

**SUN CITY WEST SOFTBALL CLUB**

**BYLAWS**

**SEPTEMBER 1, 2003**

**REVISED NOVEMBER 14, 2007**

**Article 1 -- General**

**Section A**

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

**Section B**

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 C**

These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, 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 D**

This Chartered Club shall be operated as a nonprofit organization in accordance with the applicable Arizona and Internal Revenue Tax Exempt Coles, and the Bylaws of the Recreation Centers.

**Article II -- Membership**

**Section A**

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

**Section B**

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

**Section C**

Guests privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Section 2 (a) (b) (c) (d).

## **Section D**

The amount of dues for each member will be determined annually, on the recommendation of the Club Board and approved by a majority vote or the Club members attending the meeting after a quorum has been established.

## **Section E -- Other**

1. The membership year begins on January 1 and end on December 31.  
Membership requirements include: (a) a signed Registration and Waiver Form and (b) payment of a non-refundable annual membership fee.
2. The Board shall be responsible for the establishment and execution of the disciplinary actions.

First Offense - a written warning from the Club.

Second Offense - a short term suspension by the Club.

Third Offense - a longer term suspension by the Club.

Forth Offense - termination recommended by the Recreation Center's General Manager to the Governing Board. Any suspended or terminated Club member has the right to appeal to the Governing Board. (See Chapter 2 Paragraph 2d of the Rules, Regulations and Procedures.)

## **Article III - Officers**

### **Section A**

The Executive Board (hereafter referred to as the "Board") shall consist of seven (7) members. Three members will be elected to the Board in off 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 treasure for one year terms. Each may serve a limit of two consecutive terms in these offices.

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 Manager - Leisure Services.

### **Section B**

The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations, and Procedures, Chapter 4, Section 5,k).

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 comprising of two (2) members each from the American League and the National League. The names of the candidates will be posted on the Kuentz 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.
2. 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.
  3. 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.
  4. Individuals appointed to complete less than a two-year term may be elected for an additional two-year term.

### **Section C - Terms of office and responsibilities of officers.**

1. The President will preside at all meetings. The President shall appoint the Chairman of all standing committees and will be an ex-officio member of all Committees except the Nominating Committee. 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 who will keep minutes of all meetings, register member, submit attendance records to the Office of Leisure Services, and take care of all necessary correspondence.
4. The Treasure 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.
5. Prior to the beginning of each year's play, the Board will review league playing rules. The league rules will address such matters as substitutions, courtesy runners, sliding, safety factors, protest, ejection, postponements, etc. League rules will be made available to each of the membership at the beginning of each season.

## **Article IV - Meetings**

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

### **Section B - Provisions for Calling and Recording Meetings**

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

### **Section C - Voting and Quorum Requirements**

A majority of the Board shall be required for a quorum at Board meetings. Membership meetings (after sufficient notice) shall consist of all members present except that a quorum consisting of forty-five (45) members shall be required to conduct business.

**Section 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.

**Article V - Financial**

**Section A - Records**

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

**Section B - Spending**

The 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.

**Section C - Audits**

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 Manager Leisure Services.

**Article VI - Committees**

**Section A - Appointment**

Committee and/or Chairpersons may be elected by the General Membership or appointed by the Club Board.

**Section B - Permanent Committees**

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

- |  |           |                         |
|--|-----------|-------------------------|
| American League                        | Audit     | Budget and Finance      |
| Field Maintenance                      | Marketing | Membership              |
| National League                        | Safety    | Special Events Sponsors |
| Tri-City League Uniforms and Equipment |           |                         |

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.

**Article VII - Teams Composed of Sun City and Sun City West Players**

**Section 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. Such teams shall use the Kuentz softball field only on Tuesdays and Thursdays.

**Section 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 2e, "Preamble ", a valid waiver is required from the RCSCW Governing Board in paragraph 1,4 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 to vote.

**Section 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 D - Governing Board**

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

**Article VIII - Dissolution**

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

President

Date

Approved

General Manager

Date