

**SUN CITY WEST GENERAL MEMBERSHIP MEETING MINUTES
THE LECTURE HALL R.H. JOHNSON
THURSDAY, FEBRUARY 7, 2018**

President Craig Hone called the meeting to order at 6:30 PM. President Hone introduced the members of the board and indicated each Board members responsibilities.

It was determined that with 73 members registered at the door and that the quorum requirement was met.

CURRENT ISSUES – CRAIG HONE

Craig illuminated the issue of yelling or vigorously disagreeing with umpires and said that the club would not tolerate this behavior. Craig also talked about the use of illegal bats and indicated that the process to remove these bats has gone well and that the Club would continue to make sure that altered bats were not used. Craig discussed the new ball and introduced Dan Braddock, President of Sun City Softball and said that Dan and Randy Settje were forming a committee to decide what will happen.

TREASURE’S REPORT - The Treasure’s report was given by Lyle Bakken (please see attachment). A motion to approve the Treasure’s report was made by Pat Regan and seconded by Carol Bowden, and the motion passed unanimously.

PROPOSED BYLAW CHANGE – LLOYD STYRWOLL

Lloyd outlined the process for the Bylaw change. The proposal must go to the SCW Softball Board and then to the Rec. Center for preliminary approval and then to the General Membership to be presented and then posted for at least 30 day. It must then be approved at a General Membership by 2/3 vote. Lloyd went over the proposal with the attendees and made a minor change as requested by a member and it will now be posted on the website and at the field until the April 7th General Membership meeting.

AMERICAN LEAGUE – ORIE McDONALD

Orie introduced the members of the American League Committee. Orie also stated that the American League currently has no one on the placement pool and that things are going quite well. Orie also stated that the American League Committee will conduct an open forum at the field for players in that league this session.

CENTRAL LEAGUE – LARRY REED

Larry indicated that things in the Central League are going quite well. He did indicate that there were some minor difficulties with “railbirds” at some games going beyond what was acceptable. Larry felt that the issue could be handled by the league. Larry indicated that the Central League Committee was going to review

their guidelines in an attempt to align them with the club bylaws. Larry also said that the Central Committee would conduct a forum for players at the field this session.

NATIONAL LEAGUE – BILL GOLDSPIK

Bill was not present as a result of illness – no report

70's LEAGUE – RICH McANDREWS

Rich explained how the structure of the 70's League has changed. There are currently 5 teams in the Red division and 5 teams in the Blue division. There are currently 38 American League players in the Red division. There are 78 players from SCW and 51 players from SC.

COED – RICK BIALOCK

The COED League has 6 teams and is has a sufficient number on the placement roster to field another team but they do not have enough women players for that to happen.

WOMEN'S LEAGUE – CAROL BOWDEN

Carol commented that the Hot Flashes have three games coming up shortly and were going to play again this coming Saturday in Grand.

Carol also took the opportunity to tell us about Happy Camp, which is an activity sponsored by the Recreation Center and provides the grandchildren of our residents the opportunity to hit a ball, run the bases and thoroughly enjoy themselves. This will happen this year on March 14,21,28.

BILLBOARDS, BANNERS & TEAM SPONSORS – JOE GALLO

Joe indicated that Bell Air was the newest addition to the Billboards. There are a few Billboard spots available and a few over due for payment but he is working on it. Joe also said that he would welcome any leads for new billboards. There are 2-3 team sponsor vacancies and Joe may need assistance with that also. There was a brief discussion regarding Banners which are increasingly difficult to sell because of their lack of visibility at the field.

FIELD MAINTENANCE – KEN SKINNER

Ken commented that the door to the club house has been left open too often and that all responsibilities players need to be more diligent regarding this.

Ken recognized his crew and others who all work hard to keep everything running well. Ken indicated that he has been instructed by the board to begin to look at the Astro-turf with the idea of repair or replacement. He has scheduled a meeting with the company to discuss this. Ken is also checking on a new console for the scoreboard, as the one we currently have is old and can not be repaired in a timely fashion. Ken also stated that the 3rd base project was again in motion after an illness with the guy from the awning company.

Doug Tucker commented that the bottom of the outfield fences currently present a safety issue and Ken reassured him that it would be looked into. There was also a

question as to why the outfield staggered walk through gates could not be a hinged door type gate. Ken also said that he would look into that.

