



Chartered Club Rules, Regulations, and Procedures

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DOCUMENT CHANGE CONTROL

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1.0	All changes from the working file, <i>RR&Ps - Revised - Merged Original with V9.1c - 2023-11-09.docx</i> were accepted into this document	1/15/2024	Jack Leary	
1.1	Removed references to inter-community leagues and tournaments	1/22/2024	Jack Leary	
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Table of Contents

DOCUMENT CHANGE CONTROL	2
PREAMBLE.....	7
INTRODUCTION.....	8
AUTHORITY OF THESE RULES, REGULATIONS, AND PROCEDURES.....	9
CHAPTER I – DEFINITIONS.....	11
CHAPTER II – CLUB CHARTER	20
1. PURPOSE OF A CHARTER.....	20
2. BENEFITS OF A CHARTER.....	20
3. ESTABLISHING A CLUB CHARTER.....	20
4. MAINTAINING A CHARTER	22
5. CLUB DISSOLUTION.....	23
CHAPTER III – CHARTERED CLUB MEMBERSHIP AND GUESTS.....	24
1. CONDITIONS FOR CHARTERED CLUB MEMBERSHIP	24
2. CHARTERED CLUB GUESTS	24
CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS.....	26
1. CHARTERED CLUB ACTIVITY AND CHARTERED CLUB SPECIAL EVENT.....	26
1.1. CHARTERED CLUB ACTIVITY	26
1.2. CHARTERED CLUB SPECIAL EVENT	27
2. CHARTERED CLUB TOURNAMENTS.....	27
2.1. CHARTERED CLUB INTERNAL TOURNAMENT.....	27
2.2. CHARTERED CLUB EXTERNAL TOURNAMENT	28
3. CHARTERED CLUB LEAGUES.....	28
3.2. CHARTERED CLUB INTERNAL LEAGUE.....	28
3.3. CHARTERED CLUB EXTERNAL LEAGUE	29
4. CHARTERED CLUB RECIPROCITY.....	30
5. ACCOMMODATIONS	31
6. MISCELLANEOUS.....	32
CHAPTER V – DISCIPLINARY ACTIONS	33
1. MEMBER DISCIPLINE.....	33
2. CLUB BOARD MEMBER DISCIPLINE.....	36
3. CHARTERED CLUB DISCIPLINE	41

CHAPTER VI – ALLOCATION OF SPACE	44
1. ASSIGNMENT OF SPACE	44
2. SCHEDULING / RESERVATIONS	44
CHAPTER VII – CHARTERED CLUB OPERATIONS	46
1. CHARTERED CLUB RESPONSIBILITIES	46
2. OFFICERS / ELECTIONS	46
3. MEETINGS	47
4. RECORDS AND FILES.....	48
5. PARTICIPATION DATA	48
6. OPERATING HOURS.....	48
7. PUBLICITY	49
CHAPTER VIII – SAFETY / HEALTH	50
1. CLUB MONITORING.....	50
2. SAFETY.....	50
3. HEALTH.....	50
4. ACCIDENT / INCIDENT / INJURY REPORT	51
5. ALCOHOL.....	51
6. SMOKING	51
7. GAMING	51
CHAPTER IX – CLASSES / CONTRACTS / EQUIPMENT / FACILITIES.....	52
1. INSTRUCTIONAL CLASSES / LESSONS	52
2. CONTRACTS.....	52
3. EQUIPMENT AND INVENTORY	53
4. FACILITIES.....	55
CHAPTER X – FINANCIAL	56
1. GENERAL INFORMATION	56
2. BANK ACCOUNTS	56
3. TREASURER	56
4. FINANCIAL OPERATING PROCEDURE RECOMMENDATIONS	57
5. INSURANCE	57
6. INTERNAL REVENUE SERVICE (IRS) REQUIREMENTS	58
7. FINANCIAL RECORDS.....	58
APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA	59

PREAMBLE

1. The Recreation Centers of Sun City West, Inc. (herein after referred to as the Association or RCSCW) was formed under the laws of the State of Arizona as a non-profit corporation for the purpose of owning, operating, maintaining, and preserving facilities which enhance the recreational, social, and leisure interests of its membership.
2. Article VIII of the Association Bylaws, the Rules, Regulations & Procedures (RR&Ps) and the Policy Statements provide rules for the establishment and operations of Chartered Clubs. The RR&Ps will be reviewed annually and updated as necessary and are available online at [SCWCLUBS.COM](https://www.scwclubs.com). Association Bylaws and Policy Statements are available online at [BOARDDOCS.COM](https://www.boarddocs.com).
3. 501(c) IRS Classifications: Visit [IRS.GOV](https://www.irs.gov) and consult a CPA for classification guidance.

INTRODUCTION

Sun City West Clubs have long been the means by which Sun City West cardholders participate and share their mutual interests in an organized manner. Below are two guiding principles of the Chartered Clubs system of Sun City West that were adopted by the Governing Board in June 2011:

The Recreation Centers' facilities have been paid for jointly by all the members of the Association, correspondingly, the use of these facilities is limited to its dues paying members and their occasionally invited guests. The Chartered Clubs shall reinforce the principle that the Recreation Centers of Sun City West, Inc. are for the EXCLUSIVE USE OF ITS MEMBERS AND AN OCCASIONALLY INVITED GUEST....

Chartered Clubs must avoid conditions or situations that result in using membership dues to pay for operating and maintenance expenses resulting from use by non-recreation cardholders. They should avoid creating procedures that result in non-recreation cardholders competing with Chartered Club members for the use of Association facilities.

The Recreation Centers of Sun City West, Inc. (RCSCW or Association) sponsors many clubs through the process of granting a Charter to a club. A Charter means that the Association has recognized that a group of Sun City West cardholders has petitioned for and met or exceeded the minimum requirements to receive a Charter and that the Club has agreed to continue to meet or exceed those minimum requirements during the life of the Club¹. Having a Chartered Club is a privilege, not a right.

Each club is its own IRS identity, separate from the Association, meaning that the Club is responsible and accountable for its own legal and financial activities. Even though a club is separate from the Association, Chartered Clubs agree to abide by their Bylaws and these Rules, Regulations, and Procedures (RR&Ps) for the life of the Club, and will be compliant with all Association reporting requirements, policies, and procedures in return for the Association's support.

Chartered Clubs are allowed to use Association facilities and properties as authorized in these RR&Ps. However, Chartered Clubs may not make commitments for the use of Association facilities, assets, properties, personnel, etc. that involve the participation, involvement, or presence of non-Sun City West persons, groups, organizations, or other entities without [Express Prior Written Authorization](#) from the Association's Recreation Manager.

Chartered Clubs are a source of recreational pleasure, creative expression, health and fitness, and social gathering for many in Sun City West. These RR&Ps exist to provide a means for ensuring that all cardholders have an equal opportunity to utilize our facilities while also ensuring that use of these facilities is equitable and compliant with the Association's governing documents.

¹ See CHAPTER II – CLUB CHARTER, ESTABLISHING A CLUB CHARTER on page 20

AUTHORITY OF THESE RULES, REGULATIONS, AND PROCEDURES

The first reference to clubs in Sun City West appears in Article III (Association Business and Powers), Paragraph 2, of the Articles of Incorporation of The Recreation Centers of Sun City West, Inc.: “...to coordinate, implement and aid the various recreational, cultural and social clubs or associations which are now or which may become duly recognized as such by this Association.”

Documents that govern the Association in order of precedence are:

1. U.S. Federal Laws
2. Arizona State Laws
3. Maricopa County Laws
4. Covenants, Conditions, and Restrictions (CC&Rs)
5. Facilities Agreements
6. Articles of Incorporation for Recreation Centers of Sun City West, Inc.
7. Association Bylaws
8. Association Policy Statements of the Governing Board
9. Rules, Regulations and Procedures (RR&Ps) for Chartered Clubs
10. Association Standing Rules
11. Robert’s Rules of Order
12. Custom Rules

These Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs are authorized by the Governing Board of Recreation Centers of Sun City West, the nine-member board that consists of Owner Members who have been elected or appointed to hold office.

The Governing Board receives its authority from the Association Bylaws, which endows it with all of the necessary powers to create, modify, remove, and enforce the contents of these Rules, Regulations, and Procedures that govern the Chartered Clubs of Sun City West.

Of all of the authorities granted to the Governing Board, the directives below are of particular note as they apply to Chartered Clubs:

- The Association is organized “...to provide for the acquisition, construction, management, maintenance and care of Association Property...”²
- The responsibilities to “Establish and publish goals, policies, rules and regulations.”³
- “Provide oversight of the administration and operation of the Association.”⁴

² Recreation Centers of Sun City West, Inc., An Arizona Nonprofit Corporation Association Bylaws (Originally Amended and Restated April 2, 2007) As Amended with Subsequent Amendments through May 28, 2020, Incorporated Herein, Article 01, Paragraph B.

³ The Recreation Centers of Sun City West Association Bylaws, Chapter 04, Section 4.18, General Powers of The Governing Board, Paragraph 4.18.1

⁴ Ibid., Paragraph 4.18.2

- “Hold and bear the fiduciary responsibilities for the preservation of the assets of the Association.⁵”

The Sun City West Governing Board is the final arbiter of any violations, disagreements, or infractions of these Rules, Regulations, and Procedures for Chartered Clubs.

⁵ Ibid., Paragraph 4.18.3

CHAPTER I – DEFINITIONS

1. **ACCIDENT / INCIDENT / INJURY REPORT** describes the event and the situation at the time of the event. [Form CR-20](#) is used to report accidents, incidents, and injuries to the Association.
2. **ACCOMMODATION** is **NOT** an [Exception](#) to these RR&Ps. An Accommodation is a request by a Chartered Club for a **temporary** adaptation of a specific Rule, Regulation, or Procedure to remove a barrier for an explicit objective of the Chartered Club. Further, an Accommodation has specific start and end dates and is **applicable only to that Club and for the specified period of time**. Accommodation requests are reviewed by the Chartered Clubs Committee and forwarded with a recommendation to the Recreation Manager. See CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS, Section 5, ACCOMMODATIONS, for further information.
3. **ANNUAL ELECTION MEETING** is a general meeting of the Club’s membership at which the Club’s Board members are elected, providing a quorum is established.
4. **ASSOCIATE MEMBER** is any non-titleholder who resides with an Owner Member and holds a valid Associate Member Recreation Card allowing access to Rec Center facilities and Chartered Clubs. An Associate Member does not hold voting rights for Association elections.
5. **ASSOCIATION** (a.k.a., Rec Center or Rec Centers) refers to the Recreation Centers of Sun City West, Inc. See also CHAPTER I – DEFINITIONS , number 57, below.
6. **CARDHOLDER** is a resident of Sun City West who holds the status of Owner Member, Associate Member, or Tenant by virtue of having fulfilled the requirements of those designations.
7. **CARDHOLDER IN GOOD STANDING** is a Sun City West cardholder who is fully up to date with all dues and other commitments to the Association.
8. **CERTIFICATE OF INSURANCE/LIABILITY** is a nonnegotiable document issued by an insurance company or broker verifying the existence of an insurance policy. Contractors who sign an Association contract must provide a certificate of insurance to demonstrate that they have sufficient coverage to work on Association property. The Certificate Holder box must indicate the following: The Recreational Centers of Sun City West, 19803 N. R.H. Johnson Boulevard, Sun City West, AZ 85375.
9. **CHARTER** is a formal agreement between the Association and a group of Sun City West cardholders that has met the requirements to become a Chartered Club as defined by the Association. It is the responsibility of the Club to continue to meet these requirements during the Club's existence. See also CHAPTER II – CLUB CHARTER, ESTABLISHING A CLUB CHARTER and MAINTAINING A CHARTER on pages 20-22.
10. **CHARTERED CLUB**, or “Club,” is the formal designation by the Association granting official status to a club. Chartered Clubs are eligible to receive certain benefits from the Association not available to non-chartered clubs and are required to comply with the Association’s Governing Documents.

11. **CHARTERED CLUB BYLAWS** are rules defining duties and responsibilities of Club membership and Officers. Chartered Clubs Bylaws vary among Chartered Clubs; the bylaws template is provided by the Association to ensure that situations relevant to all Clubs are included. See SCWCLUBS.COM.
12. **CHARTERED CLUB COUNCIL** consists of multiple Chartered Clubs, each being represented, formed to provide coordination, and approved by the General Manager. Chartered Club Councils are exempt from Chartered Club liaisons.
13. **CHARTERED CLUB ELECTED BOARD** consists of a minimum of four Officers who manage a Club's internal operations. See also CHAPTER VII – CHARTERED CLUB OPERATIONS, OFFICERS / ELECTIONS on page 46.
14. **CHARTERED CLUB EVENTS**
For Association purposes there are two types of events: a “Chartered Club Activity” and a “Chartered Club Special Event.” See CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS on page 26 for further discussion of these topics.

14.1. **CHARTERED CLUB ACTIVITY**

Chartered Club Activities are those activities that occur during a Club's approved operational times/schedule in their designated or shared space, in compliance with the RR&Ps, Club's Charter, and Club Bylaws, or those that are required by the Association to fulfill the requirements of the RR&Ps and Club Bylaws.

Examples of Chartered Club Activities include, but are not limited to:

- Activities as defined in the Club's Charter, including contracted services directly related to the Club's ongoing activities, such as instructors, trainers, presenters, etc.
- Activities that are mentioned, promoted, displayed, communicated, referenced, or otherwise cited in Club communications, emails, writings, minutes, recordings, postings, flyers, meetings, groups, gatherings, banners, etc.
- Club Board meetings as approved on the appropriate Association form.
- Club general membership meetings as approved on the appropriate Association form.
- Other meetings/gatherings to discuss Club business, educate members on Club news, information, techniques, social activities, or methods necessary to maintain the Club's charter and membership.

