Eligible Recreation Card Holders guests will be required to join after participating three (3) times.

Non-Recreation Card Holder guests can participate no more than three (3) times per year.

**Section D**- The dues (amount) 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.

\*Quorum<sup>1</sup> is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Other charges or tournament fees may be levied from time to time at the option of the member.

**Section E - Club Maintaining a Charter:**

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
  - 1. Membership participation is the action of taking part in club activities.
  - 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
  - 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

**Section F –** Each club member is responsible for monitoring at club facilities per club bylaws.

**Section G –** The club board initiates periodic (at least annually) reviews of club membership to ensure all its members are valid Recreation Card Holders.

**Section H - Member Conduct:** Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two (2) weeks) by the club.

**IMPORTANT:** All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR- 16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
  - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
  - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
  - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved

by the Recreation Activities Manager.

1. Member in question and Club President or presiding officer shall present their case.
  2. Ruling will be made based on majority consensus.
  3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
- a. General Manager may suspend a member up to sixty (60) days.
  - b. Club termination may be recommended by the General Manager to the Governing Board.
  - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e. suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

**NOTE:** Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e. physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

**IMPORTANT:** Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

### **Article III - Officers**

**Section A** - The club board must consist of (at a minimum) four officers: President. Vice President, Secretary, and Treasurer. (no one can hold two positions on the board.)

**Section B** - 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 Clubs Affirmation Report) and forwarding it to the office of the Recreation Manager.

**Section C** – 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. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article V I, L)

**Section D** – The officers shall be elected for a one-year term running from January 1<sup>st</sup> of each year to December 31<sup>st</sup> 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, e-mail address and Rec Card identification, pay all prize monies 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<sup>st</sup> and submit to the office of the Recreation Activities Manager by February 1<sup>st</sup>

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 E** – Vacancies in office will be filled by appointments made by the Club Board, effective until the next regular annual meeting.

**Section F** – To impeach an officer, or fill a vacancy, Robert's Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Manager.)

**Section G** – It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

## **Article IV – Meetings**

**Section A** – 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.

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 and approved by the club president. Minutes as well as all other pertinent administrative records will be retained for a period of three (3) years. Minutes should be available to membership before the next scheduled meeting.

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

Can the president, board or both call for a special meeting?

### **Section C –**

1. Club Board Meetings – A quorum for the board is three (3) officers.
2. Club 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 will be no proxy votes. The required majority must be those present at a meeting to 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 (ten) percent of the club membership; however, it cannot be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Robert's Rules of Order for assistance in Parliamentary Procedures. Please note that stated bylaws take precedence over Robert's Rules, i.e., Anything not stated in bylaws shall be referred to Robert's Rules for parliamentary procedure.

All members holding fully paid dues cards are eligible to vote at regular elections or in instances of special elections (Bylaw Amendments, setting of dues, etc. all of which require 30 days prior notice).

## **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 \$250.00 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 club. Other expenditures of \$25 or less can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B,4).

**Section C** – No club member shall receive compensation or financial reward from club 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.

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

**Section D** – 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.

The Treasurer is responsible to submit CR-7 (Annual Financial Statement) to the office of the Recreation activities Manager by February 1<sup>st</sup> for the preceding calendar year.

**Section E** – Any commercial advertising or flyers of club activities must follow Association policies.

**Section F** – Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the 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** – For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased and a total amount.

## **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.

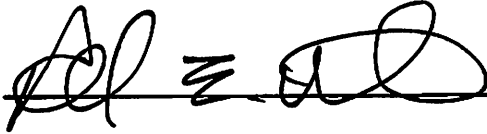
## **Article VII – Amendments**

To amend the Bylaws of this club requires a two-thirds 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 Activities Manager shall review the purposed amendments Prior to the 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' Activities Manager for final review. The amended bylaws required the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote shall be noted on the submitted document.

**Article VIII – Dissolution**

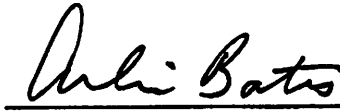
Prior to the club dissolution (after all debts are satisfied) all properties and assets shall be turned over to the Recreation Centers.

 \_\_\_\_\_

Ron Wilson, Co-President Cribbage Club

3/9/2021

Date

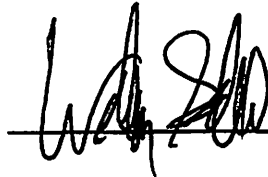
 \_\_\_\_\_

Arlin Bates, Co-President Cribbage Club

3/10/2021

Date

Approved:

 \_\_\_\_\_

William Schwind, General Manager

3-8-21

Date