

COMPUTERS WEST BYLAWS

Article I - General

Section A - The organization shall be (known as) Computers West. Any further reference -to CW in these bylaws refers to the name Computers West.

Section B - CW's purpose is to assist all members in the operation of their computers and smart devices. CW will offer hands-on classes, question and answer sessions, and informational presentations in the operation and functionality of their devices.

Section C - These bylaws will fully comply with the Recreation Center of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' documents shall prevail.

Section D - CW is a Chartered Club that shall operate as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

Section E - CW has Platform Groups (PG). The PGs will be determined by equipment typ i.e. Microsoft or Apple. Members of a PG may form Special Interest Groups (SIGs) as desired to pursue special interests. SIGs will be in accordance with CW bylaws and RR&Ps of Sun City West.

Operating procedures shall be collectively prepared by the PGs and approved by the CW Board. These procedures shall govern the schedules for usage of the CW rooms, equipment, facilities and the financial reserves of each PG. The major objectives shall be to ensure PG's usage is in the best interest and sound financial operation of the CW club.

Article II - Membership

Section A - Membership shall be open to all members in good standing of the Recreation Center.

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II. Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Section D - The cost of dues for each member will be determined annually on the recommendations of the PG's Boards, approved by CW Board, and a majority vote of the PG's membership at a General Membership meeting after establishing a quorum.

Section E - Each club member is responsible for monitoring at club facilities per club bylaws.

Section F - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section G - Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs or the Association in general, may have their club membership temporarily suspended (up to two [2] weeks) by the club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.

- b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 - 1. Member in question and Club President or presiding officer shall present their case.
 - 2. Ruling will be made based on majority consensus
 - 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activity Manager with a copy of the disciplinary actions to date.
- a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e. suspension of the RCSCW Recreation Card).

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e. physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

Article III - Officers

Section A- The CW Board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer. The CW Board shall be extended to consist of the above four (4) elected officers and the following persons who are included as voting members of the CW Board:

- Immediate Past President
- Platform Group (PG) Chairpersons or delegate

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C- The CW Board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

Section D - The CW Membership Coordinator has the responsibility to submit the CR 15 membership report to the Recreation Activities Manager by Feb 1st of each year.

Section E - All CW officers shall serve for a term of one year running from January 1st through December 31st. Each officer shall exercise all reasonable efforts to achieve the objective, goals and orderly functioning of the club.

The President shall be the chief executive officer and shall preside at all CW and Board meetings, direct CW Board activities, call special meetings and appoint special committees when necessary. The President shall, assisted by Board officers and committee chairpersons, assemble data and submit reports as requested and specified by Recreation- Centers Management (e.g. meeting attendance, inventory, etc.). The President shall have the duty to promote effective and harmonious operation of CW.

The Vice President shall perform all duties of the president during the President's absence or at the President's request.

Article IV - Meetings

Section A - There will be a CW General membership meeting conducted during each quarter of the calendar year. The October meeting will include the list of candidates for office for the coming year. The November meeting is for the election of officers for the coming year. Additional general meetings may be scheduled at the discretion of the CW Board, provided that the membership is notified at least fourteen (14) days prior to the meeting date. CW Board meetings will be held monthly from September through the following May each year. If fifty (50) or more members exhibit proper reason to the CW Board, a special CW General meeting will be called by the CW President. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section 8 - Minutes will be taken by the secretary to document all CW Board and membership meetings and approved by the club president. Minutes as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Section C - Voting and Quorum Requirements:

- **CW Board Meetings** - A quorum is a simple majority of the CW Board
- **CW Membership Meetings**- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club membership; or 100 members; however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is **100**.

Refer to Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert Rules. Anything not stated in the bylaws shall be referred to Robert's Rules of Order for parliamentary rule.

Section D - A vote may be by ballot or visual. If there are two or more people running for a given office the vote must be by ballot. No CW Board member shall have the right to cast more than one vote on any issue. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.

