

# 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 the Club in this document.

#### ARTICLE II MISSION STATEMENT

The purpose of this organization is 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 Facilities, Director of Luncheon Reservations, Director of Membership, and Director of Publications. The Parliamentary/Bylaws Advisor and the Advisor/Historian are ex-officio members.

##### **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) Vote to make or break a tie.
- 5) Serve as ex-officio on all Committees (with the exception of the Nominating Committee) with no voting rights.
- 6) Oversee all Officers and Directors.
- 7) 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 for file 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 an Executive Board Member 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) Obtain receipts for all disbursed funds.
- 3) Record for files and 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 next year's adopted budget at the May Combined Board Meeting (see ARTICLE IX FINANCES Section 9.3 and 9.3A)
- 7) If unavailable, the President will temporarily perform the duties of the Treasurer.

**FACILITIES:** This office sets the menu, supervises menu pricing, secures the location and ensures all event aspects are covered (food, tables/chairs, settings, podium, microphone, etc.)

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

**MEMBERSHIP:** This office collects dues as well as maintaining and disseminating (as needed) current membership records.

**PUBLICATIONS:** Publications serves to assimilate and disseminate applicable information to the Membership.

**ADVISOR/HISTORIAN:** She serves as an advisor to the President and Executive Board and does not vote.

**PARLIAMENTARY/BYLAWS ADVISOR:** The Parliamentary/Bylaws 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.

**Section 3.2** In the event of a vacancy of any Executive Board Member (other than the President or Vice President/President Elect), 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 (Assistant exception – Bylaws and Nominating Chairs form their own committees). Committee Chairs/Assistants are not members of the Executive Board and have no voting power.

**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 9.3)

**Section 4.2C** The Nominating Committee Chair is appointed by the incoming President in April and announced in May.

**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, Tours, 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 April for the coming year, with the Chair announced in May. The Chair shall submit a list of appropriate non-profit local organizations for approval by the Executive Board at the March Board Meeting. The recipients (not each donation amount) will be announced to the Membership at the April General Monthly Luncheon Meeting. Applicable checks will be disbursed to selected charities by mid-April. The monies allocated will not exceed the amount set in the budget. (see ARTICLE IX FINANCES Section 9.2 and job description.)

## **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 approved slate of Officers and Directors to the Membership.

**Section 5.3** At the April General Monthly Luncheon Meeting, the outgoing President will again present the slate of Officers and Directors, followed by her restating each nominee and calling for nominations 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 prior to proceeding with elections. The President will select three (3) Members, known as “tellers” from the General Membership (with the exception of Executive Board Members). The tellers will distribute ballot sheets, collect completed ballots, count them, and chair will report back to the President (providing the data). The candidate receiving the majority of votes will be deemed elected.

**Section 5.3B** The Vice President/President Elect is elected for a three (3) year term; which is a commitment of one year each of Vice President/President Elect, President, and Advisor Historian.

**Section 5.4** While the Executive Board is duly elected in April and is therefore the new Executive Board, this Board will be installed at the May General Monthly Luncheon Meeting as a formality at which time the President will be presented with her pin, and Connections’ gavel and sound block.

**Section 5.5** Term length of the Executive Board’s tenure is subject to unexpected closures (i.e. Covid-19)

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

**Section 6.4** 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.

**Section 6.5** The Executive Core of Connections is comprised of the President, Vice President/President Elect, Secretary, and Parliamentary/Bylaws 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 and resolve conflict.

**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 or sent separately by email if necessary.

**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.

**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 installation shall be held March-May at the General Monthly Luncheon Meetings (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. A simple majority is required to pass any motion with the exception of Bylaws, which requires a 2/3 vote.

**Section 7.6** Connections Board and Executive Board Meetings are open to the Membership.

## **ARTICLE VIII DUES**

**Section 8.1** Connections operates on a fiscal year, running May to April; however, annual dues are renewable on a calendar year. They are renewable beginning in November and are delinquent after December 31.

**Section 8.2** New Members paying dues July through October shall be considered paid Members until December 31 of the following year.

**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 two (2) activities once per each activity.

**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.

**Section 8.4** Amount of dues and late fees as well as luncheon 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 incoming President in April) shall conduct an audit within thirty (30) days after the end of the next 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** A Budget Committee consisting of the outgoing and incoming Treasurers, the incoming President and one (1) Member) appointed by the incoming President will determine the projected income and expenses for the coming year to be brought before the Executive Board for approval in March. Upon approval by the Executive Board, the adopted budget will be presented at the May Combined Board Meeting. (see ARTICLE III EXECUTIVE BOARD TREASURER Number 5)

**Section 9.3A** All Board Members and Committee Chairs shall receive a copy of the budgeted amount set forth for their respective position.

**Section 9.4** 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 9.5** The outgoing President's album (if requested) and her gift shall not exceed the amount allocated in the budget.

**Section 9.6** Favors for past Presidents (when applicable) shall not exceed budgeted amount.

**Section 9.7** The incoming Treasurer, President, and Vice President will be signers on the account.

**Section 9.8** 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. Please always refer to both of these documents.

**Section 10.1A** The Bylaws should be reviewed every five (5) years, or more often if 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 Membership present at the 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 10/2019

President: Barbara Brennan 07/2021 \_\_\_\_\_

Adopted by the Membership 10/2019