

## Article I - General

Section A - This nonprofit organization shall be known as: The Karaoke Club of Sun City West.

Section B - Sing Karaoke, entertain, and socialize in a night club atmosphere.

Section C - These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and 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 Centers' document shall prevail.

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

## Article II – Membership

Section A - Membership shall be open to all Sun City West residents 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, Regulations and Procedures, Chapter 3, Article II.

Resident Card Holder Guests: May attend up to three (3) before being required to become a member.

Non-Resident Guests: May attend up to three (3) during the year.

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

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 the club members attending the meeting after a quorum has been established.

**Quorum<sup>1</sup> 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 that requires a vote. A quorum shall be ten (10) Percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.**

Payment of dues entitles full membership privileges for the calendar year January 1 through December 31.

All admission fees charged members and guests attending Club events shall be established by the club Board and approved by a vote of the club membership. For regular Friday evening meetings, singers, whether members or guests, will pay a fee; non-singers, (audience) whether members or guests, will not be charged a fee. For special events where food is served, the appropriate fee will depend on cost; members may pay a discounted amount. For the annual Dinner Show, the fee will be set by the Board.

To promote participation of all members of the Club, each member of the Club will be asked to volunteer at specified times during the year

#### Section E – Maintaining a Club 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 annual) reviews of club membership to ensure all its members are valid Recreation card Holders.

Section H - Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among club members, clubs or the Association in general, may be asked to leave and 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 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.
  - 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 -** In accordance with requirements of the Recreation Centers, a club Board must consist of (at a minimum) four (4) officers: a president, a vice-president, a secretary, and a treasurer.

This club Board will consist of a Board comprised of at least four (4) officers: a President, a Vice- President, a Secretary, and a Treasurer. (Optional: Assistant Vice President should the need arise)

Additional Chairpersons: Publicity, Membership, Special Events and Audit do not

have voting rights. The Audit Committee to be appointed by the Board for once-a-year audit on the Treasurers books.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's 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 Activities Manager.

Section C - The Club Board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum<sup>1</sup> is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, VI, L).

Section D - Each club Board is responsible to designate in their bylaws the individual responsible to submit the CR-15 membership report to the Recreation Activities Manager by February 1st of each year. The Club President will be responsible for complying with this requirement.

Section E - The term for Board Members will be one (1) year. A Board Member may continue to serve with membership approval. The Board shall be responsible for the overall operation of the Club with due- diligent attendance at all weekly functions, Board meetings and membership meetings.

Specific duties of the club Board shall be:

President:

- a) Preside at all meetings of the Club and the Board. (Should the President be unable to attend a scheduled meeting due to illness or other unforeseen circumstances, the Vice President will preside at that meeting.)
- b) Attend all weekly functions; if unable to do so, the vice-president should be present.
- c) Appoint committee chairpersons as necessary.
- d) Appoint a Club Auditor.
- e) Approve all contractual agreements and other agreements resulting in disbursements in excess of three hundred dollars (\$300.00) and submit copies to the Recreation Center.
- f) Establish with Board approval, all schedules for events and meetings.

- g) Coordinate with the Recreation Manager all schedules to assure availability and conditions of facilities. Represent the Club at meetings or Presidents of Chartered Clubs and other Recreation Center-related events.
- h) Call special meetings of the Board or membership when deemed necessary.
- i) Chair all events.

**Vice President:**

- a) Assume responsibilities during any absence of the President.
- b) Assign a KJ and equipment Manager to train and schedule KJ Operators and to maintain equipment as needed - Monitor to insure all is done.
- c) Oversee safety requirements, first-aid kit, etc.
- d) Assist President and Chairpersons with their responsibilities and actively participate in all club functions and events.

**Assistant Vice President (optional):**

- a) Must be voted in by the Membership.
- b) Assume responsibilities of President or Vice President should need arise.

**Secretary:**

- a) Attend and take minutes at all regular and special meetings of the Club and Board.
- b) Be the Club correspondent.
- c) Maintain Club correspondence and meeting minutes for a minimum of three (3) years.
- g) Oversee Greeting Desk. Train and schedule members to occupy and perform the duties of the greeter's desk for each function.
- h) Assign a "Sunshine Person" who will track and announce Birthdays, members upcoming performances, greet guests, introduce new members and send cards to members who are ill.
- i) Assist Treasurer with collection and reporting of money collected for singing and special functions.

