

CONNECTIONS

A SUN CITY WEST WOMEN'S FRIENDSHIP CLUB

BYLAWS

ARTICLE I NAME

The name of this organization is CONNECTIONS, A SUN CITY WEST WOMEN'S FRIENDSHIP CLUB, thereafter identified as Connections or Club in this document.

ARTICLE II MISSION STATEMENT

To promote friendship and support civic and charitable causes within our community. Connections is not a forum for political or religious beliefs, nor is it a venue for sales.

ARTICLE III EXECUTIVE BOARD

Section 3.1 The Executive Board of Connections consists of the President, Vice President/President Elect, Secretary, Treasurer, Director of Luncheon Reservations, Director of Membership, Director of Publications, Facilities Chair, and Parliamentarian/Parliamentary Advisor. The Advisor/Historian is an ex-officio member.

Section 3.1A DUTIES OF EXECUTIVE OFFICERS

PRESIDENT: The President shall be the Chief Executive Officer of the Club and shall perform such powers and duties as may be prescribed by the Board, including, but not restricted to:

- 1) Preside over all meetings of the Club, the Executive Board, and the Executive Core.
- 2) Supervise the general management of the Club.
- 3) Serve for one (1) year, and that being during her tenure as President.
- 4) Serve as ex-officio on all Committees (with the exception of the Nominating Committee) with no voting rights.
- 5) Oversee all Officers and Directors.
- 6) Appoint and oversee all Standing Committee, Social Committee, and Special Committee Chairs/Assistants.

VICE PRESIDENT/PRESIDENT ELECT: The Vice President/President Elect shall exercise and perform such powers and duties as may be prescribed by the Board, including, but not restricted to:

- 1) Assume all duties and responsibilities of the President in the absence of the President.
- 2) Become President for the unexpired term in the event of a vacancy in the office of the President.
- 3) Perform duties as may be assigned by the President.

SECRETARY: The Secretary shall exercise and perform such powers and duties as may be prescribed by the Board, including, but not restricted to:

- 1) Record and report minutes of proceedings at all Board, General, Annual, and Special Meetings of the Club.
- 2) Record and maintain Executive Core sealed minutes.
- 3) Prepare and send Club correspondence as needed.
- 4) Insure the safekeeping of all records, reports, and correspondence for a minimum of three (3) years (except financial).
- 5) Prepare copies of Club related printed materials as needed.
- 6) If unavailable, the Secretary will inform the President who will select a Club Member (with Executive Board approval) to record/report the minutes.

TREASURER: The Treasurer shall exercise and perform such powers and duties as may be prescribed by the Board, including, but not restricted to:

- 1) Maintain the Club's bank account, keeping accurate records of all monies collected and disbursed.
- 2) Disburse funds and obtain receipts for same.
- 3) Report at all regular Executive Board and General Monthly Luncheon Meetings the financial balance and amounts received and disbursed.

- 4) Submit financial records for audit. (see ARTICLE IX FINANCES Section 9.1) 5) Make all records available to be filed with the IRS in a timely manner.
- 6) Present the adopted budget at the May Combined Board Meeting (see ARTICLE IX FINANCES Section 9.5)
- 7) If unavailable, the President will select a Club Member (with Executive Board approval) to perform the reporting duties of the Treasurer as needed.

LUNCHEON RESERVATIONS: This office is responsible for all aspects of reservations for the General Monthly Luncheon Meeting.

MEMBERSHIP: This office collects dues and maintains and disseminates (as needed) current membership records.

PUBLICATIONS: Publications serves as the assimilator of applicable information to the Membership.

ADVISOR/HISTORIAN: She serves as an advisor to the President and Executive Board.

PARLIAMENTARIAN/PARLIAMENTARY ADVISOR: The Parliamentarian/Parliamentary Advisor serves as advisor to the President, Executive Board, Executive Core, and Members. She is appointed by the President for a one (1) year term with no voting rights.