EVENTS - KEN SKINNER

Feb 21	APS Clinic @Sun City
Feb 25	Sun City Softball Club Golf Tournament
Feb 26	3rd Annual Memorial Services @Liberty Field
Mar 4	Ozzies 1/2 Pints
Mar 10&11	AL States Tournament
Mar 18	Tin Cup
Mar 24 & 25	CL States/Canadian Tournament
Mar 26	SCSSL HOF Banquet @Palm Ridge, Sun City West
Apr 8	AL/CL Spring Fling 1 Pitch Tournament
Apr 9	APS Clinic @Sun City West
April 14	Palm Desert California vs. SCSSL @Liberty Field

Ken also commented on the success of the 12th Annual Bill Bromley Memorial Cardiac Kids Tournament which raised \$2100 for Sun Health Cardiac Research..

TIN CUP TOURNAMENT – ORIE McDONALD

Orie indicated that the Tin Cup is March 18th with an 8:00 shotgun start at Deer Valley and Trail Ridge. The Banquet is at Palm Ridge and the doors open at 2:00PM with the Banquet at 5:00 PM. There is a Silent Auction. Currently tickets for the 2014 Smart Car are selling slowly but that is normal.

HALL OF FAME BANQUET – Lloyd & Dennis Horvath

Lloyd and Dennis announced that the Hall of Fame Banquet would be held on March 26th at Palm Ridge and that tickets to players would begin soon through team managers. All members are encouraged to attend as this event is the premier event that our two clubs have honoring those individuals who make our club successful. The actual cost of the banquet is underwritten by the two clubs and individuals pay only about half the cost.

PARADE - JIM ROCH

Jim is organizing the 40th Anniversary parade on February 19 on behalf of the Club. The parade begins in the RH Johnson parking lot and goes down Meeker to the Beardsley Rec. Center parking lot. The parade vehicles begin forming at 8:00 AM and leave at 9:00 AM. We will have some of Hall of Fame members in golf carts and hope to have many others involved also.

OLD BUSINESS

Ron Wambach discussed some options for an additional field. The 53 acres of land at the end of Deer Valley Road is currently stalled. The Rec. Center had mentioned that the Kuentz Tennis court property might be a possibility and there is some land between Old ElMirage Road and the current road. This is an ongoing search.

NEW BUSINESS –

Turk White was concerned regarding the parity of the Summer Session teams and it was agreed to refer this to the committee.

Gary Zeman was concerned about thrown or hit balls striking a runner. We have had serious injuries in the past as a result of this. Gary encouraged members to secure and wear batting helmets to protect themselves.

Gary was also concerned about collisions at second base. He cited the SSUSA rule that stated runners must make every effort to avoid to avoid contact.

Dick LeMoine also made a comment on the danger of collisions at First base and wondered if a larger base was available.

The Meeting was adjourned by President Craig Hone at 8:12 PM

Minutes respectfully submitted by Lloyd Styrwoll

SUNCITY WEST SOFTBALL FINANCIAL REPORT

January - 2018

HARRIS BANK	\$ 32,181.59
HARRIS BANK MM	\$ 29,135.96
WESTERN STATE BANK	\$150,679.49
REC CENTER ACCT	\$ 39,659.65 TOTAL <u>\$251,656.69</u>

PAID MEMBERSHIP 312	BILLBOARDS 17
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INCOME

CONCESSIONS	\$ 709.23
Arrowhead Cad	\$ 2,207.52
Membership Dues	\$ 7,750.00
INTEREST INCOME	\$ 70.41

INITIATION FEES	\$ 1,125.00	BANNERS	\$ 1,050.00
TIN CUP	\$ 1,500.00	BILLBOARDS	\$ 1,500.00
1-PITCH TOURNEY	\$ 1,298.00	SUN CITY-BALLS	\$ 1,135.21

EXPENSES

Accounting	\$ 150.00		
BANNERS	\$ 98.30	EQUIPMENT MAINT	\$ 58.68
COFFEE -H2O	\$ 158.19	DONUTS-BASHAS	\$ 385.36
DATA BASE	\$ 623.63	1-PITCH-FOOD	\$ 930.77
EQUIPMENT	\$ 718.02	SUN CITY-GOLF	\$ 500.00
OFFICE SUPPLYS	\$ 326.55	PROPANE	\$ 34.96
TIN CUP	\$ 122.96	UNIFORMS	\$ 609.15