Article V - Financial

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B - Expenditures of \$1,500 or more must be submitted to the CW Board for approval. If approved by the CW Board, then final approval must be authorized during a PG membership meeting before purchase. Expenditures of less than \$1,500 must be approved by the requesting PG Board and then approved by the CW Board. The PG's Chairpersons or delegate have the ability to spend up to \$500 for new or replacement equipment for certain expenses such as those necessary to provide continued operation of CW with the approval of the CW President. Purchasing of any approved expense may be made with a duly authorized credit card or paid for with a duly authorized CW check.

PG's Treasurers can make a request for funds from the CW Treasurer for their petty cash funds to be held in a locked cashbox. A PG's petty cash is to be used for timely reimbursement of approved small items purchased for the PG, not to exceed \$50 per transaction. RR&Ps Chapter 4, Article V, B. Petty cash disbursements will be made from the cashbox by the PG's Treasurer or Chairperson. General CW disbursements will be made by payment from the CW bank account by the CW Treasurer or CW President. Expenditures in excess of \$5,000 (five thousand USO) require the signatures of both the CW Treasurer and CW President, on the payment check.

Section C - No club member shall receive any compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager.

Section D - Financial records must be audited on a yearly basis by individuals other than those elected to the CW Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided

to the office of the Recreation Activities Manager.

Section E - Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

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

Section H - All CW equipment with a purchase price exceeding \$300 will be inventoried and a report generated each year during the month of December and approved by the CW President. A simplified inventory report with items costing under \$300 will be generated and included in the CR-7 submitted by the Treasurer to the Recreation Activities Manager by February 1st.

Article VI - Committees

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by the CW Board.

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C - The Safety Committee shall be composed of all CW Board members and has the responsibility to make sure the club is safe and free of hazards. Any area of concern will be brought to the attention of the CW President who will report any findings to the facilities supervisor.

Section D - The Audit Chairperson will be appointed by the CW Board. The chairperson will select one (1) other CW member (with financial experience, if possible) to form the Audit Committee. The committee will conduct the annual audit. Once completed and approved by the CW president the CR-7 will be completed and submitted to the Recreation Center by the CW Treasurer.

Section E - The Election Committee will consist of the immediate Past President and the Chairperson (or delegate) from the two (2) Platform groups. The Election Committee will present the list of nominees for the CW Board at the October monthly meeting. Nominees may be presented from the floor by the membership at the October meeting providing these nominees have consented to nomination. The election of officers will be at the annual business meeting in November. Officers elected will assume office as of January 1st.

Article VII - Amendments

Section A - To amend the bylaws of this club, a two-thirds vote of a minimum of a quorum of the membership is required during a meeting specifically called for such a purpose. Procedures for filing amendment(s) are as follows:

- 1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the club membership.**
- 2. Membership shall be apprised of proposed amendments in writing or via email one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.**
- 3. A complete revised set of the club's bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.**

Article VIII - Dissolution

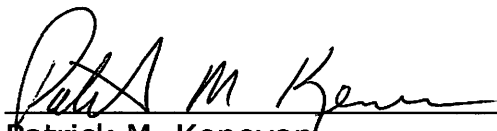
Section A - A resolution to dissolve CW must be agreed upon by a two-thirds thirds vote of members present at a meeting specifically called for that purpose.

Section B - Prior to club dissolution {after all debts are satisfied}, all property and assets shall be turned over to the Recreation Centers.

MEMBERSHIP AUTHORIZATION

The membership of Computers West approved the updated bylaws on November 23, 2020 when the online voting was completed.

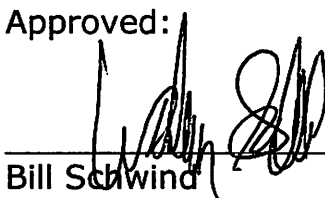
Approved:



Patrick M. Kenevan
President, Computers West

11/23/20
Date

Approved:



Bill Schwind
General Manager

11-30-2020
Date