FACILITIES CHAIR: This Chair is encouraged to participate at the Board Meetings particularly when any facilities issues surface. She attends as a non-voter. (see ARTICLE IV STANDING, SOCIAL, AND SPECIAL COMMITTEES Section 4.1)

Section 3.2 In the event of a vacancy of any Executive Board Member (other than the President), the President shall assign a replacement, subject to approval by the Executive Board, to complete the term.

ARTICLE IV STANDING, SOCIAL, AND SPECIAL COMMITTEES

Section 4.1 All Committee Chairs/Assistants are appointed by and report to the President for an annual term (Exception – Bylaws and Nominating Chairs form their committees). Committee Chairs/Assistants are not members of the Executive Board and have no voting power. Exception is Facilities Chair (see ARTICLE III EXECUTIVE BOARD Section 3.1 and FACILITIES CHAIR)

Section 4.2 The Standing Committees are: Audit, Budget, Bylaws, Facilities, Hospitality, Luncheon Reservations, Membership, Nominating, Photography, Programs, Publications, Publicity, Sunshine, Ways and Means, and Website. (refer to specific Job Description and Activity Description)

Section 4.2A The Audit Committee (see ARTICLE IX FINANCES Section 9.1)

Section 4.2B The Budget Committee (see ARTICLE IX FINANCES Section 9.5)

Section 4.2C The Nominating Committee Chair is appointed by September and announced in November.

Section 4.3 The Social Committees are: Book Lovers, Bridge, Chicks with Sticks, Dine In, Dine Out(s), Fine Dining for Fun, Hand and Foot, Luncheon Bridge, Luncheon Games, Mah-jongg, Mexican Train, PuPu Parties, Sunday Brunch, and any other Committees as designated. (refer to specific Job Description and Activity Description)

Section 4.4 The Special Committees include the Charitable Committee. The Charitable Committee will be composed of three (3) Members appointed by the President in January. The Chair shall submit a list of appropriate non-profit, local organizations and related monetary amounts (as predicated by availability of funds) for approval by the Executive Board at the March Board Meeting. The recipients will be announced to the Membership at the April General Monthly Luncheon Meeting. Applicable checks will be disbursed to selected charities by mid-April. (refer to Job Description) The monies allocated will not exceed the amount set in the budget. (see ARTICLE IX FINANCES Section 9.2)

ARTICLE V ELECTION OF OFFICERS AND DIRECTORS

Section 5.1 At the March Board Meeting, the Nominating Chair shall present the proposed slate of Officers and Directors for approval. (refer to ARTICLE III EXECUTIVE BOARD Section 3.1) The outgoing Vice President/President Elect moves to the position of President and the outgoing President becomes the Advisor/Historian. The approved slate shall be published in the March Newsletter and on the Website.

Section 5.2 At the March General Monthly Luncheon Meeting, the Nominating Chair will present the slate of Officers and Directors to the Membership.

Section 5.3 At the April General Monthly Luncheon Meeting, the President will again present the slate of Officers and Directors with nominees accepted from the floor. If there are no nominations, the slate as presented will be elected by acclamation.

Section 5.3A Should there be any nominations, a ballot vote will be taken. The President will select three (3) Members, known as “tellers” from the General Membership (with the exception of Club Board Members). The tellers will distribute ballot sheets, collect completed ballots, count them, and report back to the President. The candidate receiving the majority of votes will be deemed elected.

Section 5.4 As a formality, the Executive Board will be installed at the May General Monthly Luncheon Meeting.

