

CONNECTIONS
A Sun City West Friendship Club
BYLAWS

ARTICLE I - General

Section A –Name

The name of the organization shall be Connections, A Sun City West Friendship Club.
(Hereafter referred to as the Club.)

Section B –Mission

The purpose of this organization is to promote friendship and support civic and charitable causes within the Sun City West Community. The Club is not a forum for political or religious beliefs, nor is it a venue for sales.

Section C – Fiscal Year

The Club shall operate under a fiscal year beginning May 1 and ending April 30.

ARTICLE II – Membership

Section A

Membership shall be open to all women residing in the historic boundaries of Sun City West, Arizona without discrimination.

Section B

A member who has been in the Club for 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 responsibilities as an Active Member, excluding officership in the organization.

Section C

A valid current membership in the Club is required to participate in any social activity offered/sponsored by the club unless attending as a recognized guest. In the Club a couple is defined as two members or a member and her guest.

Section D – Membership Dues

1. The amount of dues for each member will be determined by the Executive Board.
2. Annual dues are due in March and are delinquent after April 30.
3. New member dues are payable upon application. New members paying dues January through April shall be considered paid members until April 30 of the following year.

ARTICLE III – The Board

Section A – The Executive Board shall consist of (at a minimum) four officers – a President, a Vice-President, Secretary and Treasurer.

Section B – The General Board consists of the Executive Board and the Directors of Publications, Membership, Luncheon Reservations and Facilities.

Section C – The Board shall be elected by a majority vote of those present at the Club's annual meeting after a quorum is established. The elected officers shall serve without compensation. An Officer may not serve as an independent contractor.

Section D – Each officer is elected for a one-year term. An officer may not serve more than three consecutive terms in a particular office.

Section E - Non-voting members of the board are the Past President/Nominations Chair, the Bylaws/Parliamentarian Advisor and the President except in case of a tie.

ARTICLE IV – Duties of Officers

Section A – President

The President shall be the Chief Officer of the Club and shall exercise and perform such powers and duties as may be prescribed by the board from time to time, including but not restricted to;

1. Preside at all Club Board, General, Annual and Special Meetings
2. Supervise the general management of the Club
3. Serve for one year
4. Serve as an ex-officio of all committees with no voting rights with the exception of the nominating committee
5. Appoint the chairs of standing and special committees

Section B - Vice-President/President Elect

The Vice-President/President Elect shall exercise and perform such powers and duties as may be prescribed by the Club Board from time to time including but not restricted to:

1. Assist the President as needed
2. Assume all duties and responsibilities of the President in the absence of the President
3. Become President for the unexpired term in the event of a vacancy in the office of the President

Section C – Secretary

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

1. Record all minutes of proceedings at all Club Board, General, Annual and Special Meetings of the Club, and report said minutes, after being approved by Club Board and General Membership.
2. Prepare and send correspondence, when requested.
3. Insure the safekeeping of all records, reports and correspondence for a minimum of three years (except financial)
4. Prepare copies of club related printed material, when requested.

Section D – Treasurer

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

1. Keep an accurate account of all monies collected and disbursed
2. Present a written report of income, expenditures and bank balances at the Club Board and General meetings
3. Be responsible for the bank accounts of the Club
4. Make payment of funds as authorized by the Club Board
5. Submit the records for audit annually

Section E – Publications

The Publications Director assimilates applicable information to the membership and coordinates historical data/photos, and supervises the publication of the membership directory.

Section F – Membership

The Membership Director collects dues, maintains membership records and works with the Director of Publications to coordinate the publication of the membership directory.

Section G – Reservations

The Luncheon Reservations Director coordinates all aspects of reservations for the Monthly Luncheon Meeting, including seating.

Section H – Facilities

The Facilities Director shall supervise the menu selection, pricing and logistics for each meeting/event.

Section I - The Past-President of the Board shall serve as adviser to the Board with no voting rights and will serve as the nominating chair for the incoming board.

Section J - The Bylaws/Parliamentarian Adviser serves as adviser to the President, Executive Committee, and membership. She is appointed by the President for a one year term with no voting rights.

Section K - Vacancy

A vacancy on the Club Board, except that of the President, shall be filled by appointment by the President with the approval of the Club Board. A Club Board member who has served more than half a term in office is considered to have served a full term in office.

Section L – Impeachment

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately.

ARTICLE V – Standing, Social and Special Committees

Section A - All Committee Chairs and assistants are appointed by and report to the President for an annual term. Committee chairs/assistants are not members of the Board and have no voting power.