Lyle Balaban
Finance Office

LIBERTY FIELD BLDG PROPECT

FEBRUARY 5th, 2018

TOTAL COST BLDG PROJECT & IMPROVEMENTS \$ 563,692.00

REMODEL \$ 5,459.00

ARCHITECTS 14,000.00

DFG BUILDERS 3,890.00

ENGINEERS 5,000.00

INCOME

BILLBOARD ADVERTISING \$ 543,816.00

SOFTBALL PLAYERS \$ 20,509.00

LIBERTY BUICK \$ 50,000.00

PEPSI \$ 8,000.00

SALE OF SCOREBOARD \$ 1,000.00

LIBERTY BUICK (cange lettering) \$ 2,585.00

APS \$ 2,250.00

INTEREST INCOME \$ 2,719.00

WEBB PAGE SALES \$ 15,000.00

total \$ 645,879.00

tin cup income	2007	\$ 19,929.00	
2008 \$ 9,315.00	2009	\$ 8,894.00	
2011 \$28,795.00	2012	\$ 42,091.00	
2013 \$ 26,832.00	2014	\$ 23,122.00	
2015 \$ 20,814.00	2016	\$ 33,329.00	
2017 \$ 31,509.00			TOTAL \$ 244,631.00
TOTAL INCOME BILLBOARDS-LIBERTY BUICK-PEPSI			
PLAYERS - TIN CUP			\$ 890,510.00



ANNUAL FINANCIAL STATEMENT

REPORT CURRENT YEAR INCOME

CLUB: Southern West Softball Club
 LOCATION: 19803 N. R.H. Johnson Blvd
 REPORTING PERIOD: FROM: January 1, 2017 TO: December 31, 2017

REPORT CURRENT YEAR OPERATING EXPENSES & EQUIPMENT PURCHASES

(1) SALE OF SUPPLIES.....	\$ 1,670.00	(14) COST OF SUPPLIES SOLD (complete Page 4).....	\$ 0
(2) MEMBERSHIP DUES (from page 3 line 5).....	\$ 8,925.00	(15) OPERATING SUPPLIES (Club Operating Supplies & Services).....	\$ 11,415.00
(3) INSTRUCTOR FEES COLLECTED.....	\$ 0	(16) EQUIPMENT PURCHASES.....	\$ 846.00
(4) REGISTRATION / ADMISSION FEES COLLECTED.....	\$ 2,615.00	(17) EQUIPMENT MAINTENANCE / REPAIRS.....	\$ 8,528.00
A. FOR REGULAR EVENTS / TOURNAMENTS.....	\$ 1,500.00	(18) FACILITY MAINTENANCE (requires Contract).....	\$ 0
B. SPECIAL EVENTS.....	\$ 1,115.00	(19) ENTERTAINMENT EXPENSES:	
(5) LOCKER FEES COLLECTED.....	\$ 0	(A) PERFORMERS CHARGE.....	\$ 0
(6) CONTRIBUTIONS (GIFTS RECEIVED (see Limitation in Instructions)).....	\$ 0	(B) MEALS.....	\$ 864.00
(7) PRIZE MONIES COLLECTED.....	\$ 0	(C) PICNICS / TRIPS.....	\$ 732.00
(8) MONIES COLLECTED FOR PARTIES, PICNICS, ETC.....	\$ 0	(D) EQUIP / RENTAL ETC.....	\$ 570.00
(9) CLUBS INCOME FROM VILLAGE STORE SALES (complete Page 4).....	\$ 0	TOTAL ENTERTAINMENT EXPENSE.....	\$ 16,586.00
(10) CLUBS INCOME FROM CRAFT FAIR SALES (complete Page 4).....	\$ 0	(20) CONTRACTOR / INSTRUCTOR FEES PAID OUT.....	\$ 0
(11) INTEREST INCOME.....	\$ 660.00	(21) PRIZE MONEY PAID OUT.....	\$ 0
(12) OTHER:		(22) AWARDS.....	\$ 24,115.00
<u>TWO SUP TOURNAMENT</u>	\$ 51,002.00	(23) OTHER: <u>TWO SUP</u>	\$ 2,400.00
<u>BILLBOARDS</u>	\$ 14,175.00	<u>TEAM SPOUSERS</u>	\$ 910.00
<u>BARBERS</u>	\$ 11,801.00	<u>DATA BASE</u>	\$ 2,971.00
<u>FOOTBALL FEES</u>	\$ 2,850.00	<u>KAZZNS MEMORIAL</u>	\$ 109.00
<u>TEAM SPOUSERS</u>	\$ 5,750.00	<u>UNIFORMS + SUPPLIES</u>	\$ 10,710.00
<u>NEWSPAPERS</u>	\$ 3,147.00	<u>RAVENS + BILLBOARDS</u>	\$ 4,641.00
<u>MEMORIALS</u>	\$ 850.00	<u>PAINTING</u>	\$ 447.00
(13) TOTAL INCOME.....	\$ 104,445.00	(24) TOTAL EXPENSES.....	\$ 79,726.00
PREPARED BY (print name and telephone no.) <u>KYLE HARKEN 623-214-8935</u>		(25) NET INCOME (LOSS) FOR YEAR.....	\$ 24,719.00
AUDITED BY (print name and telephone no.) <u>Charley O'Raney 314-625-2762</u>			