ARTICLE VI MEMBERSHIP AND PRIVILEGES

Section 6.1 Connections shall comply with these Bylaws and the laws of governmental agencies, local, state, and federal. (see ARTICLE X AMMENDMENTS Section 10.1)

Section 6.2 Connections is open to all women residing within the historical boundaries of Sun City West, Arizona without discrimination. A valid current Membership in Connections is required to participate in any social activity offered/sponsored by Connections unless attending as a recognized guest. (see ARTICLE VIII DUES Sections 8.3 and 8.3A)

Section 6.3 A Member who has been in Connections more than five (5) years will be eligible to be deemed “an Emeritus Member” should she move from Sun City West to another Arizona city. As an Emeritus Member, upon paying dues, she will have the same rights and responsibility as an active Member, excluding officership in the organization. (see Standing Rules)

Section 6.4 In Connections, a couple is defined as two (2) Members or a Member and guest.

Section 6.5 The Executive Core of Connections is comprised of the President, Vice President/President Elect, Secretary, and Parliamentarian/Parliamentary Advisor. In the absence of the Secretary, the President will select one of the Executive Core Members to record the minutes.

Section 6.5A The purpose of the Executive Core is to assist Members in resolving a personal issue while ensuring that activities are in accordance with the Mission Statement. Prior to the President calling an Executive Core Meeting, she will attempt to privately resolve any misunderstandings. (see Section 6.5B)

Section 6.5B Should an Executive Core Meeting be called, it will be closed with sealed minutes. The purpose of the meeting will be to try to resolve the issue. The Executive Core’s goal will be to determine any infractions of the Bylaws and/or Standing Rules. Infractions will be handled as follows:

- 1) The parties involved will be invited to attend a special closed Executive Core Meeting.
- 2) Should there be no resolution, the Executive Core may decide letters(s) should be sent to involved party/parties.
- 3) With no resulting conclusion, the party/parties could be excluded from participation in the Club activity.
- 4) Repeated infractions could result in suspension or termination of Membership.

Section 6.6 A current Membership list will be provided as needed to all Executive Board Members and Committee Chairs.

ARTICLE VII MEETINGS

Section 7.1 There will be a General Luncheon Meeting of the Members held monthly, with Committee Chair reports as needed. The seating may be assigned or open which will be determined at the President’s discretion. The seating format and luncheon card/games or entertainment plans shall be posted in the monthly Newsletter. (see Standing Rules)

Section 7.2 Advanced reservations are required, payable by individual check (with any banking institution applied fees owed by the Member). The deadline for cancellations must be within the timeframe currently set and posted in the Newsletter. (see Standing Rules)

Section 7.3 All Past Presidents shall be recognized as non-paying guests at the annual President’s Luncheon.

Section 7.4 Nominations, Elections, and Installations shall be held March-May at the General Monthly Luncheon Meeting (see ARTICLE V ELECTION OF OFFICERS AND DIRECTORS Sections 5.1-5.4)

Section 7.5 A quorum shall consist of 10% of the Club Membership in attendance to conduct a General Membership Meeting.

Section 7.6 Connections Board and Executive Board Meetings are open to the Membership. (see Standing Rules)

ARTICLE VIII DUES

Section 8.1 New Members paying dues January through April shall be considered paid Members until April 30 of the following year.

Section 8.2 Annual dues are renewable in March and are delinquent after April 30. (see Standing Rules)

Section 8.3 Guests are allowed to attend a maximum of two (2) General Monthly Luncheon Meetings. This maximum does not apply to out-of-town guests. Additionally, local guests may participate in one (1) activity twice. (see Standing Rules)

Section 8.3A A guest may partner with a Member in annual one-partner bridge for the entire season, playing only with that partner for the entire season. (see Standing Rules)

Section 8.4 Amount of dues and late fees shall be determined by the Executive Board.

ARTICLE IX FINANCES

Section 9.1 An Audit Committee consisting of two (2) Club Members (selected by the President in January) shall conduct an audit within thirty (30) days after the end of the fiscal year.

Section 9.2 The Charitable funds appropriated in the budget shall be distributed as defined in ARTICLE IV STANDING, SOCIAL, AND SPECIAL COMMITTEES Section 4.4.

Section 9.3 The outgoing President's gift and album shall not exceed the amount allocated in the budget.