14.2. **CHARTERED CLUB SPECIAL EVENT**

A “Chartered Club Special Event” is primarily for social purposes, although Club business may also be a secondary reason for the gathering.

Chartered Club Special Events are distinguished by, but not limited to, the use of paid/compensated services (e.g., catering, guest speaker, entertainment, etc.), charging of admission or other fees, attendance by non-cardholders, etc. Chartered Club Special

Events are typically held outside of the Club's designated or shared space (at the discretion of the Club).

15. **CHARTERED CLUB HOURS** are those times in a 24-hour period when Chartered Club members may use the Chartered Club's designated or shared space for Chartered Club purposes. Chartered Club presidents must request Chartered Club hours annually by submitting the appropriate Association form on, or about, May 1 each year to the Association Scheduling Department for the calendar year beginning the following January 1⁶. Club Hours will vary from Club to Club. The Association Scheduling Department records Club Hours in the Association scheduling system.
16. **CHARTERED CLUB LIAISON** is a member of the Chartered Clubs Committee who serves as a communication link between individual Clubs, Association staff, and the Governing Board. Chartered Club Liaisons review and understand the Rules, Regulations, & Procedures for Chartered Clubs to proactively assess Chartered Clubs adherence to them.
17. **CHARTERED CLUB LEAGUES**
A Chartered Club League is an association of Sun City West Club Members formed into Chartered Club Teams united by common interests or goals. See CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS on page 26 for further discussion of these topics.

There are two types of Chartered Club Leagues.

17.1. **CHARTERED CLUB INTERNAL LEAGUE**

A Chartered Club internal league is an association of Sun City West Chartered Club members united by common interests or goals. An internal league is an association solely of Sun City West Chartered Club teams that play among themselves. Chartered Club internal league play occurs over a period of time commonly referred to, but not limited to, as a "season."

17.2. **CHARTERED CLUB EXTERNAL LEAGUE**

Chartered Club External Leagues exist when a Sun City West Chartered Club wishes to compete with individuals or teams consisting solely of identifiable members of another age-restricted community.

Chartered Club External League play occurs over a period of time commonly referred to, but not limited to, as a "season."

18. **CHARTERED CLUB MEETINGS** are to be Open Meetings for the purpose of reviewing, discussing, and conducting Club operations and business.
19. **CHARTERED CLUB MEMBER** is a Sun City West Cardholder in good standing with the Association who has fulfilled the requirements to become a member of a Sun City West Chartered Club. Only Chartered Club Members may bring Guests to Chartered Club Activities (see number 43.3, **CARDHOLDER GUEST**, on page 17, below).

⁶ The Recreation Manager shall notify Clubs of the actual due date via email.

20. CHARTERED CLUB TEAM

A typical feature of recreational activities is the formation of teams and competition between teams. It is the Association's policy that only members of the Association (Owner Members, Associate Members, and persons with Tenant Activity Cards) may be members of Chartered Clubs and, therefore, members of Chartered Club teams. See also [Co-mingling](#) on page 15, below.

21. CHARTERED CLUB TOURNAMENTS

A tournament is a single unit of competition after which a winner is declared. The tournament may also determine a further ranking of competitors. A tournament has defined beginning and end dates and may follow a period of league play. See CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS on page 26 for further discussion of these topics.

There are two types of Chartered Club tournaments.

21.1. CHARTERED CLUB INTERNAL TOURNAMENT

A Chartered Club Internal Tournament refers to any tournament in which participants are comprised solely of Sun City West Chartered Club members in competition with each other. Non-cardholders shall not be involved in any fashion.

Internal tournaments are the domain of the Clubs that organize them and are considered a Club activity within the scope of the Club's Charter. Chartered Club Internal Tournament play may occur during Club hours. If Internal Tournament play will not occur during Club hours, a Chartered Club Special Event form to reserve the space must be completed prior to the Internal Tournament's start date.

21.2. CHARTERED CLUB EXTERNAL TOURNAMENT

A Chartered Club External Tournament refers to any tournament hosted by a Sun City West Chartered Club in or on Association facilities or property that includes teams consisting solely of Sun City West Cardholders competing against individuals or teams consisting solely of occasionally invited Non-Cardholders who are identifiable members of another age-restricted community.

22. CHARTERED CLUBS COMMITTEE is a Standing Committee formed by the Governing Board to advise the General Manager and the Governing Board on matters related to Chartered Club operations. Chartered Clubs Committee members may serve as Chartered Club Liaisons to make recommendations regarding Chartered Clubs' activities. The committee makes recommendations for updating the RR&Ps and, in conjunction with the Properties and Budget/Finance Committees, reviews requests for capital projects or modifications to Club facilities. The Chartered Clubs Committee only makes recommendations, not decisions. Decisions are made only by the Governing Board. See [Association Bylaws, Article 06 – Committees, Section 6.02, STANDING COMMITTEES](#).

23. CLUB is an organization of people with a common purpose or interest, who meet regularly and take part in shared activities.

24. CLUB OFFICERS are those individuals who hold the title of Chartered Club President or Co-President; Vice-President or Co-Vice President; Treasurer or Co-Treasurer, or; Secretary or Co-

Secretary. See also OFFICERS / ELECTIONS, Paragraph 2.2, page 46, and [Elected Board Members](#), below.

25. **CLUB TRACK** (or ClubTrack) is an application utilized by the Association to ensure only active members are utilizing Club facilities; and to track, determine, and adjust facility usage and assignments and measure Club member activity and participation. See also CHAPTER II – CLUB CHARTER, Section MAINTAINING A CHARTER, Paragraph 4.3.2, on page 22, and APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA, on page 59.
26. **CO-MINGLING** is the mixing of Non-Cardholders with Sun City West Club members⁷ on a single team or group and is prohibited by these RR&Ps on Sun City West properties at all times and in all circumstances.
27. **COMMERCIAL/MASS PRODUCTION** is the preparation, making, and marketing of products with an emphasis on salability or profit. See also CHAPTER VII – CHARTERED CLUB OPERATIONS, Paragraph 1.4, page 46.
28. **CONFIDENTIAL RECORDS** are those Chartered Club Records that document personal, personnel, secret, or legal matters and/or could cause discomfiture, embarrassment, shame, disgrace, dishonor, etc., and/or could lead to legal action if not properly stored, protected from unauthorized or frivolous access, viewing, distribution, discussion, posting, etc. See CHAPTER VII – CHARTERED CLUB OPERATIONS, Section 4, RECORDS AND FILES, Paragraph 4.3, Chartered Club Confidential Records, page 48.
29. **CONTENT MANAGER** is appointed by each Chartered Club President and is responsible for its Club website on [SCWCLUBS.COM](#).
30. **DESIGNATED OR SHARED SPACE** is a room, field, court, park, pool, hall, theater, etc., of many such places on Association property where a Chartered Club conducts its [Chartered Club Activities](#) as described in the Club’s Charter.
31. **DISPLAYS** are windows, cases, or cabinets within Chartered Club spaces or other Association approved locations for the display of Sun City West works of art and/or activities.
32. **ELECTED BOARD MEMBERS** are additional Club Board positions as defined by a Club’s Bylaws (e.g., Social Committee Chair, Membership Director, Member-at-Large, etc.). See also OFFICERS / ELECTIONS, Paragraph 2.3, page 46.
33. **EXCEPTION** describes exclusion from what is comprehended in a general rule or proposition. Exceptions to these RR&Ps are not granted in order to maintain their integrity. However, an [Accommodation](#) may be **temporarily** granted to remove a barrier for an explicit objective of a Chartered Club.
34. **EXCLUSIVE** is defined to mean “excluding or tending to exclude all others.” Refer to the INTRODUCTION, page 8, second paragraph, first highlighted paragraph.

⁷ Only Sun City West cardholders may be Chartered Club members.

35. **EXECUTIVE SESSION** is a closed meeting of a governing body or committee, held privately, to discuss executive matters, which, in the State of Arizona are limited to [personnel](#) or legal matters.
36. **EXPRESS PRIOR WRITTEN AUTHORIZATION** is subject to submitting the appropriate Association form(s) in a timely manner, or as specified on the form, to the Recreation Manager requesting the use of Association facilities or properties, engage Association staff or management, or otherwise use assets of the Association. Express prior authorization is established ***only in writing*** on the appropriate Association form(s) countersigned by the Recreation Manager.
- Requests are authorized solely at the discretion of the Recreation Manager. The use of Association facilities, properties, and assets is subject to availability, usage restrictions, insurance or liability concerns, or other limitations as may be designated by Association management.
37. **FACILITIES** are property or assets owned by the Association for the common use and enjoyment of the Association’s membership.
38. **FACILITY LEAD** oversees the daily operations of their assigned facility and staff.
39. **FORMS** assist clubs in the administration of their programs and provide the Association with essential data. Forms are available online at SCWCLUBS.COM.
40. **FULLY FUNDED BALANCE** is a mathematically derived balance that provides one answer to the question as to how much should be in the Reserve Fund at a given point in time. See **RESERVE FUND**, number 60, on page 18, and CHAPTER X – FINANCIAL, Section 2.3 on page 56.
41. **GENERAL MANAGER (GM)** is the person employed by the Governing Board to manage and administer the operations of the Association in accordance with the Association’s Governing Documents. The General Manager has the exclusive right to grant a charter for a new Chartered Club, recommend to the Governing Board sanctions up to, and including, revocation of a charter, and may discipline Chartered Clubs for failure to comply with the RR&Ps.
42. **GOVERNING BOARD** is the governing body of the Association that is accountable for the overall operation of The Recreation Centers of Sun City West, Inc. Governing Board Directors are elected by the Owner Members or appointed by the Governing Board to establish the policies and oversee the operation of the Association. See the Association Bylaws, Article 04, [Sections 4.02 - Selection Of Governing Board Candidates](#), [Section 4.03 - Election Of Candidates](#), and [Section 4.17 - Filling Vacancies On The Governing Board](#).
43. **GUESTS AND VISITORS**
- 43.1. **GUEST CREDIT AND CHARTERED CLUBS**
Refer to Association [Policy, Fa 08, “Guest Credit Policy,” Paragraph 4.5](#), for direction on the applicability of the Guest Credit (a.k.a., “daily fee”) and Chartered Club events.
- 43.2. **GUEST**
A generic term used to describe the specific types of guests and visitors below. Use of the specific terms below is recommended in lieu of this term.

- 43.3. **CARDHOLDER GUEST**
A Sun City West Cardholder who is not a Club member but is eligible to become a Club member according to these RR&Ps and the Club's Bylaws.
- 43.4. **NON-CARDHOLDER GUEST**
A Non-Cardholder Guest is a person who is not a Sun City West Cardholder and is ineligible to become a member of a Club but wishes to participate in a Club activity. A Non-Cardholder guest must be accompanied by a Club member host at all times. Non-Cardholder Guest participation is regulated by Club Bylaws.
- 43.5. **VISITOR**
A Visitor is a passive observer who is present only to observe a Club's activity in order to learn more about that activity.
44. **INVITED** is defined to mean “to ask somebody to come to a social event.” Refer to the INTRODUCTION, page 8, second paragraph, first highlighted paragraph.
45. **NEED VS. WANT**
- 45.1. A “need” is an essential or very important element *necessary or required* for a Chartered Club to fulfill its Charter, meet Association requirements, address a safety issue, etc.
- 45.2. A “want” is to desire, wish, or longing for something, to have a strong feeling to have something. A “want” is something that is nice to have but is not necessary or required.
46. **NON-CARDHOLDER** is a person who does not hold a Sun City West Owner Member, Associate Member, or Tenant Recreation Card.
47. **NON-CHARTERED CLUB** is a club that has not been recognized to qualify as, or has not met the requirements to be, recognized by the Association as a Chartered Club.
48. **NON-CLUB HOURS** are hours not assigned as Chartered Club Hours and are available for non-Club use. Members of a Chartered Club that usually use an Association space or facility during Club hours may use that same space with a reservation during non-Club hours with equal privileges of a non-Club Member Association cardholder.
49. **OCCASIONAL** is defined to mean “occurring, encountered, done, or taken from time to time; irregular or infrequent.” Refer to the INTRODUCTION, page 8, second paragraph, first highlighted paragraph.
50. **OPEN MEETINGS** requires certain meetings to be open to the public. An open-meetings law may also be referred to as a Sunshine Law. All Chartered Clubs meetings are to be open to the public. See also CHAPTER VII – CHARTERED CLUB OPERATIONS, MEETINGS, on page 47.
51. **OWNER MEMBER** is a property titleholder who holds a valid Owner Member Recreation Card, is in good standing with the Association and is permitted access to Association facilities and Clubs, including voting in Association elections.
52. **PERSONNEL** refers to persons, Club Members, Guests, or individuals with privacy rights when considering whether or not an [Executive Session](#) is required.

