



CHARTERED CLUB BYLAWS

STARDUST MEN'S GOLF CLUB

Contents

Document Change Control	1
Article I - General.....	5
Section A - Name of Organization	5
STARDUST MEN'S GOLF CLUB	5
Section B - Purpose of Organization.....	5
Section C – Compliance with Recreation Centers of Sun City West, Inc.....	5
Section D – Chartered Club Operation as a Non-Profit Organization	5
Article II – Membership	6
Section A – Membership	6
Section B – Honorary and Lifetime Memberships.....	6
Section C – Membership Reporting.....	6
Section D – Membership Preconditions.....	6
Section E – Recreation Card Holder Guest/Visitor Privileges.....	6
Section F – Non-Recreation Card Holder Guest/Visitor Privileges.....	6
Section G – Club Dues.....	7
Section H – Maintaining a Chartered Club	7
Section I - Monitoring.....	7
Article III – Code of Conduct.....	8
Section A - Member conduct.....	8
Article IV – Officers	9
Section A – Club Officers	9
Section B – Club Officer Election	9
Section C – Club Officer Verification	9
Section D – Responsibility to Submit Annual CR-15 Report.....	9
Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties	9
Officers will serve one (1) year terms. The President may not serve more than five (5) consecutive terms.....	9
Section F – Filling a Board Vacancy	9
Section G – Removal of Directors and Officers	9

Section H – Officer Succession	9
Article V – Meetings	10
Section A – Club General Membership Meeting Frequency and Openness	10
Section B – Club Business Currency and Board Meeting Openness.....	10
Section C - Provisions for Calling and Recording Meetings.....	10
Section D – Required Club Officers Meetings	10
Section E – Club Meeting Purpose.....	10
Section F – Special Meetings	10
Section G – Voting and Quorum Requirements	11
Article VI – Financial	12
Section A – Financial Record Retention.....	12
Section B – Spending Limits.....	12
Section C – Club Member Compensation.....	12
Section D – Financial Record Audits	12
Section E - Club Advertising.....	12
Section F - Contracts.....	12
Section G - Treasurer’s Duties and Responsibilities	12
Article VII – Committees.....	14
Section A – Non-Permanent Committees and Chairpersons	14
Section B – Permanent (Standing) Committees	15
Section C – Ad Hoc Committees	15
Section D - Duties of the Safety Committee.....	15
Section E – Audit Committee/Chairperson Duties and Responsibilities	15
Section F – Other Committees	15
Article VIII – Amendments.....	17
Section A – Amending These Bylaws	17
Section B – Amendment Review Requirements.....	17
Section C – Proposed Amendment Publication.....	17
Section D – Revised Bylaws Review Requirement	17
Article IX – Dissolution.....	18
Section A – Clubs with an IRS Tax Status Other than 501(c)(3).....	18

Appendix A – Club Officer Role Descriptions	19
President.....	19
Vice President	19
Treasurer.....	19
Secretary	19
Appendix B – Bylaws Amendments.....	20
Attach Amendments o This Document Behind This Page.....	20
Signatures	21

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

STARDUST MEN'S GOLF CLUB

Section B - Purpose of Organization

The purpose of the Club shall be to promote interest in the game of golf, and to encourage fellowship among its 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.

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 may attend a scheduled Club activity up to three (3) times annually before they are required to join the Chartered Club.

A Club Member may host up to four (4) different Recreation Card Holder Guest/Visitors annually.

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

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to four (4) 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 - 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.

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 Membership Chairman 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 19 for Officer Duties and Responsibilities descriptions.

Officers will serve one (1) year terms. The President may not serve more than five (5) consecutive terms.

Section F – Filling a Board Vacancy

In the event that an officer cannot fulfill their responsibilities, a special election will be conducted to fill the vacancy.

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 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

All club revenues are to be deposited intact into the Club bank account in a timely manner.

All Club expenditures must be made by check or by using the Club debit card. Checks must be signed by the Club Treasurer.