ANNUAL FINANCIAL STATEMENT

(Continued)

CLUB: South City West Softball Club
LOCATION: 19803 N. R.H. Johnson Blvd
REPORTING PERIOD: FROM: January 1, 2017 To: December 31, 2017

Form CR-7 Page 2 of 4
Due: February 1 (annually)
To: Recreation Activities Manager

INCOME / EXPENSE SUMMARY (From page 1)

19) TOTAL INCOME	\$104,448.00
20) TOTAL EXPENSES	\$78,226.00
19) NET INCOME / (LOSS)	\$24,719.00
(#13 less #24 = #25)	

28) MEMBERSHIP SUMMARY & DUES:

(A) NO. MEMBERS BEGINNING PERIOD	369
(B) MEMBERS ADDED THIS PERIOD	42
(C) LESS MEMBERS DELETED THIS PERIOD	49
(D) TOTAL MEMBERSHIP END OF PERIOD	362

ANNUAL DUES PER MEMBER \$25.00

(29) RECONCILIATION OF NET WORTH

(27a) NET WORTH PREVIOUS YEAR	\$171,829.04
(28) NET INCOME / (LOSS)	\$24,719.11
(27b) CURRENT NET WORTH	\$196,548.15

(27) BALANCE SHEET / STATEMENT OF NET WORTH AT YEAR END

ASSETS:	
CASH ACCOUNTS:	
(A) PETTY CASH ACCOUNT	\$35.00
(B) DAILY OPERATING BANK ACCOUNT	\$92,712.73
(C) SAVINGS ACCOUNTS OR CD's (not in Reserve Account)	\$90,923.81
(D) EQUIPMENT RESERVE ACCOUNT	\$0
INVENTORY OF RESALE SUPPLIES ON HAND (From lines 7 and 11 on page 4)	\$0
OTHER	\$0
TOTAL ASSETS	173,671.54
FOR REFERENCE ONLY	
TOTAL VALUE SHOWN ON EQUIPMENT INVENTORY LIST	\$42,821.67
TOTAL VALUE SHOWN ON SUPPLIED INVENTORY LIST	\$0
LIABILITIES:	
(E) PRIZE MONIES PAYABLE	\$0
(F) CONTRACTOR / INSTRUCTOR FEES PAYABLE	\$0
(G) ACCOUNTS PAYABLE	\$0
(H) MEMBERSHIP DUES PREPAID	\$100.00
OTHER <u>Arbald Services Fees - 4 mos</u>	\$1,750.00
TOTAL LIABILITIES	1,850.00
TOTAL ASSETS LESS TOTAL LIABILITIES EQUALS NET WORTH	\$171,821.54

* DENOTES THESE VALUES MUST BE EQUAL

PRESIDENT (signature & telephone no.) [Signature] DATE: Dec 15, 2018
 PRESIDENT (signature & telephone no.) [Signature] DATE: Dec 15, 2018
 AUDITED BY (signature) [Signature]
 (27a) On the left (Reconciliation of Net Worth) must equal 27a on the right at the bottom of the column
 (27b) on the left (Reconciliation of Net Worth) must equal 27b on the right at the bottom of the column.