53. **QUORUM** is the minimum attendance as defined in a Club's Bylaws at a Chartered 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 is defined as twenty-one (21) Chartered Club Members or ten percent (10%) of the total Chartered Club membership, whichever is greater.
54. **RECIPROCITY** is the sharing of like facilities and activities with like age-restricted communities. Reciprocity is **only** achieved when authorized signatories from **both** age-restricted communities sign the Association's Reciprocal Agreement form. The President of the Sun City West Chartered Club that wishes to engage in reciprocal play with another age-restricted community is **solely responsible** for securing all valid signatures and authorizations on the Association Reciprocity form. See CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS on page 26 for further discussion of these topics.
55. **RECREATION CENTER CARD** (a.k.a., Membership Card, Rec Card, ID Card, Recreation Member Card, Tenant Activity Card) is the Association's official identification for use of Association facilities, programs, and Club participation. It contains a photo of the cardholder, the member type (Owner Member, Associate Member, or Tenant), and their name, identification number, and anniversary date. A valid digital representation of the Recreation Card may be utilized in lieu of the card itself.
56. **RECREATION CENTERS** are the four facilities owned and maintained by the Association. The facilities are Beardsley, Kuentz, Palm Ridge, and RH Johnson. Chartered Clubs may use space at one or more of these, or other, Association facilities as a benefit of holding a Charter. See CHAPTER II – CLUB CHARTER, Section 2, BENEFITS OF A CHARTER, on page 20.
57. **THE RECREATION CENTERS OF SUN CITY WEST** is a planned community developed by Del E. Webb in unincorporated Maricopa County in Arizona. It is governed by certain Federal laws, Arizona Revised Statutes Title 33 Planned Communities, its own Conditions, Covenants, and Restrictions (CC&Rs, also known as the Declarations), Articles of Incorporation, Bylaws, Standing Rules, and Policy Statements.
58. **RECREATION MANAGER (RM)** is the person employed by the General Manager who oversees Chartered Club Activities and is the staff representative to the Governing Board's Chartered Clubs Committee. The Recreation Manager coordinates and enforces the Chartered Club Rules, Regulations, and Procedures, allocates facility space, assigns schedules, approves special programs, and assists with Club business.
59. **RENTAL FEE** is the amount charged at the then published rate to Chartered Clubs for facility usage above and beyond the Club's two rent-free special events per year. See CHAPTER II – CLUB CHARTER, Section 2, BENEFITS OF A CHARTER, on page 20 and SCWCLUBS.COM for the current price list.
60. **RESERVE FUND** can be considered as a savings account to fund the repair or replacement of Club assets. Without a reserve fund, a special assessment or other means of financing asset repair or replacement would be necessary. See [Fully Funded Balance](#), number 40, on page 16.

61. **RESIDENT** is any person who resides in a qualified residential unit in Sun City West. A Resident is not necessarily a valid Cardholder.
62. **RULES, REGULATIONS, AND PROCEDURES (RR&Ps)** are the official governing policies, rules, and instructions for forming, operating, maintaining, and dissolving Chartered Clubs. They can be found at SCWCLUBS.COM.
63. **TENANT** is a person leasing or renting a residential unit in Sun City West, who may purchase a Tenant Activity Card allowing access to Recreation Center facilities and Chartered Clubs. A Tenant does not have voting rights in Association elections.
64. **WITH CAUSE** (or 'for cause') requires evident grounds, reasons, or justification for punitive action when addressing an alleged violation of rules, regulations, procedures, bylaws, etc.

CHAPTER II – CLUB CHARTER

1. PURPOSE OF A CHARTER

- 1.1. A Chartered Club receives certain benefits from the Association not available to non-chartered clubs (see Section 2, BENEFITS OF A CHARTER, below). These benefits offered by the Governing Board are conditional on the Club's compliance with these RR&Ps and Club Bylaws. Clubs found to be out of compliance with the RR&Ps and/or their Bylaws risk discipline, up to, and including, losing their Chartered status.

2. BENEFITS OF A CHARTER

- 2.1. Facility use including:
 - 2.1.1.1. Priority over non-chartered clubs
 - 2.1.1.2. Regular use of facilities (as available) at no charge for [Chartered Club Activities](#), including two free [Chartered Club Special Events](#) per year.
 - 2.1.1.3. Additional use of facilities for meetings and activities upon request, subject to availability and fees.
 - 2.1.1.4. [Designated or shared Club space](#) that accommodates Club needs as closely as possible, depending upon Club requirements and space availability.
 - 2.1.1.5. The ability to request capital improvements to designated or shared Chartered Club space.
 - 2.1.1.6. Indemnification of Club Officers (President, Vice President, Secretary, Treasurer). See [Association Bylaws, Article 10, General Provisions, Indemnification, Code 10.03](#).
 - 2.1.1.7. Maintenance and repair of Club designated or shared space.
 - 2.1.1.8. See also [Association Policy Fa 06, Allocation of Space in Association Facilities](#).
- 2.2. Insurance coverage for Club officers, assets, and events. See also CHAPTER X – FINANCIAL, Section 5, INSURANCE, on page 57.
- 2.3. IT services, including a website with support and an application for tracking Club Member participation and space usage.
- 2.4. Publicity through Association communication outlets.

3. ESTABLISHING A CLUB CHARTER

- 3.1. Formation
 - 3.1.1. Any group of Recreation Center Cardholders who join in the pursuit of a particular recreational, social, or leisure interest may apply to form a Chartered Club.
 - 3.1.2. The granting of a Charter is based on membership need for a program or activity based on membership interest as determined by a pre-designated minimum number of active participants and the availability of adequate space.

3.1.2.1. Non-craft clubs require a minimum of 75 valid paid-up members. Craft clubs require a minimum of 50 valid paid-up members.

3.1.3. Applicants must review the RR&Ps for Chartered Clubs prior to meeting with the Recreation Manager.

3.2. Conditions

3.2.1. Membership in Chartered Clubs is open to all bona fide members of the Association without discrimination as to age, race, religion, color, ethnic culture, gender identity, or national heritage.

3.2.2. A Charter will not be granted to groups whose activities are similar in nature, design, intent, and/or purpose as an existing Chartered Club.

3.2.3. A Charter will not be granted to a club which requires membership in any national, state, or regional organization(s) as a condition for membership. Any affiliation in national, state, or regional organization(s) is optional on the part of the individual member. However, clubs may require additional memberships and/or credentials for members to participate in certain optional club activities (e.g., golf, tournaments, bowling tournaments, etc.).

3.2.4. A Charter will not be granted to any group which sets any restrictive precondition for membership (e.g., a club formed for a group of people of a specific nationality, state, religion, political association/affiliation, or a club whose name refers to specific groups, such as "The Arizona State Club," "The American-English Club," or "Club USA").

3.2.5. The formation of desirable segregated activities for male and female members of the Association is permitted so long as both genders are provided equal opportunity to pursue common interests (e.g., women's or men's clubs).

3.3. Application Process

3.3.1. Review available clubs listed on www.scwclubs.com to ensure that an existing club does not already exist.

3.3.2. Complete and submit [Form CR-1 \(Application for Charter\)](#) to the Recreation Manager.

3.3.3. Obtain the necessary signatures on the initial [Form CR-2 \(Membership Roster\)](#). Collect membership dues from all signatories on Form CR-2. This money will become a refundable deposit that accompanies the application.

3.3.4. Develop a proposed set of Club Bylaws using the format provided in [Form CR-3 \(Sample Bylaws\)](#).

3.3.5. Following review and vote to form a Chartered Club by the initial Club membership (supported by documented approval in Club meeting minutes), submit the initial Form CR-2 (Membership Roster) to the Recreation Manager.

3.3.6. The General Manager will approve or deny a request for a Charter and advise the requestor and Governing Board of the decision in writing. Said deposit (Paragraph 3.3.3, above) will be returned to the club on the granting or denial of the Charter.

- 3.3.7. Upon receiving a Charter, the Club must apply for, and fund, a Federal Employer Identification number (a.k.a., Tax ID) by completing and filing IRS form SS-4 with the IRS. A copy of the form along with the newly assigned ID number must be submitted to the Recreation Manager. Tax forms are available by calling 1-800-829-3676 or online at www.irs.gov/forms-instructions.
- 3.3.8. The Club must apply for Tax Exemption by filing IRS Package 1024 and request Arizona State Exemption, if the club has not already obtained a Tax-Exempt Status. A copy of each exemption shall be provided to the Recreation Manager.

4. MAINTAINING A CHARTER

- 4.1. Retaining a Club Charter is dependent upon the Club's compliance with these RR&Ps and Club Bylaws.
- 4.2. Non-craft clubs must maintain an annual minimum of seventy-five (75) valid paid-up members. Craft clubs must maintain an annual minimum of fifty (50) valid paid-up members.
 - 4.2.1. A Chartered Club that has not met its minimum annual membership for two (2) consecutive years shall, at the discretion of the Recreation Manager, and in conjunction with Club leaders, identify potential resolutions for addressing membership issues, up to, and including, Club dissolution.
- 4.3. Chartered Clubs monthly membership target participation rate of 50% as measured by Association software, averaged over a twelve (12) month period. Clubs which are active less than 12-months in a calendar year will be averaged over the months that that Club is active. The Club President is solely responsible for notifying the Recreation Manager of the period(s) during which the Club will suspend activities. See APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA, on page 59 for the participation formula.
 - 4.3.1. Membership participation is the action of regularly taking part in Club Activities. See CHAPTER VII – CHARTERED CLUB OPERATIONS, PARTICIPATION DATA, on page 48.
 - 4.3.2. Association software, membership, and participation data is available electronically to the Association and Clubs. Chartered Clubs utilizing space, assets, facilities, staff, etc. on Association property are required to use the Association's Club participation application in order to maintain their Charter.
 - 4.3.3. Clubs are responsible for recording non-member participation per Club Bylaws.
- 4.4. A Club Charter is dependent on Club membership, membership participation, disciplinary status of Board Members and Club, and being in good standing with the Association. See also CHAPTER V – DISCIPLINARY ACTIONS, Section 2, CLUB BOARD MEMBER DISCIPLINE, on page 36, and Section 3, CHARTERED CLUB DISCIPLINE, on page 41.
- 4.5. Charters may be revoked under certain circumstances. See CHAPTER V – DISCIPLINARY ACTIONS, CHARTERED CLUB DISCIPLINE, Paragraph 3.3.13, Revocation Of a Club's Charter, page 42, and CHAPTER II – CLUB CHARTER, Section 5, CLUB DISSOLUTION, below.

5. CLUB DISSOLUTION

- 5.1 If a club has attained an IRS Tax Status of 501(c)(3), the Recreation Manager will assist the Club in effecting dissolution. In this case, all Club incurred debts and fixed and/or portable asset disbursement(s) must be satisfied prior to the final dissolution.
- 5.2 When a Club is disbanded, dissolved, or has its Charter revoked prior to formal dissolution, all Club assets (monies and assets) will be transferred to the Association.

CHAPTER III – CHARTERED CLUB MEMBERSHIP AND GUESTS

1. CONDITIONS FOR CHARTERED CLUB MEMBERSHIP

- 1.1. Club membership is open only to those who hold a current Sun City West Recreation Card and are in good standing with the Association.
- 1.2. Clubs may have only one type of membership.
- 1.3. Each Club Member has equal rights, responsibilities, and obligations, including equal membership dues approved annually by Club membership.
- 1.4. Honorary and Lifetime Memberships are not allowed in Chartered Clubs.
- 1.5. Sun City West Cardholders in good standing are qualified to join Chartered Clubs. Club Bylaws shall define the number of visits to the Club before a non-member must join the Club.
- 1.6. Residents of other age-restricted communities with whom a Chartered Club has a Reciprocal Agreement, and members of Non-Chartered Club teams are not, and cannot be, Members or Club Board Members of the Chartered Club, nor are they allowed to participate in Chartered Club governance activities.

2. CHARTERED CLUB GUESTS

- 2.1. Cardholder and Non-Cardholder Guests using equipment and/or supplies during Club activities must do so in compliance with Club Bylaws. Visitors may not use equipment or supplies during their visit.
- 2.2. Cardholder Guests may be admitted to a Club Activity unaccompanied or accompanied by a Club member. A Cardholder Guest attending a Club Activity unaccompanied by a Club Member may not bring a Non-Cardholder Guest. Club Bylaws shall determine the number of times and timeframe within which a Cardholder Guest may attend a Club Activity, whether accompanied or unaccompanied, before being required to join the Club.
- 2.3. A Non-Cardholder Guest **must** be accompanied by a Club Member in order to be admitted to any Club Activity, except for Chartered Club Special Events requiring tickets. Club Bylaws shall determine the number of times and timeframe within which a Non-Cardholder Guest may be admitted to Club Activities.
- 2.4. A Visitor may be admitted to a Club Activity as a passive observer only, and only with the permission of a Club Board Member or class instructor.
- 2.5. Cardholder and Non-Cardholder Guests and Visitors must identify themselves in a Club Meeting where a quorum must be determined before a vote can be taken. Cardholder and Non-Cardholder Guests and Visitors cannot vote and shall not be counted when determining a quorum.
- 2.6. Cardholder and Non-Cardholder Guests may not have greater privileges than Club members, displace Club members, impose non-reimbursed expenses on the Association or Club, and/or diminish the attractiveness of Association and Club membership by obtaining their benefits

without taking on their obligations. Chartered Clubs must specify in their Bylaws how they will enforce the displacement clause above regarding guests not displacing members.

2.7. See also CHAPTER I – DEFINITIONS , number 43, GUESTS AND VISITORS, on page 16.

CHAPTER IV – CHARTERED CLUB ACTIVITY, SPECIAL EVENT, TOURNAMENTS, LEAGUES, RECIPROCITY, AND ACCOMMODATIONS

There are two types of Events: a “Chartered Club Activity” and a “Chartered Club Special Event.” There are two types of Tournaments: “Chartered Club Internal Tournaments” and “Chartered Club External Tournaments.” There are two types of Leagues: “Chartered Club Internal Leagues” and “Chartered Club External Leagues.”

Chartered Club events, tournaments, and leagues are gatherings of Club Members, their Non-Cardholder Guests, and Cardholder Guests (per Club Bylaws) during Club Hours for the purpose of participating in health and fitness activities, crafting, gaming, participating in sports, socializing, pursuing hobbies, creating art, participating in performance arts, etc., per the Club’s Charter.

The specific criteria, rules, and regulations governing each of these events, tournaments, and leagues will be discussed in the following sections.

1. CHARTERED CLUB ACTIVITY AND CHARTERED CLUB SPECIAL EVENT

1.1. CHARTERED CLUB ACTIVITY

1.1.1. Chartered Club Activities are those activities that occur during a Club’s approved operational times/schedule in their designated or shared space, in compliance with the RR&Ps, Club’s Charter, and Club Bylaws, or those policies that are required by the Association to fulfill the requirements of the RR&Ps and Club Bylaws.