All Club expenditures must be supported by receipts. Checks must be supported by a Check Request, signed by an officer of the Club.

Expenditures exceeding five-hundred dollars (\$500.00) must have prior Board approval. Expenditures exceeding one-thousand dollars (\$1,000.00) must have prior membership approval.

Any expenditure of twenty-five dollars (\$25.00) or less may be paid from Petty Cash.

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 The Vice-President will discharge the duties of the President in the event of the President's absence or incapacity. The Vice-President shall be a member of the Safety Committee.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

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 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.

Monitor Chairperson will be a non-voting role on the club board for Monitor Committee. Duties and responsibilities of monitors are stated in the “Guidelines for Monitors” which is kept posted in its most current form.

Section F – Other Committees

Membership Chair

Organize and conduct annual membership drives in the fall of each year.

Maintain a file of member's names and other pertinent information.

Supply lists of members for inclusion in the submission of Form CR 15 to RCSCW each year

Interact with the handicap chairman to assure that all members are included in the handicap system.

Publish and distribute annually a directory of members and include important reference information about the Club.

Keep membership records for three (3) years.

Handicap Chair

Enter each member into the handicap system and establish base records for them as needed.

Supply USGA handicaps for all members by using the handicapsystem.

Obtain weekly scorecards from the Club's monitor and input member scores into the handicap system.

Print a weekly list of members and their handicaps and post it to the Club bulletin board at the course the members are playing that week. In the event that the Club is not playing the Stardust golf course, adjust the handicap for the course played according to the rating of that course.

Supply member handicaps to the Club monitor for use in verifying the handicap claimed by the member on his scorecard as necessary.

Update member handicaps twice a month

Furnish a description of handicap calculations for members as needed.

In conjunction with the Membership chairman, will evaluate the software used and determine whether an upgrade is needed or will be effective for the Club, and make a recommendation to the Board as to whether to purchase an upgrade.

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.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Appendix A – Club Officer Role Descriptions

President

- The President shall act as the chief executive of the Club and will preside at all Board meetings and all General or Special membership meetings. He shall appoint all standing committees and such temporary committees as may be needed. He shall represent the Club at any community action meetings and at the Golf Council. He will have no power to bind the Club to any contract or establish any obligation to the Club except as may be authorized by the Board and the membership.

Vice President

- The Vice-President will discharge the duties of the President in the event of the President's absence or incapacity. The Vice-President shall be a member of the Safety Committee.

Treasurer

- The Treasurer shall receive, disburse, account for, and be responsible for all Club funds, and shall maintain adequate financial records to support all transactions. The Treasurer shall prepare all financial reports as required by the Board, any governmental agency, or RCSCW. All disbursements must be made by check or via the Club debit card and authorized by the Board. The President, Vice-President and Treasurer shall be authorized to sign checks. Financial records for the Club shall be retained for seven (7) years. The Treasurer shall be responsible to complete and present the club's Financial Report (RR&P Form **CR-7**) to the Recreation Manager by February 15th for the preceding year.

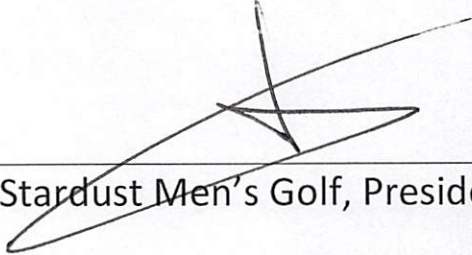
Secretary

- The Secretary shall keep minutes of all the Board and membership meetings. The Secretary shall retain these minutes, records and correspondence for three (3) calendar years and shall post all notices required to keep the members informed as to meetings or other matters. The Secretary shall preside at all meetings in the absence of the President and the Vice-President. The Secretary shall be a member of the Safety Committee.

Appendix B – Bylaws Amendments

Attach Amendments o This Document Behind This Page


Signatures



Stardust Men's Golf, President

2-2-2023

Date



William Schwind, General Manager

2-2-23

Date