Revised 11-23-02
Current 5/28/11



CLUB NAME: Sun City West Softball REPORTING YEAR 2017

RECONCILIATION OF MEMBERSHIP DUES							
Line No.	ITEM	REFERENCE DATA ONLY			USE DATA IN THESE COLUMNS ON CURRENT YEAR REPORT		
		A	B	C	NO. OF MEMBERS	DUES INCOME	PREPAID DUES*
		DUES AMOUNT	NO. OF MEMBERS	TOTAL DOLLAR AMOUNT			
1a	Last Year's Members (Page 2 Line 28)(A)		369		369		
1b	Last Year Prepaid Dues (Page 2 Line 27)(H)			100. ⁰⁰			100. ⁰⁰
2	Current Year Dues Paid in Previous year	25. ⁰⁰	4			100. ⁰⁰	100. ⁰⁰
3	Current Year Dues Paid in Current Year	25. ⁰⁰	321	7775. ⁰⁰		7775. ⁰⁰	
4	Current Year New Members at Full Dues	25. ⁰⁰	42	1050. ⁰⁰	42	1050. ⁰⁰	
5	New Members Prorated Dues	0	0	0	0	0	
6	Previous Year Members Not Renewed		49		49		
7	Next Year Dues Paid in Current Year	0	0	0			0
8	TOTAL MEMBERS in Current Year (Enter on Page 2 Line 28)(D)					362	
9	CURRENT YEAR DUES INCOME IN CURRENT YEAR (Enter on Page 1 Line 2)						8925. ⁰⁰
10	NEXT YEAR DUES COLLECTED IN CURRENT YEAR (Enter on Page 2 Line 27 (H) LIABILITIES)						0

*Prepaid dues appear on the Balance Sheet. The previous year amount is added to your current year Cash Flow Revenue, and the current year Receipts of next year's dues are deducted from Revenue and placed on the current year Balance Sheet.

DO NOT TOTAL REFERENCE COLUMNS A, B, & C

RECONCILE CASH BOOK	
Total dues revenue collected in Current Year	\$ 8925.00
Plus prepaid dues from previous Balance Sheet	\$ 100.00
Less prepaid dues on current Balance Sheet	\$ 100.00
Net dues income for Income Statement (Line 2)	\$ 8925.00

Revised 11-21-03
 Current 5/26/11

Article 1 -- General

Section 1A

The organization shall be known as the Sun City West Softball Club. It is referred to as the "Club".

Section 1B

The purpose of the organization is to promote slow pitch softball for exercise and recreation in an athletic environment designed to sustain a high level of fellowship, sportsmanship, and friendly competition.

Section 1C

These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules Regulations and Procedures 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 documents shall prevail.

Section 1D

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 II A

Membership shall be open to all members in good standing of the Recreation Centers.

Section II B

There shall be no other precondition for membership, nor will members be required to join any national, state or regionally affiliated organization.

Section II C

Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Section 2 (a) (b) (c) (d). Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder. Club Guest Privileges are detailed in [Appendix IX](#).

Section II 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: is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other 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.

Section II E -- Other (e.g., disciplinary actions) - (RR&Ps, Chapter 3, Article I, F, 4) (membership)

1. 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 have their club membership temporarily suspended (up to two [2] weeks) by the club. Written notice regarding the reasons for a temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspensions. Termination of a club membership can only occur following a recommendation from the General Manager, for the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. The following are recommended for club disciplinary actions:

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 weeks,
4. Fourth Offense - longer suspension or termination recommended by Recreation Centers' General Manager to the Governing Board.

Any suspended or terminated club member has the right to appeal to the Governing Board. (RR&Ps Chapter 3, Article I, F, 4).

2. The membership year begins on January 1 and ends on December 31.

Membership requirements include: (a) a signed Registration and Waiver Form and (b) payment of a non-refundable annual membership fee.

Article III - Officers

Section III A - The club board must consist of (at a minimum) four officers; a President, a Vice President, a Secretary and a Treasurer.

This Club Board (hereafter referred to as the "Board") shall consist of seven (7) members. Three members will be elected to the Board in odd years and four members will be elected in even years. All Board members shall be elected by the general membership. The Board shall elect from within its ranks a president, a vice-president, a secretary, and a treasurer for one year terms. Each may serve a limit of two consecutive terms in these offices. All Board members have voting rights. The President need only vote to break a tie vote.

Section III 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.