1.1.2. Examples of Club Activities include, but are not limited to:

1.1.2.1. Activities as defined in the Club’s Charter, including contracted services directly related to the Club’s ongoing activities, such as instructors, trainers, presenters, etc.

1.1.2.2. Club Board meetings as approved on the appropriate Association form.

1.1.2.3. Club General Membership Meetings as approved on the appropriate Association form.

1.1.2.4. Other meetings/gatherings to discuss Club business, educate Members on Club news, information, techniques, social activities, or methods necessary to maintain the Club’s Charter and Membership.

1.1.3. Food and/or beverage may or may not be part of a Club Activity. This food and/or beverage can be funded by the Club and served by Club member(s); prepared and provided by individual Club member(s); carried in from outside vendor(s) by individual Club member(s), or delivered, but not served, by an outside vendor(s) (e.g., pizza delivery) or any combination of the preceding. However, a Club Activity cannot have contracted caterer(s) that cook, heat, otherwise prepare, and/or serve food on the premises. Food and beverages catered in that manner require that the Club treat the activity as a Special Event. See 1.2, CHARTERED CLUB SPECIAL EVENT, below.

1.1.4. Chartered Club Activities may have alcohol present according to Association Policy Statements and State of Arizona statutes.

1.2. CHARTERED CLUB SPECIAL EVENT

1.2.1. A Chartered Club Special Event is primarily for social purposes, although Club business may be a secondary reason for the gathering.

1.2.2. Chartered Club Special Events are distinguished by, but not limited to, the use of paid/compensated services (e.g., catering, guest speaker(s), entertainment, etc.), charging of admission or other fees, attendance by Non-Cardholders, etc. Chartered Club Special Events are typically held outside of the Club's designated or shared space (at the discretion of the Club).

1.2.3. Each Chartered Club Special Event must be clearly presented to the Membership in detail and approved by majority vote (51%) of a membership quorum on an annual basis. Voting results must be recorded in meeting minutes by the Club Secretary and provided to the Club Membership.

1.2.4. All Chartered Club Special Events require [Express Prior Written Authorization](#) from the Recreation Manager (see page 16).

1.2.4.1. Chartered Clubs are allowed two (2) free special events per year either designated on [Form CR-6 \(Facility Social Reservation\)](#) submitted annually or [Form CR-11 \(Special Event or Tournament Request with Nonresidents\)](#) during the year. Additional [Chartered Club Special Events](#) must be requested by submitting [Form CR-11](#) to the Recreation Manager.

1.2.5. Chartered Club Special Events are within the domain of the Recreation Centers of Sun City West; permission, to schedule, advertise, hold, and conduct a Chartered Club Special Event requires [Express Prior Written Authorization](#) from the Recreation Manager.

1.2.6. [Chartered Club Special Events](#) may have alcohol present according to Association Policy Statements and State of Arizona statutes.

2. CHARTERED CLUB TOURNAMENTS

A Tournament is a single unit of competition after which a winner is declared. The Tournament may also determine a further ranking of competitors. A Tournament has defined beginning and end dates and may follow a period of League play. There are two types of Tournaments:

2.1. CHARTERED CLUB INTERNAL TOURNAMENT

2.1.1. A Chartered Club Internal Tournament refers to any tournament in which participants are comprised solely of Sun City West Chartered Club Members in competition with each other.

2.1.1.1. Neither Cardholder Guests nor Non-Cardholders shall be involved in any fashion.

2.1.2. Internal Tournaments are the domain of the Clubs that organize them and are considered a Club Activity within the scope of the Club's Charter.

2.1.3. Internal Tournament play must occur during Club Hours.

2.2. CHARTERED CLUB EXTERNAL TOURNAMENT

2.2.1. A Chartered Club External Tournament refers to any Tournament hosted by a Sun City West Chartered Club in or on Association facilities or property that includes teams consisting solely of Sun City West Cardholders competing against teams consisting solely of identifiable members of another age-restricted community.

2.2.2. Chartered Club External Tournaments must be presented to Club Membership in detail and approved by majority vote (51%) of a membership quorum on an annual basis.

2.2.3. External Tournaments are considered Chartered Club Special Events and, as such, are within the domain of the Recreation Centers of Sun City West and require [Express Prior Written Authorization](#) from the Association Recreation Manager.

2.2.4. All Chartered Club External Tournament advertisements, brochures, flyers, scripts, etc., whether hardcopy or digital, must receive [Express Prior Written Authorization](#) from the Association Recreation Manager before distribution, posting, mailing, etc.

2.2.5. Chartered Clubs shall not engage in any External Tournaments that enables a Non-Cardholder to use Association facilities or property without [Express Prior Written Authorization](#) of the Recreation Manager.

2.2.6. Securing all valid signatures and authorizations on the proper Association forms is the responsibility of the President of the Sun City West Chartered Club that has voted to participate in, or sponsor, an External Tournament on Association property or utilize or involve Association assets or staff. Scheduling of the event by the Chartered Club must not occur until after all approvals from the Recreation Manager have been received in writing on the appropriate Association form(s).

2.2.7. [Co-mingling](#) Non-Cardholders on Sun City West teams or [co-mingling](#) Sun City West Cardholders on teams comprised of Non-Cardholders is strictly prohibited on Association property.

2.2.8. External Tournaments involving Non-Cardholders will require those persons to sign a [Form CR-9, Liability Waiver](#) to be returned to the Recreation Manager following the Tournament.

3. CHARTERED CLUB LEAGUES

3.1. A league is an association of Sun City West Chartered Club Members formed into [Chartered Club Teams](#) united by common interests or goals. There are two types of Chartered Club Leagues.

3.2. CHARTERED CLUB INTERNAL LEAGUE

3.2.1. A Chartered Club Internal League is an organization consisting solely of Sun City West Chartered Club Members formed into Chartered Club Teams that play among themselves.

- 3.2.2. Chartered Club Internal League play occurs over a period of time commonly referred to, but not limited to, as a “season.” Non-Cardholders shall not be involved in any manner or fashion.

3.3. CHARTERED CLUB EXTERNAL LEAGUE

- 3.3.1. Chartered Club External Leagues exist when a Sun City West Chartered Club wishes to compete with individuals or teams of identifiable members of another age-restricted community.
- 3.3.2. Chartered Club External League play occurs over a period of time commonly referred to, but not limited to, as a “season.”
- 3.3.3. Chartered Club External Leagues must be clearly presented to Club Membership in detail and approved by majority vote (51%) of a membership quorum on an annual basis. Voting results must be recorded in meeting minutes by the Club Secretary and provided to the Club Membership.
- 3.3.4. Chartered Club External Leagues are within the domain of the Recreation Centers of Sun City West and require [Express Prior Written Authorization](#) from the Association Recreation Manager.
- 3.3.5. All Chartered Club External League advertisements, brochures, flyers, scripts, etc., whether hardcopy or digital, must receive [Express Prior Written Authorization](#) from the Association Recreation Manager before distribution, posting, mailing, etc.
- 3.3.6. Chartered Club External League play may only be conducted in or on Association property or facilities with another age-restricted community that meets the criteria for signing an Association Reciprocal Agreement.
- 3.3.7. Sun City West Chartered Clubs are required to secure a signed Reciprocal Agreement no later than thirty (30) days prior to initiating play with another age-restricted community.
 - 3.3.7.1. A separate Reciprocal Agreement is required from each age-restricted community with which the Sun City West Chartered Club wishes to compete.
 - 3.3.7.2. Any Reciprocal Agreement between Sun City West and another age-restricted community is valid only for the Chartered Club Activity on which the Reciprocal Agreement is based and only for the Chartered Club that facilitated the signing of the Reciprocal Agreement.
- 3.3.8. [Co-mingling](#) Non-Cardholders on Sun City West teams or [co-mingling](#) Sun City West Cardholders on teams comprised of Non-Cardholders is prohibited on Association property.
- 3.3.9. Sun City West Chartered Clubs shall not engage in any league that enables a Non-Cardholder to use or involve Association facilities or staff without [Express Prior Written Authorization](#) of the Association Recreation Manager.

3.3.10. External Leagues involving Non-Cardholders will require those persons to sign a [Form CR-9 Liability Waiver](#) to be returned to the Recreation Manager upon the commencement of the League's season.

4. CHARTERED CLUB RECIPROCITY

4.1. Chartered Clubs may wish to reciprocate with established groups in other age-restricted communities for the purpose of competing or sharing social and common interests but must first have [Express Prior Written Authorization](#) from the Recreation Manager.

4.2. Age-restricted community clubs/teams will not be allowed to compete/meet with Chartered Club members or teams using Association facilities unless all of the following conditions are met:

4.2.1. [Form CR-14a](#) must be fully completed and submitted to the Recreation Manager for consideration of a reciprocal relationship. Submission of the CR-14a form does not ensure that the request will be granted. The Recreation Manager has sole discretion and final authority on the decision to grant a reciprocal request (see [Express Prior Written Authorization](#)).

4.2.2. The CR-14a form establishes the parameters wherein the Association and the participating age-restricted communities will make every reasonable effort to schedule play or visit a comparable number of times on similar facilities.

4.2.3. For initiating an annual reciprocal relationship:

4.2.3.1. An annual reciprocal relationship with another age-restricted community must be approved by a majority (51%) of a membership quorum by individual ballot voting at a regularly scheduled meeting of the members or voting by electronic means overseen by the Association. Voting results must be recorded in meeting minutes by the Club Secretary and provided to the Club Membership.

4.2.3.2. The Recreation Manager shall advise the Club on completing the CR-14a form (see [Express Prior Written Authorization](#)). At a minimum, the CR-14a form must include:

4.2.3.2.1. Club reciprocal events including:

- Projected activities
- Participant qualifications (if applicable)
- Proposed event schedule

4.2.4. The Sun City West Chartered Club President, or their designated representative, shall work with their counterpart in the other age-restricted community to acquire the valid signatures of authorized community signatories on the Association Reciprocal Agreement (a.k.a., [Form CR-14a](#)).

4.2.4.1. The President of the Sun City West Chartered Club that wishes to engage in reciprocal play with another age-restricted community is solely responsible for securing all valid signatures and authorizations on the Association Reciprocal Agreement form. Written approval from reciprocating community

management is required. Reciprocity is not permitted without written prior approval from an authorized signatory of the reciprocating community.

- 4.2.5. Any play with or against a team that contains SCW Non-Cardholders on Association property is **PROHIBITED** unless the [Express Prior Written Authorization](#) has been granted in writing by the Recreation Manager.
- 4.2.6. The annual Reciprocal Agreement ([Form CR-14a](#)) signed by valid signatories of the other age-restricted community and the voting results of the Club's membership reflecting their desire to pursue a reciprocal relationship must be submitted to the Recreation Manager:
 - 4.2.6.1. For all reciprocal relationships, the annual voting results, and Form CR-14a must be submitted at least thirty (30) days prior to the first planned activity. Documents submitted less than thirty (30) days before the date of the first planned activity risk being denied.
 - 4.2.6.2. For reciprocal relationships, the annual voting results and CR-14a must have an effective date no earlier than the ending date of any existing Reciprocal Agreement and must be submitted no later than thirty (30) days before the expiration date of any existing Reciprocal Agreement. CR-14a forms that do not comply with these instructions risk being denied.
- 4.3. Reciprocity, when authorized, does not allow [Co-mingling](#).
- 4.4. Substitutes for reciprocal play/event must be valid identifiable members of the reciprocating community.

5. ACCOMMODATIONS

- 5.1. There are ***no exceptions*** to the RR&Ps, only temporary [Accommodations](#).
- 5.2. Accommodation requests during the previous twelve (12) month period will be used as input during the annual RR&P revision cycle.
- 5.3. Each Chartered Club must apply for its own Accommodations. Accommodations apply only to the requesting Club and only for the specified dates and timeframe which shall not exceed twelve (12) months.
- 5.4. Requesting an Accommodation
 - 5.4.1. The Chartered Club must submit a written request for an Accommodation with the following information:
 - 5.4.1.1. Detailed explanation of the Club's objective and the specific RR&P(s) that is the barrier that prevents the Club from achieving its objective.
 - 5.4.1.2. Evidentiary and detailed documentation of efforts made by the Club to work within the specific RR&P(s) and the outcomes of those efforts.
 - 5.4.1.3. Detailed explanation of alternative options considered by the Club.

- 5.4.1.4. Detailed implementation plan for the requested Accommodation, including start and end dates (not to exceed twelve (12) months).
 - 5.4.1.5. Specific number of Club Members that would benefit from the temporary Accommodation.
 - 5.4.1.6. A statement signed by all Club Board Members attesting that the requested Accommodation will in no way be used to compromise or violate any legal statutes, other RR&Ps, Club Bylaws, Association Bylaws, or Association Policies.
 - 5.4.1.7. The Accommodation request must be submitted via email to the Chartered Clubs Committee Chair no later than thirty (30) days prior to the Chartered Clubs Committee meeting at which the Chartered Club would like to present its request. Requests received less than thirty (30) days before the next Chartered Clubs Committee meeting may not be considered until a subsequent meeting, depending upon agenda topics and schedules.
- 5.4.2. The Chartered Clubs Committee may request additional information or Chartered Club action regarding the Accommodation request during a Chartered Clubs Committee meeting that may push reaching consensus (see below) to a subsequent meeting. These items may take the form of revisions, request for additional information, red-line adjustments, etc. The Chartered Clubs Committee may recommend additional requirements or restrictions.
- 5.4.3. A Chartered Club's Accommodation request will be approved only via a majority consensus (51%) of the Chartered Clubs Committee. Upon majority consensus, the Accommodation request will be submitted to the Recreation Manager for final disposition.

