



## Mis-Cues Ladies Billiards Bylaws

### Article I- General

- Section A** Name of the Club is the Mis-Cues Ladies Billiards.
- Section B** The purpose of this social club is to instruct members in the proper maintenance, use, and care of equipment and rules of the various pool games; reserve an adequate number of tables for a particular day and time; promote and maintain friendships and association of the members.
- Section C** These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, 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' documents shall prevail.
- Section D** This Charter Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and Association's Bylaws.

### Article II – Membership

- Section A** Membership shall be open to 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, Regulation, and Procedures. Chapter 3, Article II.
- No guest will be allowed, except for member guest being allowed to attend two (2) times before being required to join the Club
- Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.
- Section D** The dues (amount) 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.

\*Quorum is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members

**Section E** Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
  - 1. Membership participation is the action of taking part in club activities.
  - 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
  - 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

**Section F** Each club member is responsible for monitoring at club facilities per club bylaws.

**Section G** The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

**Section H** Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or 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.

**IMPORTANT:** All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR- 16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
  - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
  - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.

c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.

1. Member in question and Club President or presiding officer shall
2. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
  - a. General Manager may suspend a member up to sixty (60) days.
  - b. Club termination may be recommended by the General Manager to the Governing Board.
  - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e. suspension of the RCSCW Recreation Card).
3. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

**NOTE:** Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

**IMPORTANT:** Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

**Section I** Club Bylaws will apply to the affiliate Couples Club under the direction of the Mis-Cues Club Board.

### **Article III – Officers**

**Section A** The club board must consist of (at a minimum) four officers: President, Vice President, Secretary, and 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 Charter Club by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Charter Club Affirmation Report) and forwarding it to the office of the Recreation Manager.

**Section C** 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. 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 D** Terms of office and responsibilities of officers (delineate)

Term of office shall be one (1) year

President

1. The President shall manage the affairs of the Club and perform all other duties incidental to that position.
2. The President shall call and preside over at least four general membership meetings annually. The officers will meet, as necessary. The President with the approval of the other officers may establish special committees and make appointments hereto.

Vice-President

1. The Vice-President shall assist the President and perform such tasks as the President may resign. The Vice-President shall serve as President in the absence of the officer and fill the position of President should it be vacated

Secretary

1. The Secretary shall keep minutes of all meeting, maintain a roster of members, take attendance of the weekly game sessions, and submit the required form CR-4 (Monthly Participation Report) to the office of the Recreation Activities Manager. The Secretary shall submit form CR-15 (Membership Report), reporting membership as of December 31<sup>st</sup> to the Recreation Activities Manager by February 1<sup>st</sup> each year. The Secretary shall also perform such additional duties as assigned by the President, as well as other pertinent administrative records, will retained for a period of three (3) years.

Treasure

1. The office of Treasurer is a token position if there are no dues and no bank account. The Treasurer is responsible to complete and submit Form CR-7 (Annual Financial Statement) to the Recreation Activities Manager by February 1<sup>st</sup>. The Club has a Tax ID Number.

**Section E** Impeachment: To impeach an officer or fill a vacancy, Robert's Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

**Section F** It is the responsibility of the club president to pass the Rules, Regulations, and Procedures book onto their successor.

## **Article IV – Meetings**

**Section A** Frequency of Meetings: There will be general membership meeting conducted during each quarter of the calendar year. One of these meeting should be designated as the election meeting. The last meeting will be at least 30 days prior to the end of the calendar year for the elections of officers.

**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 membership before the next meeting.

A fourteen (14) notice must be given to all members if a meeting is called.

**Section C** Voting and Quorum Requirements:

1. Club Board Meeting- 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 budget, or to conduct other club business. There will be no proxy votes. The required majority must be of those present at a meeting to 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 (10) percent of the club membership, however it cannot be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaws take precedence over Robert's Rules, i.e.

anything not stated in bylaws shall be referred to Robert's Rules for parliamentary procedures.

## **Article V - Financial**

- Section A** Financial Records shall be retained for a period of seven (7) years (prior to the current year).
- Section B** Only expenditures of \$25 or less can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B, 4).
- Section C** There is no bank account.
- Section D** No club 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 previously approved by the Recreation Activities Manager.
- Section E** Financial records must be audited on a yearly basis by individuals other than those elected to 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 F** Club advertising: Any commercial advertising or flyers of club activities must follow Association policies.
- Section G** Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the 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 H** Treasures responsibility: The treasure is required to submit Form CR-7 (Annual Financial Statement) to the office Recreation Activities Manager by February 1 for the preceding calendar year.
- Section I** For those clubs that have an inventory list, it is important to have a description, serial/model numbers, date purchased and total amount.

## **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 included Safety and Audit.
- Section C** Specify the duties of the Safety Chairman/Committee.

### 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.

Beverly Randall                      4-1-21  
Beverly Randall, President                      Date

Approved  
William Schwind                      3-11-21  
William Schwind, General Manager                      Date