1. Board elections will be held annually not later than November 15th by secret ballot of the members. The Board will appoint a nominating committee prior to September 15th comprised of two (2)(1) members each from the American League, the Central League and the National League. The names of the candidates will be posted on the Liberty Field Bulletin Board no later than October 15th. The winners will be the candidates receiving the most votes in the election by the membership. In the event of a tie vote a flip on the

coin shall determine the winner.

Section III 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 is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

Section III D -

The SCW Softball Club **Secretary Treasurer** will submit the CR 15 membership report to the Recreation Activity Manager by February 1st of each year.

Section III E

Board members will serve two (2) year terms and may not be reelected until they have been off the Board for one or more years.

A resignation submitted in writing by a Board member becomes effective immediately unless a date and time for it to become effective is specifically noted. In the later case, the resignation may be withdrawn prior to the date stated. A member who has resigned from the Board may only return to the Board by being reappointed to a vacancy or by reelection to the Board.

Individuals appointed to complete less than a two-year term may be elected for an additional term.

Section III F

1. The President will preside at all meetings. The President shall appoint **(with majority approval of the Board)**, the Chairman of all standing committees **and designate Board members who will** be an ex-officio member of all Committees except the Nominating Committee, not to exceed one year. He may call Special Meetings and make decisions in emergencies. The President (with majority approval of the Board) will appoint members to fill unexpired terms.

2. The Vice-president shall serve in the absence of the President. When the need occurs, and in the absence of the President, The Vice-president may call a Special Meeting on the signed request of at least two (2) Board members.

3. The secretary will keep minutes of all meetings, register members, submit attendance records to the Recreation Activities Manager, and take care of all necessary correspondence.

4. The Treasurer will receive all funds, keep an account of funds, and disburse funds approved by the Board. The Treasurer's records may be subject to audit at the discretion of the Board.

Section III 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. (Procedure to be used is available from the Recreation Activities Manager on request.)

Section III H – It is the responsibility of each officer to pass the Rules, Regulations and procedures book on to their successor.

Article IV - Meetings

Section IV A - Frequency of Meetings

The Board shall meet once a month, excluding June, July, and August. Special meetings may be called by the President or by a signed request of 45 members. A fourteen (14) day notice must be given to all members if a special meeting is called.

There will be a General Membership meeting held on the first Wednesday in the months of **January-February**, April, and November of each calendar year. As required by the Recreation Centers, the Club will have to write a letter requesting a waiver regarding monthly meetings.

~~Officer nominees shall be announced at the November General Membership Meeting and shall be voted on by written ballot within 14 days. Club members shall be notified of the election results within 48 hours of closing of balloting. Newly elected officers shall be announced and declared elected at the December Board meeting.~~

Section IV B - Provisions for Calling and Recording Meetings

Minutes will be taken by the secretary to document all business sessions, and approved by the Board ~~Club President~~. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section IV C - Voting and Quorum Requirements

1. Club Board Meetings - 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 budgets or to conduct other club business that requires a vote. A quorum shall be 10 percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. Votes may be by ballot or visual count.
3. Club rules require a quorum requirement of not less than 45 members at General Membership meetings to conduct business.

Section IV D - Other

Robert's Rules of Order Newly Revised most recent edition shall be used for assistance in parliamentary procedures. Bylaws provisions and Special Rules of Order take precedence over Robert's Rules, ie., anything not stated in the Bylaws shall be referred to Robert's Rules for parliamentary rule.

Quorum: is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other 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.

Article V - Financial

Section V A - Records

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

Section V B - Spending

The Club Board shall have the authority to spend money (up to \$5,000.00) necessary for the operation of the Club. Spending over \$5,000.00 must be approved by a vote of the members. However, in an emergency situation, the [President](#) may approve a maximum limit of \$500.00. Board approval is required for any amount over \$500.00, confirmed by telephone or e-mail by a majority of the Board. Only expenditures of \$25.00 or less can be paid by Petty Cash. RR&Ps Chapter 4, Article V, B 4.

The [President](#), [Treasurer](#) and the [Finance Manager](#) are authorized to sign checks for the Club. One signature is required for checks under \$5,000.00, and two signatures are required for checks of \$5,000.00 or more.

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

Section V 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 V G - Treasurers responsibility – The Treasurer is required 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 V H –The [Safety & Field Manager](#) shall be responsible for inventorying all SCW Softball Club equipment and property and will submit a complete inventory in writing to the [Finance Manager](#) for review prior to the [SCW Softball Club Secretary](#) submitting the inventory report to the Activities Manager by December 31st of each year.