6. MISCELLANEOUS

- 6.1. Chartered Club Special Events may have alcohol present according to Association rules and Arizona statutes.
- 6.2. Additional Chartered Club Special Events are allowed at the Club's expense. Submit [Form CR-11](#).

CHAPTER V – DISCIPLINARY ACTIONS

1. MEMBER DISCIPLINE

- 1.1. Discipline of a Club member is necessary when:
 - Chartered Club Bylaws or RR&Ps have been violated.
 - Individual(s) have threatened the safety of themselves or others.
 - Individual(s) are abusive or create turmoil, disruption, or dissension among Club members, between Clubs, or the Association.
 - Individual(s) are abusive to Association staff or management.
 - When the actions of a member are deemed by the Association to be detrimental to the Association's reputation, standing, status, etc.
- 1.2. A formal written complaint in the form of an email or written or typed page must be filed by the complainant to initiate a disciplinary action. Verbal, illegible, or incomplete complaints shall not be accepted by the Chartered Club Board.
- 1.3. The complainant must sign the complaint; anonymous complaints will not be accepted by the Chartered Club Board.
- 1.4. Any Club Member may submit a formal complaint as described above.
- 1.5. All complaints must be submitted in a timely manner (within forty-eight (48) hours) of the incident(s). Complaints submitted more than forty-eight (48) following the incident(s) are subject to being unacceptable at the discretion of the Chartered Club Board.
- 1.6. The formal complaint must be submitted to the entire Chartered Club Board at the same time.
- 1.7. The formal written complaint must include the following minimum information and relevant details describing the reason(s) for the complaint:
 - 1.7.1. Name, Recreation Card number, and Club Membership status of the complainant
 - 1.7.2. Name of the party or parties against whom the complaint is being raised.
 - 1.7.3. Date(s) of the incident(s)
 - 1.7.4. Location of the incident(s)
 - 1.7.5. Detailed description of the incident(s)
 - 1.7.6. Names of witness(es) to the incident(s)
- 1.8. The entire Chartered Club Board shall determine the proper course of action upon receipt of a formal written complaint.
- 1.9. The Recreation Manager must be notified that a formal complaint has been received.
- 1.10. The Recreation Manager will advise the Club as to next steps.

- 1.11. All disciplinary actions must be initiated and approved by the Club Board in Confidential Executive Session by majority vote (51%). Voting results must be recorded in meeting minutes by the Club Secretary and retained in the Club's confidential files.
 - 1.11.1. The member notified within five (5) business days of the infraction.
 - 1.11.2. The infraction(s) and action(s) must be documented in Club records including Form [CR-16 \(Chartered Clubs Disciplinary Actions\)](#), and copies forwarded to the Recreation Manager and Chartered Clubs Committee Chair.
 - 1.11.3. Any questions or concerns regarding the member disciplinary process must be directed to the Recreation Manager.
- 1.12. Disciplinary procedures
 - 1.12.1. All disciplinary procedures must be documented and retained in confidential Club records.
 - 1.12.2. First occurrence: Verbal warning to the Club Member from the Club President and a Board Member sharing details of the incident and violation. The warning must be delivered with the message that this is a verbal warning, is the first step in a multi-step process, and there will only be one verbal warning.
 - 1.12.3. Second occurrence: Written warning from the Club Board documenting the details of the incident and violation.
 - 1.12.4. Subsequent occurrence(s): Written notice from the Club Board of temporary Club suspension (maximum of two (2) weeks). All suspensions must be reported to the General Manager within two (2) business days of the action being taken per [Association Bylaw Article 8 – Charter Clubs, Section 8.02, Membership, Paragraph 8.2.2.](#)
 - 1.12.5. In certain instances, steps may be accelerated beyond the Club level. Infractions which result in legal involvement (e.g., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.
 - 1.12.6. Second and subsequent occurrences begin accumulating from the date of the Club Member's first disciplinary action regardless of any intermediary corrective actions or accommodations. Records of all disciplinary actions will be maintained in a permanent file in the Recreation Manager's office.
 - 1.12.7. Club Member may appeal a suspension with written notice to the Club Board, Recreation Manager, and Chartered Clubs Committee Chair.
 - 1.12.7.1. Appeal will pause suspension until ruling; member rights and privileges continue until ruling complete. The General Manager, having received appropriate notification from the Recreation Manager, may continue suspension until the appeal is heard.

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

1.12.7.2.1. Club Member in question and Club President or presiding officer presents their respective cases.

1.12.7.2.2. The ruling will be made based on majority (51%) consensus after the Club Member has left the room.

1.12.7.2.3. The Recreation Manager will forward the appeal ruling to Club Board and Club Member.

1.12.7.2.4. The Club Member may appeal the ruling by written notice to the Recreation Manager requesting a hearing with the Governing Board with Form [CR-16a \(Governing Board Hearing\)](#) procedure. The Request will be forwarded to the General Manager. Further disciplinary action requests by the Club Board are forwarded to the General Manager by the Recreation Manager with a copy of the disciplinary actions to date.

1.12.7.2.4.1. The General Manager may suspend the Club Member from club activities up to sixty (60) days.

1.12.7.2.4.2. Club Member termination may be recommended by the General Manager to the Governing Board.

1.12.7.2.4.3. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the Association Recreation Card).

1.12.7.2.5. 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 Association [Policy M 02, Section Membership, Title "Suspension of Membership"](#) after completion of procedures listed above.

1.13. Safety Discipline

1.13.1. If an individual cannot or will not comply with the stated operating procedures, or in the judgment of the Club's Board, cannot safely operate or use equipment, the Club Board may suspend all or part of their privileges relating to the use of said equipment.

1.13.2. Before making such a decision, however, Clubs should make a reasonable effort to provide additional training instruction in hopes of re-qualifying an individual to use said equipment. In most cases, a suspension of operating privileges will not be considered disciplinary in nature and will only be activated to protect the best interests of the individual, Club, and the Association.

- 1.13.3. Any suspension of privileges based on safety concerns may be appealed to the Recreation Manager.
- 1.13.4. The appeal process is as described above in Section 1, MEMBER DISCIPLINE, paragraph 1.12.7, page 34.
- 1.14. Infractions immediately addressed and corrected do not require further action or documentation.
- 1.15. 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, is considered an expression of “no contest” by the person. The Governing Board may accept all reports and testimony as true per [Membership Policy Statement M02 Suspension of Membership, Paragraph 3.2.1](#)

2. CLUB BOARD MEMBER DISCIPLINE

Club Board Members are held to a high standard of behavior as they are elected as Club representatives and shall conduct themselves in a professional, socially acceptable, and responsible manner as a Club Board Member. Chartered Club Board Members shall comply with and enforce Association governing documents, especially Chartered Club Bylaws and the RR&Ps.

Discipline of a Club Board Member is necessary when:

- Chartered Club Bylaws or RR&Ps have been violated.
- Board Member(s) have threatened the safety of themselves or others.
- Board Member(s) are abusive or create turmoil, disruption, or dissension among Club members, between Clubs, or the Association.
- Board Member(s) are abusive to Association staff or management.
- The actions of a Chartered Club Board Member are deemed by the Association to be detrimental to the Association’s reputation, standing, status, etc.

2.1 INITIATING CLUB BOARD MEMBER DISCIPLINE

Disciplinary proceedings against a Chartered Club Board Member may be initiated under one of two conditions:

- By the Chartered Club Board.
- By the Association Recreation Manager.

2.1.1 CLUB BOARD MEMBER DISCIPLINARY ACTIONS INITIATED BY THE CLUB’S BOARD

- 2.1.1.1. All disciplinary actions must be approved by Club Board Members meeting privately in Executive Session (majority vote 51% or higher). The Board Member in question must abstain from voting. Voting results must be recorded in meeting minutes by the Club Secretary and retained in the Club’s confidential files. If the Club Board Member being disciplined is the Club Secretary, voting

results and all associated disciplinary documentation must be recorded by another Club Board Member as appointed by the Club President.

2.1.1.2. The Board Member(s) subject to discipline must be notified by the Club's Board within five (5) business days of the decision to initiate disciplinary action.

2.1.1.3. The infraction(s) and action(s) must be documented in confidential Club records including form [CR-16 \(Chartered Clubs Disciplinary Actions\)](#), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chair. Any questions or concerns regarding the Chartered Club Board Member disciplinary process must be directed to the Recreation Manager.

2.1.1.4. Chartered Club Board Member Disciplinary Procedures

2.1.1.4.1. First occurrence: Verbal warning to the Chartered Club Board Member from the Club President (or the Vice President if the Board Member in question is the Club President) and an additional Board Member sharing details of incident(s) and violation(s). The warning must be delivered with the message that this is a verbal warning, is the first step in a multi-step process, and there will only be one verbal warning.

2.1.1.4.2. Second occurrence: Written warning⁸ from the Club Board documenting the details of the incident(s) and violation(s).

2.1.1.4.3. Subsequent occurrence(s): Written notice⁹ from the Club Board of temporary suspension¹⁰ from the Club will be provided within forty-eight (48) hours of disciplinary action being decided.

2.1.1.4.4. In certain instances, steps may be accelerated beyond the Club level. Infractions which result in legal involvement (e.g., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

2.1.1.4.5. Second and subsequent occurrences begin accumulating from the date of the Member(s) first disciplinary action regardless of any intermediary corrective actions or accommodations. Records of all disciplinary actions will be maintained in a permanent file in the Recreation Manager's office.

2.1.1.4.6. The Chartered Club Board Member(s) may appeal a disciplinary ruling by submitting Form CR-16a (Governing Board Hearing) to the Recreation Manager. The request will be forwarded to the General Manager. Further disciplinary action requests by the Club Board will

⁸ See paragraph 2.1.1.3

⁹ See paragraph 2.1.1.3

¹⁰ Maximum of two (2) weeks

be forwarded to the General Manager by the Recreation Manager with a copy of the disciplinary actions to date.

- 2.1.1.4.7. An appeal will not pause any suspension until a ruling is issued; Board Member rights and privileges shall be suspended during the appeal process.
 - 2.1.1.4.8. The appeal will be heard at a scheduled meeting with the Recreation Manager, the Chartered Clubs Committee Chair, and other individuals approved by the Recreation Manager. The Chartered Club Board may be witnesses but not members of the appeal board as they initiated the disciplinary process.
 - 2.1.1.4.9. The Club Board Representative(s) and Member(s) being disciplined shall present their respective cases.
 - 2.1.1.4.10. The ruling will be made based on majority (51%) consensus after the Board Member has left the room.
 - 2.1.1.4.11. The General Manager may suspend the Board Member from club activities for up to sixty (60) days.
 - 2.1.1.4.12. Club Board Member termination or suspension of more than sixty (60) days may be recommended by the General Manager to the Governing Board.
 - 2.1.1.4.13. Severe cases of adverse Chartered Club Board Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the Association Recreation Card).
 - 2.1.1.4.14. The Recreation Manager will forward the appeal ruling to the Club Board and Board Member(s).
 - 2.1.1.4.15. 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 [Policy M 02, Section Membership, Title "Suspension of Membership"](#) after completion of procedures listed above.
- 2.1.1.5. Removal of Club Board Members By Club Board
 - 2.1.1.5.1. Board Members can be removed and replaced by another Board Member by Board action without a vote of the membership.
 - 2.1.1.5.2. The meeting must be a confidential [Executive Session](#) closed to the membership.
 - 2.1.1.5.3. The Board Member(s) can be removed by motion and a vote of a majority (51%) of the Board members at a meeting, with cause. Voting results must be recorded in meeting minutes by the Club

Secretary and retained in the Club's confidential files. If the Club Board Member being removed is the Club Secretary, voting results and all associated disciplinary documentation must be recorded by another Club Board Member as appointed by the Club President.

2.1.1.5.4. The Board Member(s) in question cannot vote on the motion.

2.1.1.5.5. If removed, a motion can be made to fill the position with another Board Member. If that Board Member takes a new position, there will be another motion to fill the newly opened vacancy, etc.

2.1.1.6. Other Discipline

2.1.1.6.1. Board Members are also subject to the same discipline as any Club member. See form CR-16 and Section 1, MEMBER DISCIPLINE, on page 33.

2.1.2 CLUB BOARD MEMBER(S) DISCIPLINARY ACTION INITIATED BY THE RECREATION MANAGER

2.1.1.7. The Recreation Manager may initiate disciplinary action of a Chartered Club Board Member if the Board Member's Club is unable or unwilling to do so.

2.1.1.8. The Board Member(s) subject to discipline must be notified within five (5) business days of the decision to initiate disciplinary action.

2.1.1.9. The infraction(s) and action(s) must be documented in Recreation Manager records including form [CR-16 \(Chartered Clubs Disciplinary Actions\)](#), and copies forwarded to the Board Member(s) involved, Chartered Club Board, General Manager, and Chartered Clubs Committee Chair.

2.1.1.10. Chartered Club Board Member(s) Disciplinary Procedures

2.1.1.10.1. First occurrence: Verbal warning to the Chartered Club Board Member(s) from the Recreation Manager sharing details of incident(s) and violation(s). The warning must be delivered with the message that this is a verbal warning, is the first step in a multi-step process, and there will only be one verbal warning. Club Board Member(s) must be notified in writing of the delivery of a verbal warning by the Recreation Manager.

2.1.1.10.2. Second occurrence: Written warning¹¹ from the Recreation Manager to the involved Board Member(s) documenting the details of the incident(s) and violation(s). Club Board Member(s) must be notified in writing of the delivery of a verbal warning by the Recreation Manager.

¹¹ See 2.1.1.9 above.

