

# Sun City West Yoga Club Bylaws

#106  
RECEIVED  
MAR 14 2012  
RECEIVED  
NOV 30 2011

## Article I - General

Section A - Name of Organization Sun City West Yoga Club

Section B - Purpose of Organization: Promote physical and mental wellbeing through the practice of accepted Yoga methods with the emphasis on gentle stretching exercise, diaphragmatic breathing and relaxation techniques.

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 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 - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II. and appendix IX

Clubs exist for the benefit of their members. A member may wish to share the Club experience with the occasional guest. The term "occasional" shall be defined on each Club's Bylaws. It is the responsibility of the Club to determine in their bylaws if a guest may participate in their Club's instructional classes.

Recreation Card Holder Guest: a resident guest(s) is a resident of Sun City West with a current Recreation Centers' card, who has not formally joined that Club but is qualified to do so. A resident guest may attend a class two (2) times before they are required to join the Club.

Non-Recreation Card Holder Guest: A person(s) who does not possess an owner member, associate member or tenant activity card who is occasionally invited to participate in Chartered Club programs by a Chartered Club Member. The Chartered Club member must accompany this category of guest when using the Club facility. It is the responsibility of the officers of the Chartered Clubs and their members to see that such invitations are not abused. A non-recreation card holder guest may attend no more than two (2) classes.

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

Nonresident guests shall not impose non-reimbursed expenses on the club and should not take on the club's benefits without taking on its obligation.

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<sup>1</sup> has been established.

Dues paid after November 1 will be good through December 31 of the following year.

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

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).

**Section F:** Members will be required to sign a waiver prior to participation in any Yoga Club activity.

### **Article III – Officers**

**Section A -** The club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer.

**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 is established. The elected officers shall serve **without**

---

<sup>1</sup> **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 ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.**

compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

**Section D** – The Treasurer is responsible to submit the **CR 15** membership report to the Recreation Activities Manager by Feb 1<sup>st</sup> of each year.

**Section E** – Terms of office for each officer will be one (1) year from January 1 through December 31. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office.

Responsibilities of officers shall be:

1. **President:** Preside at all meetings of the membership and Club Board. Has the responsibility of overseeing the general activities of the Club. Attend all meetings (when requested) of the governing body of the recreation Centers of Sun City West, Inc. Appoint the chairperson of all committees. Contact facility monitor for any changes needed within the building such as heat/air conditioning. Assure that the end of month report (form CR-4) for the Recreation Centers indicating attendance for the month is completed and submitted to the Scheduling Office in a timely manner. Answer phone questions from prospective members.

The President may attend as an officio member of all committees during one term of office.

2. **Vice President:** At the request of the president or during the President's absence, preside at all meetings of the general membership and Club Board. Perform assignments as requested by the President. Act on behalf of the President in all matters pertaining to the club during the president's absence.
3. **Secretary:** Record and maintain the minutes at all Club meetings. Read the previous meeting minutes at all general membership meetings. Ensure that previous meeting's minutes shall be available to the membership before the next general meeting. Retain all minutes and correspondence for three (3) years. Responsible for all publicity in Club calendars, newspapers, website, including the Recreation Center Newsletter. Answer phone questions from prospective members. Turn over all files to succeeding Secretary.
4. **Treasurer:** Keep accurate accounts and records of all monies received from dues, class fees and membership forms from monitors. Provide new membership cards (different color) for the following year which will go on sale in January. Maintain membership information in appropriate records. Turn over all records to the succeeding Treasurer. Retain all financial records for seven (7) years (prior to current year).

**Section F** – If a vacancy on the board should exist, the Election Committee should appoint a willing and qualified club member to fill the vacancy until the next election. One board member shall serve on the Election Committee.

#### **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 Recreation Activities Manager)

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

## Article IV - Meetings

### Section A - Frequency of Meetings:

Four (4) quarterly business meetings of the general membership will be held each calendar year. The election meeting will be held in November at a date to be announced by the President.

General membership meeting dates will be posted at the Yoga monitor's desk at least fourteen (14) days prior to a meeting.

### 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 10% of the club membership must sign a petition to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

An officer of the Board may call for a special meeting of the Board. The Board may call a special membership meeting.

### Section C - Voting and Quorum Requirements:

1. Membership and Club Board Meetings
  - a. The Board shall have at least four (4) meetings per year.
  - b. The quorum for the Board shall be a majority of the elected officers.
  - c. Advisors may be appointed to the board but shall have no voting right.
2. 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. 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. A quorum shall be 10 percent of the club membership, however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100.

Voting at meetings shall be by voice or a show of hands, except, in situations where there are two or more members running for an elective office, then voting shall be by written ballot.

3. The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the SCW Yoga Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt or not inconsistent with any procedure indicated in the Rules, Regulations and Procedures for Chartered Clubs.

## Article V - Financial

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

**Section B** - The Club Board may authorize the treasurer to disburse funds in support of Club activities in amounts not to exceed \$200.00. Expenditures greater than \$200.00 must be approved by a vote of the

general membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.

In the absence of the Treasurer, checks may be signed by the President. If either the Treasurer or President is not available, checks may be signed by the Secretary or authorized contracted bookkeeper acting as the Treasurer' agent.

Records and policies:

1. Operating Procedures: Club bylaws and operating instructions shall identify the necessary prerequisites to effect basic financial transactions. The following are required:
2. An accounting of all monies received, including fees for special events such as social or competitive events, which must be deposited in a Club's bank account and duly recorded. No disbursements shall be made from "unbanked" monies. All disbursements shall be made by a Club check or from an established petty cash fund, with backup documentation including invoices or signed receipts as applicable. Individual petty cash disbursements shall not exceed \$15.00 dollars.

**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** - Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Clubs shall not advertise for nonmember participants in public media to avoid the appearance of a commercial operation or solicitation. Internal Club newsletters or flyers must state "For Club Members and Their Invited Guests Only." Posting of flyers or notices on window and doors of the Association Facility is prohibited.

1. Instructors performing services held in Recreation Centers of SCW facilities shall not advertise these services. The Club President is responsible for submitting all promotional and advertising material to the office of the Recreation Activities manager for approval prior to its placement. Such advertising must state that activities are open only to all members of the association.
2. The Office of the Recreation Activities manager will accept flyers for distribution to all centers. Publicity flyers may help the Club increase membership or announce an upcoming program.

**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** - 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 H** – The Treasurer is responsibility for submitting the Inventory Report to the Activities Manager by December 31<sup>st</sup>.

## **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** - Specify the duties of the Safety Chairman/Committee.

The Board as the Safety Committee shall appoint qualified teachers to conduct classes, provide participants with information about the requirement of classes offered by the club, and report any safety issue to the facility supervisor for remedy.

**Section D** - Specify the duties of the Audit Chairman/Committee.

(If any additional information is needed to that which is stated in the Sample Bylaws Article V, Section D,)

**Section E** – Other Committees and their duties.

A nominating committee shall be appointed by the Club Board to develop a list of officer candidates for the ensuing year. This committee shall consist of not more than one (1) Club Board member and at least three (3) members selected from the general membership. This committee shall check with the membership to obtain candidates for each office; obtain their consent and present their names at the October meeting which will be held for this purpose. Nominations will also be accepted from the floor in October. All nominations will be closed by October 31. The election will be held in November at a date to be announced by the president. There will be no absentee ballots for any reason.

## **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.

Joan E. Harned      11/29/12  
Joan Harned, President      Date

Approved:  
[Signature]      12-4-12  
Mike Whiting, General Manager      Date

*CK*  
*3-14-12*