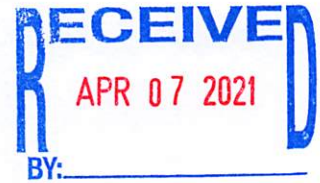


# Rockhounds West Club Bylaws



## Article I - General

**Section A** – The name of this organization shall be Rockhounds West, and it shall be located in Sun City West, Arizona.

**Section B** - Purpose of organization is to provide the members:

1. An opportunity to collect, study, exchange and exhibit rock and mineral specimens:
2. An opportunity to develop and expand educational relationships:
3. A source of supply of collecting equipment, books and magazines pertaining to mineralogy, geology, and related earth sciences.

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

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

Recreation Card Holder guests may attend two (2) times before required to join the club.

Non-Recreation Card Holder guests may attend two (2) times during the year.

**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

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<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.

Dues will be due and payable in January of each year.

The fiscal year shall be January 1 through December 31.

**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 present their case.
2. Ruling will be made based on majority consensus.
3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. 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).
5. 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.

### **Article III – Officers**

**Section A** - The Club Board must consist of (at a minimum) a President, a Vice-President, a Secretary and a Treasurer.

The Rockhounds Club Board shall consist of a President, a Vice-President, a Secretary and a Treasurer who are elected; two Members-at-Large, a Field Trip Chairperson, Membership Chairperson and a Newsletter Chairperson which will be appointed by the Club Board; and the past President (serving with no vote) will serve for a term of no longer than one (1) year. The Club Board shall have the general supervision of the affairs of the club between regular meetings.

**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 the Club's membership at the Club's annual meeting after a quorum is established shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Article VI, L)

**Section D** - Terms of office and responsibilities of officers:

Officers shall be elected to serve for one year and they assume office on January 1<sup>st</sup>.

No member shall hold more than elective office at one time, and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

The Officers shall perform the duties prescribed in Article IV of these Bylaws and the parliamentary authority adopted by the Club.

**President** – The President shall preside at all meetings of the club, and otherwise perform all duties customary to the office.

**Vice-President** – The Vice-President shall have the primary duty of acting as the club program chairperson. It shall be the additional duty of this officer to preside at all club meetings and perform all other duties as customary to the office of the President in the absence of that officer.

**Secretary** – The Secretary shall have the duty of keeping accurate record of the proceedings of the club meetings and the Club Board meetings. The Secretary shall act as corresponding secretary and preserve the club records for a minimum of three (3) years.

**Treasurer** – The Treasurer shall have the duty of receiving, disbursing, and accounting for the club funds subject to the approval of the Club Board. A report of the club's financial status and transactions relating to receipts, disbursements, assets, and liabilities shall be made at each regular meeting of the club and of the Club Board.

1. All bank accounts shall be held in the club name. All financial transactions involving club operations shall be recorded in the Treasurer's records and shall be made available to the auditing committee on request.

2. The Treasurer shall disburse all funds by check.

3. Cash receipts shall not be used directly for the payment of bills. All cash received must be deposited promptly in the bank. The Treasurer's records must include a tabulation showing the source and amount of each sum received and deposited.

4. The Treasurer is required to submit Form CR-7(Annual Financial Statement) to the office of the Recreations Activities Manager by Feb. 1 for the preceding year.

5. The Treasurer shall preserve all financial records for a period of seven (7) years prior to the current year.

The Club Board shall have general supervision of the affairs of the club between regular meetings.

The Club Board shall meet at least once a month except during the months of May, June, July and August, at a time and place to be designated by the Club President.

The Club president, or his designate, shall preside over the Club Board meetings. A quorum for the purpose of conducting business by the Club Board shall consist of at least five (5) of the incumbent officers.

The Club Board members shall appoint all standing Committee Chairpersons.

**Section E** - In case of vacancies of any office, a majority of the Club Board shall appoint a member to fill the vacancy.

The appointed replacement shall serve for the remainder of the term.

**Section F** - Impeachment will take place under Robert's Rules of Order. If impeachment is successful, a new officer will be elected immediately.

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

#### **Article IV - Meetings**

**Section A** - There will be a general membership meeting conducted during each quarter of the calendar year.

**Section B** - 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.

Special meetings may be scheduled for specific purposes at the discretion of the Club Board.