- 2.1.1.10.3. Subsequent occurrence(s): Written notice¹² from the Recreation Manager of temporary suspension¹³ from the Club will be provided to the involved Board Member(s) within forty-eight (48) hours of disciplinary action being decided. Club Board Member(s) must be notified in writing of the delivery of a verbal warning by the Recreation Manager.
- 2.1.1.10.4. Second and subsequent occurrences begin accumulating from the date of the Member's first disciplinary action regardless of any intermediary corrective actions or accommodations. Records of all disciplinary actions will be maintained in a permanent file in the Recreation Manager's office.
- 2.1.1.11. The Chartered Club Board Member(s) may appeal the ruling by submitting form CR-16a (Governing Board Hearing) to the Recreation Manager. The request will be forwarded to the General Manager. Further disciplinary action requests by the Recreation Manager will be forwarded to the General Manager with a copy of the disciplinary actions to date.
- 2.1.1.11.1. An appeal will not pause any suspension until a ruling is issued; Board Member(s) rights and privileges shall be suspended during the appeal process.
- 2.1.1.11.2. The appeal will be heard at a scheduled meeting within ten (10) days with the Recreation Manager, the Chartered Clubs Committee Chair, the Chartered Club Board, and other individuals approved by the Recreation Manager.
- 2.1.1.11.3. The Recreation Manager and Board Member(s) being disciplined shall present their respective cases.
- 2.1.1.11.4. The ruling will be made based on majority (51%) consensus after the Board Member(s) have left the room.
- 2.1.1.11.5. The Recreation Manager will forward the appeal ruling to Club Board and Board Member(s).
- 2.1.1.11.6. The General Manager may suspend the Board Member(s) from club activities for no more than sixty (60) days.
- 2.1.1.11.7. Club Board Member(s) termination or suspension of more than sixty (60) days may be recommended by the General Manager to the Governing Board.

¹² See 2.1.1.9 above.

¹³ Maximum of two (2) weeks

2.1.1.11.8. Severe cases of adverse Chartered Club Board Member(s) behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the Association Recreation Card).

2.1.1.11.9. 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 [Association Policy M 02, Suspension of Membership](#) after completion of procedures listed above.

2.1.1.12. Other Discipline

2.1.1.13.1 Board Members are also subject to the same discipline as any Club Member. See Section 1, MEMBER DISCIPLINE, on page 33.

3. CHARTERED CLUB DISCIPLINE

Chartered Clubs are held to a high standard of behavior as they represent the Association, other Chartered Clubs, and all cardholders. Chartered Clubs shall represent themselves in a socially acceptable and responsible manner; the behaviors and actions of Club members reflect on the Club and the Association. Chartered Club members shall comply with and support Association governing documents, especially the RR&Ps and Chartered Club Bylaws.

Disciplinary actions will be taken by the Recreation Manager when the Club Board is unwilling or unable to address Club infractions including, but not limited to:

- Chartered Club Bylaws or RR&Ps have been violated.
- Individual Club Member(s) acting in concert have threatened the safety of themselves or others.
- Individual Club Member(s) acting in concert are abusive or create turmoil, disruption, or dissension among Club members, between Clubs, or the Association.
- Individual Club Member(s) acting in concert are abusive to Association staff or management.
- When Club Member(s) acting in concert are deemed by the Association to be detrimental to the Association's reputation, standing, status, etc.

3.1. The Chartered Club Board Member(s) of the Chartered Club subject to discipline must be notified in writing by the Recreation Manager within five (5) business days of the decision to initiate disciplinary action.

3.2. The infraction(s) and action(s) must be documented in Recreation Manager records including form [CR-16 \(Chartered Clubs Disciplinary Actions\)](#), and copies forwarded to the Chartered Club's President, General Manager, and Chartered Clubs Committee Chair.

3.3. Disciplinary procedures

3.3.1. First occurrence: Verbal warning to the Chartered Club's Board Member(s) from the Recreation Manager sharing details of incident(s) and violation(s). The warning must be

- delivered with the message that this is a verbal warning, is the first step in a multi-step process, and there will only be one verbal warning.
- 3.3.2. Second occurrence: Written warning from the Recreation Manager to the Club's Board Member(s) documenting the details of the incident(s) and violation(s).
 - 3.3.3. Subsequent occurrence(s): Written notice from the Recreation Manager of temporary suspension¹⁴ of the Club will be provided to the Club Board Member(s) within forty-eight (48) hours of disciplinary action being decided.
 - 3.3.4. Second and subsequent occurrences begin accumulating from the date of the Chartered Club's first disciplinary action regardless of any intermediary corrective actions or accommodations. Records of all disciplinary actions will be maintained in a permanent file in the Recreation Manager's office.
 - 3.3.5. The Chartered Club Board Member(s) may appeal the ruling by submitting form [CR-16a \(Governing Board Hearing\)](#) to the Recreation Manager. The request will be forwarded to the General Manager. Further disciplinary action requests by the Recreation Manager will be forwarded to the General Manager with a copy of the disciplinary actions to date.
 - 3.3.6. An appeal will not pause any suspension until a ruling is issued; Club rights and privileges will not continue until the ruling is final.
 - 3.3.7. The appeal will be heard at a scheduled meeting with the Recreation Manager, the Chartered Clubs Committee Chair, the Chartered Club Board, and other individuals approved by the Recreation Manager.
 - 3.3.8. The President, or Board Member designee, of the Chartered Club being disciplined shall present their case.
 - 3.3.9. The ruling will be made based on majority (51%) consensus after the Club Board Members have left the room.
 - 3.3.10. The Recreation Manager will forward the appeal ruling to Club Board.
 - 3.3.11. The General Manager may suspend the Club's activities for no more than sixty (60) days.
 - 3.3.12. Club termination (see 3.3.13 Revocation Of a Club's Charter, below) or suspension of more than sixty (60) days may be recommended by the General Manager to the Governing Board.
 - 3.3.13. Revocation Of a Club's Charter
 - 3.3.13.1. A Club's Charter may be revoked upon the recommendation of the General Manager and with the approval of the Governing Board.
 - 3.3.13.2. Reasons for revoking a Club's Charter include, but are not limited to:

¹⁴ Maximum of two (2) weeks

- 3.3.13.2.1. Membership declines below the required minimum membership number.
- 3.3.13.2.2. Noncompliance with the Association's rules and policies.
- 3.3.13.2.3. Irreconcilable conflict among Club Members.
- 3.3.13.2.4. Individual Club Member(s) acting in concert are abusive to Association staff or management.
- 3.3.13.2.5. Creating or engaging in activities that project the Club and/or the Association in an undesirable or embarrassing position as deemed by the Association.
- 3.3.13.2.6. Violation of Federal, State, or local government statutes and ordinances.
- 3.3.13.2.7. Violation of IRS rules.
- 3.3.13.2.8. See Association [Bylaw 8.04, 8.4.3 for Process of Revocation](#).

CHAPTER VI – ALLOCATION OF SPACE

1. ASSIGNMENT OF SPACE

- 1.1. Space used by Chartered Clubs is determined by Association Bylaws Article 8, CHARTERED CLUBS, [Code 8.01](#) and [Code 8.03](#) and [Association Policy Fa 06](#), and is dependent on effective space utilization, active participation by Club Members, and space requirements for Club general membership meetings. See APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA, on page 59, for the formula used to calculate participation.
- 1.2. While all facilities and programs within the physical confines of the Association are available to the general membership, regular participation in some activities may be contingent upon membership in a Chartered Club.
 - 1.2.1. In these specific cases, the Association has delegated full-time operating responsibility to respective Clubs in a conscious effort to provide low-cost programs in a safe environment.
 - 1.2.2. In those facilities where participation is contingent upon Club membership, the rationale is based on the need to provide a safe and orderly designated or shared Club space.
 - 1.2.3. This approach is intended to establish a comprehensive leisure program and protect the members, the Association, and Club assets.
 - 1.2.4. Chartered Clubs are to be used by the Association’s members for the express purpose of pursuing Chartered Club activities as defined in Paragraph one of the INTRODUCTION on page 8.
 - 1.2.5. At no time is exclusivity or ownership of a Club-utilized space implied or assigned to a Club or its Members. The Association retains exclusive ownership of all properties, facilities, and related assets within assigned Club spaces. Clubs use the space at the pleasure of the Association.
 - 1.2.6. See also CHAPTER IX – CLASSES / CONTRACTS / EQUIPMENT / FACILITIES, FACILITIES, on page 55.

2. SCHEDULING / RESERVATIONS

- 1.3. The responsibility for scheduling the Association’s facilities and coordinating activities rests with the Recreation Manager’s office.
- 1.4. Chartered Club Presidents must submit a [Form CR-6 \(Club Activity Calendar\)](#) to the Facility Scheduling Office on or about May 1 for the following calendar year (January 1-December 31). Form CR-6 identifies regularly scheduled Chartered Club Activities and meetings, including the two free social events requested by the Club.
 - 1.4.1. The term “regularly” is defined to mean the General Membership and Board meetings that are consistently held on the same day(s) of the week or month throughout the calendar year. It does not include Club committees or other sub-elements of a Chartered Club. Clubs with designated or shared space must use that space for Board meetings when space allows.

- 1.5. Clubs may request a change to their regular schedule by submitting an updated [Form CR-6](#) or [Form CR-14](#) for individual requests or changes (see below). Requests will be evaluated on facility availability basis.
- 1.6. A [Form CR-14 \(Facility Reservation Request\)](#) must be submitted to the Scheduling Office for each facility space request after the CR-6 has been submitted on May 1, **including changes and cancellations**, by the Club President or designated Club Board Member.
- 1.7. The Association has the right to pre-empt or usurp a Chartered Club's reserved space if that space is required for Association use.
- 1.8. When a [Rental Fee](#) is applicable for use of a facility by a Chartered Club, a Facility Reservation Confirmation must be completed by the Club President or one designated Club Board Member at the time of the request. Reservation information will be recorded and kept on file.
- 1.9. Chartered Clubs may be responsible for paying for certain supplies and/or equipment provided by the Association for confirmed meetings/events. See Club Price Sheet available at SCWCLUBS.COM.
- 1.10. The Club President is responsible for ensuring all facility reservations are correct.
- 1.11. Reservations not cancelled at least 30 days in advance of the scheduled date or are "No call/no show" to reservations made by a Club will result in loss of deposit (if applicable) and a 'no show' charge to the Club at the then current rate.

CHAPTER VII – CHARTERED CLUB OPERATIONS

1. CHARTERED CLUB RESPONSIBILITIES

1. Clubs are responsible for:
 - 1.1. Establishing Club Bylaws. See [SCWCLUBS.COM](https://www.scwclubs.com) for Form CR-3 (Sample Club Bylaws) and the instructions for completing the template.
 - 1.2. Ensuring attendance/participation in club activities/events follows Club Bylaws and RR&Ps. See APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA, on page 59, for the participation formula.
 - 1.3. Club member/non-member check-in and online submission of Club Roster Template ([see SCWCLUBS.COM](https://www.scwclubs.com)). Fair and equitable membership use of Club designated or shared space, equipment, and supplies.
 - 1.4. Prohibiting any type of Commercial/Mass Production per Club Bylaws. Club Members are prohibited from mass producing and distributing items for the purpose of individual profit. See CHAPTER I – DEFINITIONS, number 27, [Commercial/Mass Production](#).
 - 1.5. Prohibiting individual Club Member sales transactions on Association property.
 - 1.6. Ensuring Club infractions and violations are addressed as described in Club Bylaws and RR&Ps per Sections 1, MEMBER DISCIPLINE, 2, CLUB BOARD MEMBER DISCIPLINE, and 3, CHARTERED CLUB DISCIPLINE, on pages 33-41.
 - 1.7. Maintaining Association-provided website ([SCWCLUBS.COM](https://www.scwclubs.com)) and may additionally contract at their expense, their own Club-specific, Club-funded, website with approval of the Association Information Technology Department.
 - 1.8. Ensuring displays justify public view. Displays may contain artist name only.
 - 1.9. Treasurer duties as defined in CHAPTER X – FINANCIAL, Section 3, TREASURER, page 56, and CHAPTER X – FINANCIAL, Section 6, INTERNAL REVENUE SERVICE (IRS) REQUIREMENTS, page 58.

2. OFFICERS / ELECTIONS

- 2.1. Clubs must have a minimum of four (4) Club Officers to qualify for and retain their Charter: a President, Vice-President, Secretary, and Treasurer. Clubs may have additional elected Board Members per Club Bylaws.
- 2.2. Clubs may have a maximum of two (2) “Co-Officers” for each Officer position, i.e., two (2) Co-Presidents, two (2) Co-Vice Presidents, two (2) Co-Treasurers, and two (2) Co-Secretaries. Other designations for sharing an Officer position are not allowed.
- 2.3. The designation of [Club Officer](#) is limited by the Association to those holding President/Co-President, Vice President/Co-Vice President, Treasurer/Co-Treasurer, or Secretary/Co-Secretary positions in a Club.
- 2.4. References in this document to Club President, Vice President, Treasurer, or Secretary shall apply equally to those Club Members holding shared or “Co-Officer” Club positions.

- 2.5. All Club Members are eligible to be Club Officers or Board members.
- 2.6. The Board must be elected by a majority vote (51%) of the membership present at the Club's [Annual Election Meeting](#) provided that a quorum has been established. The date, time, and place of the annual meeting must be posted and announced at all Club activities and via all Club member communications at least thirty (30) days prior to the annual meeting. Voting results must be recorded in meeting minutes by the Club Secretary and provided to the Club Membership.
- 2.7. If appointed to fill a vacancy, the appointee must be confirmed by a majority vote (51%) of the Club's Board. Voting results must be recorded in meeting minutes by the Club Secretary and provided to the Club Membership.
- 2.8. Current Club Board members shall NOT receive compensation of any kind for their services.
- 2.9. The outgoing Board must educate the incoming Board on Club Bylaws and RR&Ps. As new officers are elected or appointed, Clubs must complete [Form CR-5 \(New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report\)](#), and forward it to the Recreation Manager within fourteen (14) business days after election or appointment.
- 2.10. New Club Presidents must refer to form [CR-5a \(Passing the Torch\)](#) for a valuable list of presidential responsibilities.
- 2.11. Chartered Club Members may not simultaneously serve on a Chartered Club Board as a Board Member and as a Director of the Governing Board of the Association. Refer to [Association Policy L 02, Conflict of Interest, Paragraph 1.3](#).
- 2.12. Club Board Officers are required to attend Officers Meetings called by the Recreation Manager. The purpose of these meetings is to update policies, provide training, clarify procedures, provide information, discuss mutual concerns, etc.

