

Bylaws
Sun City West Zymurgy Club

Article I – General

Section A: The name of the organization is Sun City West Zymurgy Club (Club).

Section B: The purpose of the Club shall be to be a chartered club of Recreation Centers of Sun City West, Inc. (Recreation Centers), and to provide opportunities for members to meet, socialize, learn about the science of fermentation and help each other with home brewing and other fermentation projects.

Section C: These bylaws will fully comply with the Recreation Centers' Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures (RR&Ps) for Charter Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document will prevail.

Section D: The Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association Bylaws.

Section E:

The Club's fiscal year shall be the calendar year January 1 through December 31.

Marketing or soliciting for personal monetary gain, at any Club event or by telephone, e-mail or written communication shall not be allowed.

Distribution of any political or religious materials at any Club event, or by telephone, e-mail or written communication shall not be allowed.

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 RR&Ps, Chapter 3, Membership and Operations Article II and Appendix IX.

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

Guests may attend Club events when accompanied by and supervised by the specific Club member who is their host. Guests are subject to the same limitations and requirements as apply to Club members. Club members who invite guests shall be held responsible for the actions of their guest(s). Guests must not displace Club members when there is a specific space or attendee limitation. Guests must not diminish the attractiveness of Club membership by obtaining its benefits without taking on the obligations of membership.

A spouse or partner of a Club member is a guest when attending a Club event, if the spouse or partner is not also a Club member.

Members shall be limited to no more than two (2) guests at any event. A guest who has an Recreation Card may attend Club events no more than four (4) times in a calendar year before joining. A guest who does not have an Recreation Card may attend no more than four (4) Club events per year.

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 of the Club members attending the meeting after a quorum¹ has been established.

New members must pay their dues upon joining. If a person joins between October 1 and December 31, the new member's annual dues will cover both the remainder of the calendar year and the following calendar year.

Existing members may pay their dues for the following year on or after October 1. Members who have not paid their dues prior to February 1 shall be removed from the membership roster.

Section E:

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption or cause dissension among Club members or the Recreation Centers in general, may have their Club membership temporarily suspended up to two (2) weeks by the Club. The President shall give written notice regarding the reasons for a temporary suspension to the Recreation Activities Manager within two (2) business days of the temporary suspension.

Severe cases of adverse behavior, as described above, may be cause for suspension in excess of two (2) weeks or termination of Recreation Centers membership rights and privileges. The Club can terminate a member's Club membership only following a recommendation from the Recreation Centers' General Manager and approval by the Recreation Centers' Governing Board. Members of the

¹ 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.

Club are expected to respect the rights of other Club members and Guests, exercise safety and care in the use of any event facility and foster a spirit of harmony among Club members and Guests.

The following are recommended for Club disciplinary actions:

First Offense – a written warning from the Club,

Second Offense – a short-term suspension by the Club, not to exceed one (1) week,

Third Offense – a longer term suspension by the Club, not to exceed two (2) weeks and

Fourth Offense – longer suspension or termination recommended by Recreation Centers' General Manager to the Recreation Centers' Governing Board.

Any suspended or terminated Club member has the right to appeal to the Recreation Center's Governing Board. (RR&P, Chapter 3, Membership and Operations Article I. F. 4).

Article III – Officers

Section A : The Club board shall 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 Reort) 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 service **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI.L)

Section D: The Secretary shall submit the CR 15 membership report to the Recreation Activities Manager by February 1 of each year.

Section E:

Officers shall serve a one (1) year term. Any officer who has been elected to serve on the Board of the Club for three (3) consecutive years may not serve on the Board again until such officer has been absent from the Board for at least one (1) year. Any officer who has been appointed to fill a vacancy to

the end of that term, which is longer than five (5) months, is considered to have completed a full term.

President's responsibility – The President shall preside at all meetings of the Board and of the membership. The President with collaboration with the other officers shall determine the dates of the General Membership Meetings. The President shall oversee all Club committees and approve all financial expenditures.

Vice-President's responsibility – The Vice-President shall preside at all meetings of the Board and of the membership in the absence of the President. The Vice-President shall perform other duties as directed by the President.

Treasurer's responsibility – The Treasurer is required to submit RR&P Form CR-7 (Annual Financial Statement) to the Recreation Activities Manager by February 1 for the preceding calendar year along with filing appropriate tax forms. The Treasurer is required to attend the RCSCW annual treasurer's meeting held in December. The Treasurer shall maintain an accurate record of all financial transactions. The Treasurer shall prepare a detailed financial report for the Club's Board including prior balance, income source, disbursement source, and current balance. Furthermore, the Treasurer shall prepare a summary financial report to present at the General Membership Meetings. The Treasurer is also responsible for receiving and tracking in the Club's System, all dues collected from members.

Secretary's responsibilities – The Secretary is responsible for submitting RR&P Form CR-15 (Membership Report) as of December 31 to the Recreation Activities Manager by February 1. The Secretary shall prepare minutes of each meeting of the Board for the Board's approval. The Secretary shall prepare minutes of each meeting of the membership. Following approval by the President, the Secretary shall present the draft minutes to the membership for approval.

The Secretary shall retain paper copies of the minutes of the Board and the membership.

Section F:

In the event a vacancy in office occurs, the President shall appoint a member to serve in the vacated office. The appointee must be confirmed by either a minimum of three (3) Board members or by a majority vote of the members. The appointee shall serve in this capacity until the next Annual Election.

