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CHARTERED CLUB BYLAWS

THE KARAOKE CLUB OF SUN CITY WEST

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A

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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 20 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

The Karaoke Club of Sun City West

Section B - Purpose of Organization

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

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 three (3) 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 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 three (3) 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 12).

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 encourages its members to participate as Greeters (Monitors) to retain their Club membership. Greeters ensure that members scan into ClubTrack as well as collect donations to sing.

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

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 Presidents should the need arise)

Additional Chairpersons: Publicity, Membership, Special Events, and Audit can have voting rights designated by the Club President. There can be an Audit Committee to be appointed by the Board, as needed for an audit on the Treasurers books.

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 12). 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 18 for Officer Duties and Responsibilities descriptions.

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.

Section F – Filling a Board Vacancy

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 – 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. Other expenditures of Fifty dollars (\$50.00) or less can be paid by petty cash.

Check signing for the Club will be by the President or Treasurer only.

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

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

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 is 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 E – Audit Committee/Chairperson Duties and Responsibilities

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

Section F - Other Committees and Their Duties

Nominating Committee:

- 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.
- 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.

Publicity Committee:

- Will provide planned event schedules to local newspapers and Recreation Center Bulletin Boards.
- Create, print, post and distribute flyers and schedules of Club activities.
- Will oversee website, either personally, or choose a person to keep website current.
- The President and/or designated Board officer will proofread and approve any and all publications prior to release to the public.

Social Committee:

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

Events Committee:

The Events Committee Chair organizes and manages Karaoke Club events throughout the calendar year. Responsibilities do not include the Spring Dinner & Variety Show. The Committee Chair reports to the Karaoke Club Board and votes only on issues that pertain to their committee unless designated otherwise by the Club President.

Greeter Committee:

The Greeter Committee Chair organizes and oversees the greeters at all Karaoke Club functions and events. The Committee Chair reports to the Karaoke Club Board and votes only on issues that pertain to their committee unless designated otherwise by the Club President.

Sunshine and Birthdays Committee:

The Sunshine and Birthdays Committee Chair gives greeting cards to club members who have medical challenges and sends individual birthday messages to club members via email. The Committee Chair reports to the Karaoke Club Board and votes only on issues that pertain to their committee unless designated otherwise by the Club President.

KJ (Karaoke Jockey) Committee:

The KJ role oversees recruiting, training, and scheduling KJ operators and the CompuHost Karaoke music software that runs our Karaoke shows. The Committee Chair reports to the Karaoke Club Board and votes only on issues that pertain to their committee unless designated otherwise by the Club President.

Web Content Committee:

The Web Content Committee Chair maintains the Karaoke Club website and serves as the primary contact for all aspects of the website. The Committee Chair reports to the Karaoke Club Board and votes only on issues that pertain to their committee unless designated otherwise by the Club President.

Other Committees:

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

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 12).

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 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.)
- Attend all weekly functions; if unable to do so, the vice-president should be present.
- Appoint committee chairpersons as necessary.
- Appoint a Club Auditor.
- Approve all contractual agreements and other agreements resulting in disbursements in excess of Five hundred dollars (\$500.00) and submit copies to the Recreation Center.
- Establish with Board approval, all schedules for events and meetings.
- 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.
- Call special meetings of the Board or membership when deemed necessary.
- Chair all events.

Vice President

- Assume responsibilities during any absence of the President.
- Oversee safety requirements, first-aid kit, etc.
- Assist President and Chairpersons with their responsibilities and actively participate in all club functions and events.

Assistant Vice President (optional)

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

Treasurer

- Maintain a record of all money received and disbursed for the Club in a double entry set of financial records.
- Maintain all financial records for a minimum of seven (7) years.
- At and for each event, be responsible for audit of admission sheet, receive money collected, and issue checks, as necessary.
- Deposit all funds in a bank designated by the Board, in an account in the name of the Club.

- Reimburse members for Club expenses upon receipt of supporting documents.
- Make all disbursements by check only.
- Maintain \$50.00 in small bills to make change at check-in table.
- Only the Treasurer and the President shall be authorized to sign Club checks.
- Submit yearly financial reports to the Board and to the Recreation Manager.
- Assure that a yearly audit report is issued to the Board.
- Maintain membership records with assistance of Secretary.

Secretary

- Attend and take minutes at all regular and special meetings of the Club and Board.
- Maintain Club correspondence and meeting minutes for a minimum of three (3) years.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Byron Brothers
Club President

5-23-2022
Date

[Signature]
General Manager

5-12-23
Date