The Club President shall call a special meeting upon petition by ten (10) percent of the membership with a reasonable cause. The meeting shall be held at the time and place designated and shall be for the specific purpose stated in the petition.

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

1. A quorum for the Club Board shall consist of at least five (5) Board members.
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 will be no proxy votes. The required majority must be of those present at a meeting to specifically call for such purpose. A simple majority is required for all issues except bylaws.
3. 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.

General membership meetings shall be held on the second Monday of each month from September through April at 9:00 A.M. in the Lecture Hall at R.H. Johnson Recreation Center unless a change is announced at the preceding meeting or otherwise. Each meeting shall be a business meeting. The December meeting will be the annual meeting at which Officers and Directors whose terms begin on the following January will be elected. The September meeting will be held at a location that will be determined by the Board.

4. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Robert Rules, i.e. anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

#### **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 shall set a dollar limitation on club expenditures of \$500.00, and anything over that limit must have a vote of the membership, and anything over that must have the vote of the membership. (Only expenditures of \$25 or less can be paid by petty cash). See Chapter 4, Article V, B,4).

**Section C** – No club member shall receive compensation or financial reward from club funds for contributions or service to the club. The only exception is when a member has a n independent contractor agreement previously approved by the Recreation activities 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** – The signature of the Treasurer and the President shall be required on all checks paid by the club.

**Section F** – 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&P's. Each contract must be renewed on a yearly basis and a copy each sent to the Recreation Activities Manager for approval.

The Club may from time to time, offer formal courses of instruction for which fees are charged to the students.

**Section H** – Inventory requirements, equipment and simplified.

For those clubs that turn in an inventory list, it is important to have a description, serial/model numbers, dated 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 include Safety and Audit.

**Section C** - Specify the duties of the Safety Chairman/Committee.

**Auditing Committee.** Members of the Audit Committee shall be appointed by the Club Board.

The audit committee chairperson shall make an annual audit between January 1 and March 31 of the Treasurer's records and accounts and shall report the committee's finding directly to the Club Board.

**Safety Committee.** The Safety Committee shall present to the members the conditions to be encountered on field trips including expected road conditions, general conditions at the collecting sites in order that members can make decisions regarding the suitability of the trip with respect to their physical conditions/limitations.

The President shall appoint a nominating committee of three or more members. The committee shall nominate one or more candidates for each elective office. The committee shall report all nominations at the November general meeting. Further nominations may be made by Club members from the floor at the November meeting. Introductions of the nominees and the election of officers and directors at large shall be held at the December meeting. Voting may be accomplished by show of hands, or, if objections are raised and approved by a majority of the club members present, voting shall be by secret ballot.

**Nominating Committee** – The Chairperson and two or more committee members shall be appointed by the Club Board to present a slate of officers for approval in November.

**Membership Committee** – The Membership chairperson shall assist the Treasurer in maintaining membership records and shall assist the Board in the membership issues.

The Membership Chair is required to submit Form CR\_15 (Annual Membership Roster) to the office of the Recreation activities Manager by Feb. 1 for the preceding year.

**Field Trip Committee** – The Field Trip Chairperson will scout previously visited locations, obtain samples of material to be found and ensure safe roads.

Scouting trips must be performed before the regular membership field trip.  
The Field Trip Chairman is responsible for disseminating and maintaining trip maps and Liability waiver forms for each fields trip.  
The Club will reimburse the driver of the scouting vehicle for gasoline cost at the rate recommended by the Board.

**The Field Trip** chairperson or his designate will lead the Club field trips.

Newsletter/Website – The Newsletter/Website chairperson shall maintain the Club Website and shall publish the Newsletter.

### **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.

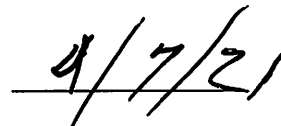


**Article VIII - Dissolution**

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

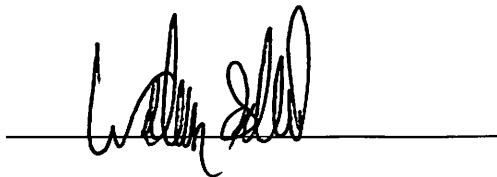


Robert Provan, President

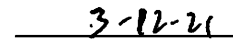


Date

Approved:



William Schwind, General Manager



Date