If the President's position is vacated, the Vice-President shall assume the responsibilities of the office of the President. If the Vice-President is unable or unwilling to serve as President, the Board shall appoint a member to serve as President for the remainder of the current term. This appointment must be confirmed by either a minimum of three (3) Board members or by a majority vote of the members. The appointee shall serve in this capacity until the next Annual Election.

Section G: To impeach an officer or fill a vacancy, Robert's 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 officers to provide their copy of the RR&Ps to their successors.

Section I: Officers may be removed from their positions for cause. Such removal requires a vote by the membership.

Article IV – Meetings

Section A:

There shall be a General Membership Meeting during each quarter of the calendar year. The fourth quarter General Membership Meeting shall be the Annual Election Meeting.

The membership may take action only at a General Membership Meeting or at a Special Meeting. There must be a quorum present at the beginning of the meeting.

Members shall be notified of General Membership Meetings a minimum of thirty (30) days prior to the meeting. The meeting notice shall be posted on the Club Bulletin Board and/or Internet Site and communicated via e-mail to the current e-mail address provided by each Club member.

Section B Provisions for Calling and Recording Meetings:

The President shall call meetings of the Board as the need arises, or at the request of two (2) Board members.

The President shall convene a meeting of the membership if ten (10) or more members of the membership submit a written request for a Special Meeting to address grievance or reasonable cause. The President shall give members a minimum of fourteen (14) days notice for any Special Meeting.

Minutes shall 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.

Section C Voting and Quorum Requirements:

Board meetings – A quorum for meetings of the Board is a simple majority of the Board present.

General Membership Meetings – The minimum requirement for a quorum is the greater of ten percent (10%) of the Club membership and 20 members. The maximum requirement for a quorum is 100 members, even if it is less than 10 percent (10%) of the Club members. A quorum is established at the beginning of the meeting. A quorum is necessary to conduct elections, to approve by-laws, and

to conduct other Club business.

A simple majority of those present is required to approve all actions except adoption or amendment of the Club Bylaws. A two-thirds (2/3) majority of those present is required to adopt or to amend the Club's Bylaws.

Voting shall be by written ballot when two or more members are running for an elective office, or when the issue is contentious. In all other instances voting may be by voice vote or by show of hands. Proxy voting is not permitted.

Section D: Refer to Roberts Rules of Order for assistance in parliamentary procedures. These Bylaw provisions take precedence over Robert Rules.

Article V – Financial

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

Section B:

The Board will establish an annual discretionary fund of Three Hundred Dollars (\$300.00) for use by the President. The Board may replenish none, some or all of the fund after its review of amounts spent from the fund.

The Board must approve all expenditures up to One Thousand Dollars (\$1,000.00), other than those made by the President from the annual discretionary fund. The membership must approve all expenditures in excess of One Thousand Dollars (\$1,000). (RR&P, Chapter 4, Financial Information Article V.B.4)

The Treasurer, President and Vice-President may sign checks. The Secretary may sign or co-sign a check if a specific bank requires the Secretary's signature.

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 Recreation Activities Manager.

Section E: Any commercial advertising or flyers of Club activities must comply with the RR&Ps. (RR&P, Chapter 3, Club Operations Section VI)

Section F: All contracts for instructors must comply with the RR&Ps. (RR&P, Chapter 4, Financial Information Article VI) Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

Section G: The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the Recreation Activities Manager by February 1 for the preceding calendar year. See Article III, Section 3 of these Bylaws.

Section H: The President will work with the other officers to create the capital equipment & simplified inventory report. The President shall submit it to the Treasurer and to the Recreation Centers by December 31.

Article VI – Committees

Section A: Committees and/or chairperson may be elected by the general membership or appointed by the board.

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

Section C: The Safety Committee shall be responsible for looking over the condition of the room to make sure everything is safe and free of hazards. Any area of concern will be brought to the attention of the facility supervisor. Any accident or injury occurring in the Recreation Centers' facilities and those requiring medical attention shall be reported to the Safety Committee immediately following an incident. The Safety Committee shall complete and submit RR&P Form RC 20-5 (Accident / Incident / Injury Report) to the President. The President shall be responsible for submitting the completed RR&P Form RC 20-5 to the Recreation Activities Manager.

Section D: The Audit Committee shall be composed of individuals who are not current members of the Board. The Audit Committee shall audit the financial records following the close of the Club's fiscal year. The results of the Report of Audit shall be presented to the membership at either a General Membership Meeting or a Special Meeting, and duly recorded in the applicable minutes of such meeting. The Treasurer shall keep a copy of the Report of Audit with the Club's records.

Section E: The Board may establish, modify and abolish other committees to further the purposes of the Club. Other committees may include the following, among others:

Events Committee – to schedule and coordinate events and activities for Club members.

Brew Committee – to establish training requirements for production of fermented beverages (beer, mead & cider).

Wine Committee – to establish training requirements for production of fermented beverages

(wines, mead & cider).

Membership Committee – to work with a Marketing Committee on membership marketing, accept applications, monies and maintain the membership list.

Marketing Committee – to promote the Club to the community to attract members and further the Club's goals.

Section F: The Board shall appoint and may remove all committee chairpersons.


Article VII – Amendments

To amend the Bylaws of this Club requires a two-third 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:

- The Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club membership.
- Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. Amendments must be voted upon and approved by a quorum of the membership.
- A complete revised set of the Club's Bylaws will be submitted to the 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.



Randall Pace, President

10-28-2015
Date



Mike Whiting, General Manager

10-27-15
Date


9-9-15