Article VI - Committees

Section VI A - Appointment

Committees and/or chairpersons may be elected by the general membership or appointed by the club board. The President shall appoint ~~(with majority approval of the Board)~~, the Chairman of all standing committees [and designate Board members who will](#) be an ex-officio member of all Committees except the Nominating Committee, not to exceed one year.

Section VI B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section VI C -The [Safety and Field Operations Chairman and the Safety Committee](#) shall monitor and stop any activity which in their opinion is considered unsafe. All safety violations will be reported to the appropriate League Committee Chairperson and the [SCW Softball Club Board](#) for further action (minimum notification of the President and Vice President). The Safety and Field Manager are guided by the [Safety and Field Operations Guidelines](#).

Section VI D - The duties of the [Audit Chairman/Committee](#) are further defined in the [Audit Committee Guidelines](#). The audit committee shall be comprised of three (3) members appointed by the Club Board. A Club audit will be conducted in December of each calendar year and a report given to the Club Board prior to the January Board Meeting. The audit committee will not be comprised of any current Board Member. Results of audit performed will be archived with the [Audit Committee Guidelines](#) for a minimum of 10 years.

Section VI E - Permanent Committees

Permanent standing committees, at a minimum, will include the following:

-
- | | | | |
|--------------------|---------------------------|----------------------------|--------------------|
| 1. American League | 6. COED League | 11. Field Maintenance | 16. Special Events |
| 2. Central League | 7. 70's League | 12. Information Technology | |
| 3. National League | 8. Angels in the Outfield | 13. Membership | |
| 4. Women's League | 9. Audit | 14. Uniforms | |
| 5. Summer League | 10. Finance | 15. Sponsors & Advertisers | |

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.

Supplemental Section - Teams Composed of Sun City and Sun City West Players

Section SS VII A - League Play

Teams for league play may be drawn from a combined player pool of both the Sun City and Sun City West Clubs.

Section SS VII B - Non Club Members

Since regular use of the Sun City West Facilities by non-club members (e.g. Sun City Players) conflicts with the Rules, Regulations, and Procedures, chapter 3, paragraph II, E, "Preamble", a valid waiver is required from the RCSCW Governing Board in paragraph II, F, 1-6 of the RR&P's. This waiver shall continue on an on-going basis, or until the Sun City West Softball Chartered Club Members at a General Membership Meeting have a majority vote to discontinue play with non-club members. Sun City players may not be members of SCWSCC and therefore are not required or entitled to vote. The Recreation Centers of Sun City West have defined comingle play.

Section SS VII C - Membership Meetings

The membership meeting wherein the vote on joint play is taken shall not be held in the months of June, July, or August. Such a meeting shall have a quorum in accordance with Article 4, Section C, of these bylaws. In the event that a quorum is not present, the vote shall be deferred until the next called membership meeting. If that meeting also fails to draw a quorum, the waiver shall automatically be terminated without recourse.

Section SS VII D - Governing Board

The Governing Board of the RCSCW may revoke the waiver whenever it deems it in the best interest of the Club.

Section SS VII E – League Banquet/Hall of Fame

League Banquet/Hall of Fame Sun City West Club to host on even years, Sun City Club to host on odd years.

1. All Team sponsors should be invited to the League Banquet.
2. Team Pictures should be scheduled by the host club and available to give to team sponsors at League Banquet. (If sponsor unavailable, team picture should be delivered to sponsor by Club sponsor representative.)
3. Sponsors should be asked to participate in team pictures.

Section SS VII F – Team Sponsors

Each Club Board is responsible for team sponsors.

1. Team sponsors will continue on a 2/3 Sun City West, 1/3 Sun City split.
2. If a sponsor should elect to discontinue sponsoring a team, it will be the responsibility of whichever Club secured that sponsor to get a new sponsor.
3. If fewer teams are needed, then the last asked to sponsor a team will not be used (last in first out). Should teams go back to original count, that sponsor should be asked to re-sponsor a team.
4. Each Club has the responsibility to bill team sponsors for yearly renewal.

Article VIII - Dissolution

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

Signed: _____

Craig Hone-Dick LeMoine - President

Approved Date: _____

Signed : _____

Mike Whiting - General Manager

MW 2/8/18