3. MEETINGS

1. Chartered Clubs will conduct, at no charge, a minimum of two (2) and a maximum of four (4) Club General Membership meetings annually. Clubs utilizing their designated or shared space may exceed the annual maximum number of General Membership meetings. One of the General Membership meetings shall be the Annual Election Meeting.
2. The Club Board will meet as necessary to ensure that Club business is kept current.
3. All Club meetings are to be OPEN MEETINGS, except when personnel/personal or legal issues are on the agenda. Personnel and/or legal matters may not be detailed on the agenda but should be noted as a confidential [executive session](#). [Executive sessions](#) are closed sessions. Refer to CHAPTER VII – CHARTERED CLUB OPERATIONS, Section 4, RECORDS, for directions on handling minutes from executive sessions.
4. Meeting agendas must be posted online or in the Club's designated or shared space a minimum of forty-eight (48) hours in advance of upcoming meetings.

5. Meeting minutes must be posted online or in the Club's designated or shared space within one week following meeting adjournment. Meeting minutes of [executive sessions](#) must be retained in the Club's confidential files but shall not be publicly published. See CHAPTER VII – CHARTERED CLUB OPERATIONS, Section 4, RECORDS, Paragraph 4.3 on page 48.
6. Voting may be done in person, by paper ballot, or any generally accepted manual or technologically assisted method and results retained in club records.
7. A Membership Meeting cannot take place at a Social Activity; however, a Social Activity may follow a Membership Meeting.

4. RECORDS AND FILES

- 4.1. The official Chartered Club file will be kept by the office of the Recreation Manager and takes precedence over any other versions. The Chartered Club President or other Board Members must comply with all reasonable requests from the Recreation Manager for copies of Club records and documentation.
- 4.2. Chartered Clubs Record Retention Schedule
 - 4.2.1. Correspondence and meeting minutes – 3 years
 - 4.2.2. Financial Records – 7 years prior to current year
 - 4.2.3. Attendance forms – current year and prior year in manual or computerized format.
 - 4.2.4. Charter approval and Federal Tax ID number – life of the club
- 4.3. Chartered Club Confidential Records
 - 4.3.1. [Chartered Club Confidential Records](#) (including those from [executive sessions](#)) shall be marked CONFIDENTIAL and be accessible only to the Club President and Club Secretary on a 'need-to-know' basis and only when conducting Club business. The Club President may **temporarily** grant access to other Board Members to certain, but not all, Club confidential records on a 'need-to-know' basis.
 - 4.3.2. [Chartered Club Confidential Records](#) must be safely stored in a secured location with access limited at all times only to authorized personnel.
 - 4.3.3. [Chartered Club Confidential Records](#) shall not be copied, duplicated, photographed, memorized, rewritten, changed, shared verbally, or reproduced in any manner without [Express Prior Written Authorization](#) of the Recreation Manager.

5. PARTICIPATION DATA

- 5.1. The Association will periodically monitor a Club's use of space for low Club participation numbers, low space utilization, or a Club's inability to accommodate its members in its designated or shared Club space. Club space usage will be evaluated annually by the Association. Any issues will be discussed with the Club and may result in space allocation modifications. The Recreation Manager will assist Clubs in seeking a resolution to any space issues. See APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA, on page 59 for the participation formula.

6. OPERATING HOURS

- 6.1. All arts and crafts clubs must schedule their operating time to allow for a minimum of seventy-five percent (75%) to be used by their Club Membership for open workshop/general use

time. This time will not be hindered by meetings, instructional classes, or other planned activities and must be under the direction of a Club monitor.

6.2. Requests for regular operating hours are made when submitting [Form CR-6](#).

7. PUBLICITY

- 7.1. A Club's mailing list, similar documents derived from any Club documents, either physical or electronic, are to be used only for distribution of Club newsletters or other official Club business. A Club membership roster, or any portion thereof, may not be distributed, sold, or used for any non-Club reason or activity. Clubs are discouraged from posting their membership rosters online without first allowing Club Members to opt out of having their Personal Identifiable Information (PII) published on the internet.
- 7.2. Any Club advertising must have Recreation Manager [Express Prior Written Authorization](#), and must state "For Club Member and their Accompanied Guests Only. Unauthorized posting of flyers or notices on any Association property is prohibited.
- 7.3. Internal Club newsletters, websites, or flyers must state "For Club Members and their Accompanied Guests Only." Unauthorized posting of flyers or notices on any Association property is prohibited.
- 7.4. Instructors performing services held in Association facilities shall not advertise their services or sell items.
- 7.5. The office of the Recreation Manager will review and accept flyers to be distributed to all Recreation Centers.
- 7.6. Chartered Clubs may not endorse or support causes/propositions or candidates for elective office other than their own internal elections. See Association [Policy L 04](#) and [Policy L 13](#).
- 7.7. All clubs must adhere to the advertising, sponsorship, and signage policies of the Association. See Association [Policy Fa 07](#) and [Policy Fa 10](#).

CHAPTER VIII – SAFETY / HEALTH

1. CLUB MONITORING

- 1.1. Club Bylaws must set forth Club Membership monitoring requirements and any membership privileges which may be denied for non-compliance.
- 1.2. Club members who monitor are given the responsibility and authority of supervising a facility, participants, and the use of equipment within that facility per Club Bylaws.
- 1.3. A monitor and Club member or at least two (2) Club members must be present to ensure everyone's safety whenever a Club is utilizing its designated or shared space in any recreation facility, or the designated or shared space must be closed. If the designated or shared space encompasses more than one room, or the designated or shared space is too large for one person to effectively oversee, additional monitors must be provided, or the designated or shared space must be closed.
- 1.4. Chartered Clubs are very different from each other; therefore, titles and duties may vary per Club.

2. SAFETY

- 2.1. Any Club using equipment and/or tools or materials considered hazardous must establish written safety rules and appoint a Safety Committee to oversee and enforce those rules.
 - 2.1.1. Clubs must maintain a current Material Safety Data Sheet (MSDS) for any hazardous chemicals used or stored in their designated or shared space. Chemical providers should be able to provide these documents. Facility Leads/Supervisors are charged with maintaining copies of current and superseded MSDSs per OSHA requirements and in support of Club records.
- 2.2. At no time will any electrical or gas operated equipment (such as kilns, etc.) be energized and left unattended without [Express Prior Written Authorization](#) from the Recreation Manager and Facility Lead. [Express Prior Written Authorization](#) may be rescinded at any time by the Recreation Manager or Facility Lead at their discretion.
- 2.3. A copy of the Club's recommended safety rules and any changes made must be forwarded to the Recreation Manager for review and approval prior to posting in the Club's designated or shared space.
- 2.4. At a minimum, the written rules must delineate the safe operating policies for all equipment and be conspicuously posted.
- 2.5. Non-cardholder guests must sign a [Waiver of Liability](#) (see SCWCLUBS.COM).

3. HEALTH

- 3.1. Chartered Clubs and Chartered Club Members will comply at all times with all communications, directions, recommendations, protocols, etc. from the Association regarding communicable disease(s) to prevent exposure of Club Members to such disease(s) during Club Activities or Chartered Club Special Events.

- 3.2. Chartered Clubs and Chartered Club Members will comply with all communications, directions, recommendations, protocols, etc. from the Association in the event that possible or actual exposure to communicable disease(s) has, or may have, occurred during Chartered Club Activities or Chartered Club Special Events.

4. ACCIDENT / INCIDENT / INJURY REPORT

- 4.1. Any accident/incident/injury occurring in the Association's facilities and those requiring medical or law enforcement attention must be reported to the Facility Lead within twenty-four (24) hours using [Form CR-20 \(Accident/Incident/Injury Report\)](#).
- 4.2. Club Presidents are accountable for documenting and retaining details in Club records of all accidents/incidents/injuries that occurred on Association property during Club activities.
- 4.3. Club Presidents are responsible for educating their membership on the proper procedures on how to handle accidents, incidents, and injuries that occur in the Club's designated or shared space. This responsibility includes reminding members at regular meetings, via Club newsletters and websites, etc., on the procedures and ensuring that [Form CR-20 \(Accident/Incident Injury Report\)](#) must be submitted to the Facility Lead within twenty-four (24) hours of an accident, incident, or injury. Form CR-20 is available at [SCWCLUBS.COM](#) and from Facility Leads.

5. ALCOHOL

- 5.1. The sale of alcoholic beverages is prohibited in all the Association's facilities, except those displaying Arizona State Licenses. Information is available at [AZLIQUOR.GOV](#).
- 5.2. As a matter of convenience, the Association will allow Chartered Clubs to transport and dispense (not sell in any form, e.g., cash or prepaid tickets) alcoholic beverages on the Association's property during Club sponsored functions.
- 5.3. The control and liability provisos of Arizona Legal statutes pertaining to the consumption and transport of alcoholic beverages are solely the responsibility of the Club.
- 5.4. The Association neither condones, nor sponsors, the consumption or transport of alcoholic beverages during Club functions, unless those Club functions are conducted in an Association's Licensed facility (beer & wine) with the Association's employees serving and dispensing the alcoholic beverages ([Association Policy Fa 09](#)).
- 5.5. The Association reserves the right to modify its policies regarding alcohol at any time without prior notification.

6. SMOKING

In accord with the [Arizona Revised Smoke Free Statute](#): Smoking/vaping/use of e-cigarettes are not permitted in any indoor area of any building owned, operated, or maintained by the Association. Also, smoking/vaping/use of e-cigarettes are not permitted within fenced areas surrounding Association pools, racquet sports, and softball facilities. The Governing Board also reserves the right to designate outside areas in which smoking/vaping/use of e-cigarettes will not be permitted.

7. GAMING

No money is to be on any table during the playing of any game in Association facilities.

CHAPTER IX – CLASSES / CONTRACTS / EQUIPMENT / FACILITIES

1. INSTRUCTIONAL CLASSES / LESSONS

- 1.1. The provision of qualified program instruction to a membership is an acknowledged part of a Club's intended purpose and depends on program difficulty, skill level of participants, and instructor availability. The Association encourages Clubs to pursue instructional classes for their membership, but to remain sensitive to reasonably priced class fees.
- 1.2. Chartered Clubs' instructional classes and/or series of lessons must ensure a fair and equitable opportunity for participation to all its members. Procedures and/or qualifications must be defined in Club Bylaws.
- 1.3. Clubs are encouraged to seek instructors from within their membership or those of other Chartered Clubs.
- 1.4. A Club Board is responsible for determining instructional program needs, the qualifications of instructors, and class schedules. In addition, only elected Club Board Members are authorized to negotiate class fees and contractual relationships with the concurrence of their Board. See CHAPTER IX – CLASSES / CONTRACTS / EQUIPMENT / FACILITIES, Section 2. CONTRACTS, below.
- 1.5. Club Member(s) may be dismissed from a class by the Club's Board upon recommendation of the contractor or instructor. In such cases, the Club Board and the contractor determine whether a refund may be given.
- 1.6. For a person or organization who is not a contractor but a club invitee, the Association may exercise its right to require a Club's invitee to hold harmless the Association and to provide a Certificate of Insurance for such insurance coverage as may be required of the invitee by the Association.
- 1.7. Private individual instruction (where monetary compensation is involved) in the Association's facilities is prohibited unless sponsored and supervised by a Chartered Club or authorized by the Association. Regardless of sponsorship, or the element of compensation, instruction (private or otherwise) may not be given during times that would preclude other members from enjoying the facilities. See also CHAPTER IX – CLASSES / CONTRACTS / EQUIPMENT / FACILITIES, Section CONTRACTS, Paragraph 2.3.3, page 53.

2. CONTRACTS

- 2.1. Chartered Clubs may engage Independent Contractors as defined by the IRS but not as employees. Follow this link to [IRS.GOV](https://www.irs.gov) to ensure compliance. Independent professional counsel is recommended for questions at the Club's expense.
- 2.2. Independent Contractors who are paid by a Club to perform services must be engaged with [Form CR-8, Independent Contractors Agreement](#). Form CR-8 must be signed by the Contractor and Club President and reviewed by the Recreation Manager for reasonableness and liability insurance coverage.

- 2.2.1. Examples of contract services include bands and other musical acts, instructors, bridge directors, dance callers, lecturers, entertainers, technical service providers, or other similar providers.
 - 2.2.2. Club leadership determines qualifications for contractors, identifies parameters of service, contract duration, cost of service, and individual chosen per Club Bylaws.
 - 2.2.3. All monies used for Independent Contractor services shall be made payable to the Club and deposited into the Club's bank account. The Treasurer shall pay the contractor(s) the contracted fee by check or approved electronic transfer.
 - 2.2.4. Clubs are encouraged to include a 30-day notice of termination without cause phrase for both parties. Consult the Recreation Manager for contract details and early termination "with cause." Clubs failing to sustain a contract remain financially obligated to that contractor, including the potential for litigation.
- 2.3. Certain services do not require a Form CR-8 Independent Contractors Agreement.
- 2.3.1. Food catering services require only a Certificate of Liability.
 - 2.3.2. Services provided by other Chartered Clubs may be arranged independently.
 - 2.3.3. Club member instructors who do not qualify as Independent Contractors may not receive payment for services from the Club. These volunteer instructors may receive donations directly from Club Members but not through the Club per Club Bylaws.