## Treasurer:

- a) Maintain a record of all money received and disbursed for the Club in a double entry set of financial records.
- b) Maintain all financial records for a minimum of seven (7) years.
- c) At and for each event, be responsible for audit of admission sheet, receive money collected, and issue checks, as necessary.
- d) Deposit all funds in a bank designated by the Board, in an account in the name of the Club.
- e) Reimburse members for Club expenses upon receipt of supporting documents. See ARTICLE V FINANCIAL, SECTION B, for specified dollar limitations on expenditures of Club funds.
- f) Make all disbursements by check only.
- g) Maintain \$50.00 in small bills to make change at check-in table.
- h) Only the Treasurer and the President shall be authorized to sign Club checks.
- i) Submit yearly financial reports to the Board and to the Recreation Manager.
- j) Assure that a yearly audit report is issued to the Board.
- k) Maintain membership records with assistance of Secretary.

## Section F

1 - Committee Chairs to the Board: The Board will assign members to perform duties as needed, for example: publicity, social activities, outside singing activities, dinner show, website, maintain disc library, equipment maintenance, etc. These positions may be time-limited to specific events. When necessary, voting rights apply only to the specific area of responsibility, with membership approval.

2- Other (i.e., vacancies in office). Explain procedure: In case of a vacancy on the Board, an active member shall be selected by the President, approved by the Board and appointed to the position to serve the remainder of the term.

## Section G - Impeachment

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

Section H - 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 - Frequency of Meetings: There will be a minimum of four (4) general membership meetings, one conducted during each quarter of the calendar year (March, June, September, November). The Annual Meeting shall be held in the month of December, at which time election of officers shall be held for the coming year. The Club Board shall conduct business meetings monthly, during the regular scheduled season, and at such other times as called by the President.

Section B - Provisions for Calling and Recording Meetings: Minutes will be taken by the secretary to document all business sessions and approved by the club president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

For a grievance or reasonable cause three 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 special meeting is called by the President.

Section C- Voting and Quorum Requirements:

1. Club Board Meeting-A quorum is a simple majority of the board.
2. Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other club business. There will be no proxy votes. The required majority must be of 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 (10) 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 procedures.

## **Article V - Financial**

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

Section B – Expenditures in excess of Five Hundred Dollars (\$500.00) shall require a vote of the general membership. Check signing for the Club will be by the President or Treasurer only.

Section C - No club member shall receive any 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 previously approved by the Recreation Center Activity Manager.

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.

Section E - Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of 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 - Treasurer's responsibility: The Treasurer is required to submit Form CR-7 Annual Financial Statement to the office of the Recreation Activities Manager by February 1<sup>st</sup> for the preceding calendar year. Treasurer will also assist President with CR-15 Membership Report.

Section H - Other /Inventory requirements. Equipment: Treasurer, after consulting with President and Equipment Chair, will submit the Inventory report

to the Activities Manager by December 31.

For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, date purchased and total amount.

## **Article VI - Committees**

**Section A - Committees and/or chairpersons may 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.**

**Section C - The duties of the Safety Chairperson/Committee are to be overseen by the Vice-President. Duties Include: Maintain first aid kit, know location of AED, enforce safety procedures such as using the stairs to access the stage.**

**Section D - The duties of the Audit Chairperson/Committee shall be responsible for reviewing the financial records on a yearly basis.**

**Section E - Other Special Committees and their duties:**

**1. Nominating Committee:**

- a) Members of the Nominating Committee may themselves be eligible for office. With the consent of the nominees to the placement of their name on the ballot, the Nominating Committee shall prepare a single slate of Officers and Board members for presentation to the membership.
- b) Following the presentation of the slate to the membership at the Annual Meeting, the President shall call for nominations from the floor. Voting for the new Officers and Board members shall then take place. Contested positions shall be by written ballot.

**2. Publicity Committee:**

- a) Will provide planned event schedules to local newspapers and Recreation Center Bulletin Boards.

- b) Create, print, post and distribute flyers and schedules of Club activities.
- c) Will oversee website, either personally, or choose a person to keep website current.
- d) The President and/or designated Board officer will proof read and approve any and all publications prior to release to the public.

3. Social Committee:

- a) Will oversee Club social activities; Help to organize parties, barbeque, etc., for members.

4. Other Committees:

- a) Committees will be created, and assistants assigned as required by the Board.

## Article VII -Amendments

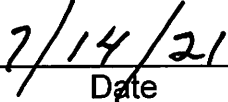
To amend the bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation 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 Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

## Article VIII - Dissolution

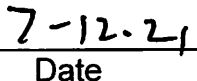
Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

  
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Patricia Hundley, President

  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
Willard Schwind, General Manager

  
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Date