Section B - Standing Committees

- Audit
- Budget
- Hospitality
- Recruitment
- Photography
- Programs
- Publicity
- Sunshine
- Ways and Means
- Website

Section C – Social Committees

- Book lovers
- Bridge
- Chicks with Sticks
- Dine-In
- Dine-Out
- Hand and Foot
- Luncheon Bridge

Luncheon Games
Mah Jongg
Mexican Train
PuPu Parties
Sunday Brunch

Section D – Special Committees

The Charitable committee will be composed of three members appointed by the President in January. The chair shall submit a list of appropriate non-profit Sun City West organizations and suggested monetary amounts for approval by the Executive Board at the March Board meeting. The recipients will be announced to the membership at the April general meeting. Checks will be disbursed to the selected charities by mid-April.

ARTICLE VI – Election of Officers and Directors

Section A – At the March Board Meeting, the Nominating chair shall present the proposed slate of Officers and Directors for approval. The outgoing Vice-President/President-Elect moves to the position of President and the outgoing President becomes the Adviser/ Historian. The approved slate shall be published in the March newsletter and on the website.

Section B – At the March general meeting, the Nominating Chair will present the slate of Officers and Directors to the Membership.

Section C – At the April General Meeting, the Nominations Chair will again present the slate of officers and directors with nominations accepted from the floor. If there are no nominations, the slate, as presented, will be elected by acclamation.

Section D – When elections have more than one person running for one office, paper ballots will be used and will be counted by three member volunteers. The candidate(s) receiving the majority of votes will be deemed elected.

Section E - Executive Board will be installed at the May General Meeting.

ARTICLE VII –POLICIES AND PROCEDURES

A. EXECUTIVE CORE

The Executive Core will be comprised of the President, Vice-President, Secretary and Bylaws/Parliamentary Adviser.

The purpose of the Executive Core is to assist members in resolving a personal issue while insuring 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.

Should an Executive Core Meeting be called, it will be closed with sealed minutes. The Executive Core's goal will be to determine any infractions of the Bylaws and/or Standing Rules.

B. FINANCES

1. An Audit Committee consisting of two club members is selected by the President. The audit shall be conducted within thirty days after the end of the fiscal year.

2. A Budget Committee consisting of the outgoing Treasurer and two members appointed by the President, 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 membership meeting.
3. All Board and Committee Chairs are to be advised of the budgeted amount set forth for their respective position.
4. Operation Expenses incurred by Officers, Directors and Committee Chairs must be submitted to the Treasurer in a timely manner on the designated signed expense form with receipts for reimbursement.
5. The outgoing Presidents gift and album shall not exceed the amount allocated in the budget.
6. In the event of the dissolution of the Club, all monies shall be distributed to various charities/non-profit organizations within Sun City West at the direction of the Executive Board.

C - AMENDMENTS

1. The Bylaws should be reviewed every five years or more often if the Executive Board feels it is warranted.
2. The Bylaws and Standing Rules will be published annually and distributed to every member in the Membership Directory.
3. Any member may suggest a Bylaws amendment by presenting it in writing to the Bylaws Chair.
4. Amendments to the Bylaws will be brought before the Executive Board by the Bylaws/Parliamentary Adviser for approval. Upon approval, the amendments will be posted in the newsletter one month prior to a membership vote.
5. All Bylaws amendments require a 2/3 vote of the membership present, and voting at a general monthly meeting.
6. Once approved, the new Bylaws will be distributed to the members in the annual Membership Directory and published on the website.
7. Roberts Rules of Order is to be used for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert Rules. Anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.

Section D – Quorum

1. A quorum is the minimum attendance at the club general meeting necessary to conduct elections, approve bylaws, approve budgets or conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except Bylaws. A quorum shall be 10 percent of the Club membership. However a quorum requirement cannot be less than 20 members.
2. A quorum of the board is a simple majority. A simple majority can pass a motion.

STANDING RULES

It is the responsibility of each officer to pass the rules, regulations and procedures book to their successor.

Membership dues 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. Checks are to be mailed to PO Box 5314, SCW **85376**.

Dues paid after the delinquent date will incur a late fee determined by the board.

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

Your General Monthly Luncheon check of \$22.00 is your reservation and must be received no later than the first of the applicable month. Checks written in an amount covering more than one person are not acceptable. Any special needs entree (vegetarian or gluten free) must be noted in the memo section of the check. Checks of \$25.00 written for guests must indicate guest's name in check memo section. Mail checks to P. O. Box 5314, SCW **85376**.

The deadline for canceling our luncheon reservation is 6:00 P.M the Monday prior to the luncheon. Speak with the Luncheon Reservation Chair or Co-Chair or leave a voice mail.

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

Board meetings are held the first Thursday of each month from September through May (excluding December).

Any member wishing to attend a Board meetings is to notify the President for space availability.

Local guests may participate in only one social activity twice before joining the Club.