3. EQUIPMENT AND INVENTORY

- 3.1. Ownership of all Club purchased or acquired fixed and portable equipment with a unit cost of \$500.00 or more is transferred to the Association immediately upon acquisition. Physical possession and control of the equipment remains with the Club for their Club's usage. The cost and arrangement for all repairs to, or replacement of, a Club's equipment is borne by the respective Club.
 - 3.1.1. Items exceeding \$500.00:
 - 3.1.1.1. All Club equipment with a unit purchase price **exceeding** five hundred dollars (\$500.00) must be inventoried each year during December using the Equipment Inventory List provided by the Association's Finance Department. Inventory lists must include date purchased, serial/model number, and full purchase price.
 - 3.1.1.2. Once the inventory has been completed and reconciled with related purchase and disposition documents, it must be approved by the Club President, and the original submitted to the Recreation Manager no later than December 31.
 - 3.1.1.3. A copy of the inventory list must be retained in the Club's fixed asset inventory each year.

3.1.2. Items under \$500.00:

3.1.2.1. If a Club wishes to include items valued at **less than** five hundred dollars (\$500.00) under the Association's Property Insurance Coverage (see CHAPTER X – FINANCIAL, 5. INSURANCE on page 57), the Club must maintain a Simplified Inventory List (specified in Club Bylaws) for portable equipment, resale supplies, or any other asset category with significant value or that is easily pilfered. Inventory lists must include date purchased, serial/model number, and full purchase price.

3.1.2.2. A copy of the Simplified Inventory List must be submitted along with the Equipment Inventory List (see Paragraphs 3.1.1.1 and 3.1.1.2 , above) to the Recreation Manager in order to be included in the Association's property insurance coverage (see CHAPTER X – FINANCIAL, 5. INSURANCE on page 57).

3.2. Loaned or Borrowed Equipment: The costs of any equipment loaned or borrowed from an outside source by a Club and brought onto the Association's property is borne by the Club. The costs include any consideration for insurance coverage (property damage and/or liability). Clubs do not have the authority to loan or sell any equipment or supplies belonging to the Association without the written approval of the Recreation Manager. See Paragraph 3.1, above for further detail.

3.3. Purchase of New Equipment: Clubs requesting authorization to purchase (new or replacement) portable equipment with an estimated unit cost of five hundred dollars (\$500.00) or more, or equipment (any value) which will be installed in or used on the Association premises, or any electrical equipment requiring other than normal 110-volt power sources must submit [Form CR-10 \(Request to Purchase Equipment\)](#) to the Recreation Manager prior to purchase.

3.3.1. Processing Form CR-10 will be completed within seven (7) business days of receipt of request. If more time is required, the Club will be notified by the Recreation Manager of a new date.

3.3.2. Once approved, and the item purchased, a copy of all purchase documentation must be forwarded by the Club President to the Recreation Manager for processing.

3.4. Trade-in of Equipment: Trade-in of equipment is allowed in conjunction with the purchase of replacing an item. Clubs desiring to use a trade-in item identifies appropriate facts and justification in writing ([Form CR-10](#)) to the Recreation Manager.

3.5. Sale of Equipment: Clubs may be authorized to sell inventory equipment when the monies derived will be used toward the purchase of new or replacement equipment. Submit Form [CR-10 \(Request to Purchase Equipment\)](#) to the Recreation Manager.

3.5.1. Announce the Members-only sale to the Club.

3.5.2. Conduct sales "as is" in a "sealed/closed bid" format for items valued over five hundred dollars (\$500.00) to the full Club membership for a minimum of ten (10) business days.

3.5.3. Provide copies of all purchase documentation for the new item and forward them to the Recreation Manager for inventory accountability. Include a summary of the sale item disposition, i.e., number of bids received, sale price, name/address of buyer.

3.6. Donation and Memorialization information can be found [here](#). See also [Policy Fa 02](#).

4. FACILITIES

4.1. Repair and Maintenance of Facilities: The Club President must complete and submit [Form CR-12 \(Request for Repair/Maintenance to Existing Facilities\)](#) for all facility repair and maintenance needs. See also Paragraph 4.2.1, below.

4.2. Requests for interior remodeling under five thousand dollars (\$5,000.00):

4.2.1. Clubs are not allowed to modify or repair any of the facility building or infrastructure, which include items attached to the building, without Association approval. Clubs may bear the cost of materials and labor. If the area is a shared space or for community use, the Association will determine amounts. All labor is to be performed or supervised only by the Association Maintenance Department.

4.2.2. The Club must fully justify the need for interior remodeling by **providing demonstrable evidence** that the existing space is no longer suitable for reasons including, but not limited to, full or over-utilization of the available space, staggering participation schedules, utilizing offsite storage, presence of an immediate safety issue, etc. via the appropriate Association form accompanied by meeting minutes.

4.2.3. Submit [Form CR-13 \(Request for Interior Remodeling of Existing Club Facilities\)](#), with documentation to the Recreation Manager.

4.2.4. The Club's request will be evaluated for program [Need vs. Want](#), safety concerns, maintenance, repair, replacement of like kind or as a new capital project that benefits the community, etc.

4.2.5. The General Manager may request a financial contribution from a Club for a capital project request. Upon agreement, the General Manager will secure the contribution prior to the start of the capital project.

4.3. Requests for remodeling or expansion over five thousand dollars (\$5,000.00):

4.3.1. In addition to above, submit Form [CR-13a "Remodeling Requests Over \\$5,000"](#).

4.3.2. Capital project requests must be submitted to the Recreation Manager by July 1 for consideration in the following year budget.

4.3.3. Requests will be reviewed annually in October by the Chartered Clubs Committee for [need versus want](#), the Properties Committee for facility/space availability, and the Budget & Finance Committee for financial responsibility.

4.3.4. Standing Committee recommendations will be forwarded to a Governing Board Workshop for consideration.

CHAPTER X – FINANCIAL

1. GENERAL INFORMATION

- 1.1. Chartered Clubs are financial entities separate from the Association.
- 1.2. Chartered Clubs with revenue concerns should engage professional counsel for tax matters, legal issues, or financial practices. The Club is financially responsible for the professional counsel.
- 1.3. Sales, fundraisers, and taxes are individual Club issues that each Club must address independently per their 501(c) classification.
- 1.4. Chartered Clubs may apply and qualify for any 501(c) tax exempt status with the Internal Revenue Service. Club research of IRS qualifications is necessary and all 501(c) Chartered Clubs must be, and remain, IRS compliant. Refer to [IRS.GOV](https://www.irs.gov).
- 1.5. The Association reserves the right to review Club financial records and related documents. Refusal to cooperate will jeopardize the Club's Charter.

2. BANK ACCOUNTS

- 2.1. Bank accounts are for the financial operations of Chartered Clubs and must be IRS compliant.
- 2.2. All bank accounts shall be in the name of the Chartered Club and continue through succeeding Club administrations.
- 2.3. Clubs with an aggregate asset value over five thousand dollars (\$5,000.00) shall establish a [Reserve Fund](#) for the repair and replacement of Club assets. The fund should consider acquisition cost, useful life, and inflation factor. These factors are used in calculating a Fully Funded Balance ([FFB](#)). Clubs are encouraged to hold a separate Reserve Fund with a balance goal of at least twenty-five percent (25%) of the FFB. For assistance with the FFB calculation, contact the Association's Finance Department.

3. TREASURER

- 3.1. The Treasurer will properly record all Club revenues and expenses.
- 3.2. The Treasurer oversees the purchasing of all fixed and non-fixed assets, equipment, material and supply inventories, and the sale of supplies, unless otherwise designated in the Club Bylaws.
- 3.3. Depending on the authorization limits set by the Club's Bylaws, the President, or other Board Members may be designated as a secondary signatory.
- 3.4. The Treasurer must present a full report of the Club's financial status at each Board and General Membership meeting. Clubs should adopt a preferred report format.
- 3.5. The Treasurer shall provide written financial reports to the membership within thirty (30) days of the end of each quarter. These reports must be posted online and in the Club's designated or shared space. Report availability must be announced at Club Activities and via all Club Member communications.
- 3.6. The Treasurer of record on December 31 will assist the current Treasurer in preparing [Form CR-7 \(Annual Financial Statement\)](#) which must be submitted to the Recreation Manager by February

15th for the preceding calendar year. The current Treasurer signs documents submitted during their term.

- 3.7. The [Membership Report \(CR-15\)](#) contains each member's name and Recreation Card number of every person who has been a Club member during the course of a calendar year as of December 31 and must be submitted to the Recreation Manager no later than February 15 of the following year.

4. FINANCIAL OPERATING PROCEDURE RECOMMENDATIONS

- 4.1. All point of sale (POS) terminals and accompanying processes must be PCI (Payment Card Industry) compliant.
- 4.2. Following are recommended financial operating procedures that Chartered Clubs should consider adopting:
 - 4.2.1. Identify the necessary prerequisites to effect basic financial transactions.
 - 4.2.2. Preclude a single individual from ordering, receiving, stocking, and dispersing resale merchandise.
 - 4.2.3. Require dual signatures on Club checks over a designated dollar amount (e.g., two hundred dollars (\$200.00)) as declared in the Club Bylaws.
 - 4.2.4. Account for and duly record all monies received, identified as member or non-member, for deposit in the Club's bank account.
 - 4.2.5. Disburse funds by a Club check, electronic funds transfer (EFT), or an established petty cash fund, with backup documentation including invoices or signed receipts.

5. INSURANCE

- 5.1. The Association carries both property and general liability insurance coverage for the activities associated with the operation of the Association's facilities. Property and liability insurance coverage is extended to the Chartered Clubs while engaged in Club activities on Association property. Check with the Recreation Manager for coverage exclusions, exceptions, limitations, etc., that may require your Club to obtain its own coverage.
- 5.2. Association coverage may or may not apply to Club activities not on Association property. Clubs must check with the Recreation Manager for clarification of their liability coverage requirements not on Association property.
- 5.3. Individual member personal property is not covered under the Association's policy. Members should review their homeowner policies with their agents or brokers for this coverage.
- 5.4. "The Association shall indemnify current and former Governing Board Directors, Association Officers, Chartered Club Officers, Chartered Club Committee members, and Governing Board Committee members against all expenses incurred by them, including, but not limited to, legal fees, judgments and penalties, which may be incurred, rendered or levied in any legal action brought against any of them for or on account of any act or omission to have been committed

while acting within the scope of their authority as an indemnified person.” [See Association Policy Article 10, General Provisions, Code 10.03](#) for further information.

- 5.5. Club negligence resulting in an insurance claim may cause the Club to be responsible for any insurance deductible amount or denied coverage.

6. INTERNAL REVENUE SERVICE (IRS) REQUIREMENTS

- 6.1. Important IRS records to be filed by Chartered Clubs annually.

- 6.1.1. The Internal Revenue Service requires Form 990 or 990-EZ or 990-N, 990-T, to be filed by the fifteenth (15) day of the fifth (5) month after the organization’s accounting period ends.

- 6.1.2. The Internal Revenue Service (IRS) requires Form 1099-MISC to be filed for each contractor exceeding the current IRS threshold. A single Form 1096 (Form 1096, Annual Summary and Transmittal of U.S. Information Returns) is used to summarize all the 1099-MISC forms.

- 6.1.3. After filing tax returns, a signed copy of each return must be provided to the office of the Recreation Manager for record-keeping purposes.

7. FINANCIAL RECORDS

- 7.1. All financial transactions (defined as all movement of funds through the Club’s account(s)) must be recorded in the Treasurer’s records and retained for a period of seven (7) years (prior to the current year).

- 7.2. The Treasurer of record on December 31 will assist the current Treasurer in preparing Form CR-7 (Annual Financial Statement) which must be submitted to the Recreation Manager by February 15th for the preceding calendar year. The current Treasurer signs documents submitted during their term. This annual report must be signed by a club-appointed individual who is independent of the Club’s Board and has sufficient financial skills to provide a certification of accounts and records.

APPENDIX 1 – CLUB PARTICIPATION CALCULATION FORMULA

Introduction

It should continue to be noted that the Participation Rate, as described in the RR&Ps is a 50% target. That means it is one of several criteria that the Recreation Manager can consider when dealing with Chartered Clubs.

How is Member Participation Determined?

“Unique Members” that attend a Club Activity every “Active Month” shall be counted and averaged for the year. For most Chartered Clubs this data will be collected from ClubTrack. Where that is not possible, other arrangements for measurement may be used at the discretion of the Recreation Manager.

What is a “Unique Member?”

A “Unique Member” is a club member who attends at least one Club Activity in an active month. If a member attends three activities in a month they will count only once. On average, half of a club’s membership will participate in a club activity at least once per month.

What is an “Active Month?”

Active Months are the months of the year that a Club is active. If a club shuts down for three months in the summer, then their average will be for the nine months they are active and not averaged over a whole year.

What is the Formula for Calculating Club Participation?

This formula gives us the % participation for one month.

$$\text{Month 1 Club Participation Rate} = \left(\left(\frac{\text{UniqueMembers}}{\text{TotalMembership}} \right) \times 100 \right)$$

For the second month we do the same thing

$$\text{Month 2 Club Participation Rate} = \left(\left(\frac{\text{UniqueMembers}}{\text{TotalMembership}} \right) \times 100 \right)$$

And for the third month and so on

$$\text{Month 3 Club Participation Rate} = \left(\left(\frac{\text{UniqueMembers}}{\text{TotalMembership}} \right) \times 100 \right)$$

At the end of the year the monthly rates are averaged for the number of active months. For most clubs that will be 12.

$$ANNUAL CLUB PARTICIPATION RATE = \frac{(M1 + M2 + M3 \dots M12)}{\text{Number of Active Months}}$$

For others it may be lower. For example, the formula for a Club with eight Active Months would be:

$$PARTIAL YEAR CLUB PARTICIPATION RATE = \frac{(M1 + M2 + M3 + M4 + M5 + M6 + M7 + M8)}{8}$$