Section 9.4 Favors for the Past Presidents (when applicable) shall not exceed the budgeted amount.

Section 9.5 A Budget Committee consisting of the outgoing Treasurer and two (2) Members (appointed by the President in January) shall be formed and will determine the projected income and expenses for the coming year to be brought before the Executive Board for approval in April. Upon approval, the adopted budget will be presented at the May Combined Board Meeting. (see ARTICLE III EXECUTIVE BOARD TREASURER number 5)

Section 9.5A All Board Members and Committee Chairs are to be advised of the budgeted amount set forth for their respective position.

Section 9.6 Expenses incurred in the operation of the Club by Officers, Directors, and Committee Chairs must be submitted to the Treasurer in a timely manner on the designated signed expense form with receipts (as available) for reimbursement.

Section 9.7 In the event of the dissolution of Connections, all monies shall be distributed to various charities/non-profit organizations within Sun City West at the direction of the Executive Board.

ARTICLE X AMMENDMENTS

Section 10.1 The Bylaws and Standing Rules will be published annually and distributed to every Member in the Membership Directory.

Section 10.1A The Bylaws should be reviewed every five (5) years, or more often if the Executive Board feels it is warranted.

Section 10.1B Any Member may suggest a Bylaws amendment by presenting it in writing to the Bylaws Chair.

Section 10.1C Amendments to the Bylaws will be brought before the Executive Board by the Bylaws Chair for approval. Upon approval, the amendments will be posted in the Newsletter one (1) month prior to a Membership vote.

Section 10.2 All Bylaws amendments require a 2/3 vote of the Membership present and voting at a General Monthly Luncheon Meeting.

Section 10.3 Once approved, the new Bylaws will be provided to the Membership via the Newsletter and distributed to Members in the annual Membership Directory at the next printing. **Section 10.4** Roberts Rule of Order shall be the parliamentary guide.

Approved by the Executive Board September, 2016

Adopted by the Membership November, 2016

President: Sandra Hoffman

STANDING RULES

2018

- 1 Women who reside within the historical boundaries of Sun City West are Eligible for membership. A SCW Recreation Card is not required.

- 2 Member dues (of \$20) are payable January through April.
Dues must be paid by April 30th to be in the directory. Delinquent dues will result in a penalty fee (of \$3). Mail checks to P.O. Box 5314, SCW, 85376

- 3 The General Monthly Luncheon Meetings are the second (2nd) Thursday of each month at 11:00 A.M. at Briarwood Country Club.

- 4 Your General Monthly Luncheon check (of \$22) is your reservation and must be received no later than the first (1st) of the applicable month. A separate check must be received for each person. Any special needs entree' (vegetarian or gluten free) must be noted in the memo section of the check. Checks (of \$25) written for guests must indicate guest's name in memo section of check. Mail checks to, P.O. Box 5314, SCW, 85376

- 5 The deadline for cancelling your luncheon reservation is 6:00 P.M. the Monday prior to the luncheon. Do not leave messages, speak with the Luncheon Reservations Chair or Co-Chair. (see ARTICLE VII MEETINGS Section 7.2)

- 6 Any local female guest may attend two General monthly Luncheon Meetings, thereafter, membership would be required. There is no restriction on out-of-town guests.

- 7 Board Meetings are usually held the first (1st) Thursday of each month from September through May (excluding December).

- 8 Any member wishing to attend an Executive Board Meeting, is to notify the President for space availability.

- 9 Local guests may participate in only one social activity twice before joining Connections. There is only one exception. A local guest may sign up as a partner in one partner bridge (playing only with that one partner for the playing season, i.e. 10 months, in that group).

- 10 A member, who after being in Connections five (5) years or more, moves to another Arizona City and wishes to remain a member will be given Emeritus status. This status requires dues be paid and gives the member all rights and responsibilities with the exception of becoming an officer in the organization.