

Appendix C

SUN CITY ANTHEM DEMOCRATIC CLUB BYLAWS

ARTICLE I. APPROVED CLUB CHARTER

A copy of the club's approved charter is attached to these bylaws.

ARTICLE II. GENERAL

Section A / Club Name

Sun City Anthem Democratic Club

Section B / Club Purpose

The club purpose is to advance the historical and cultural contributions inherent in the Democratic Party while acting within the guidelines, rules and regulations of the Sun City Anthem Homeowners' Association, Inc. The club will also work to promote public policy through political issue analysis, education, recruitment and other activities to benefits its membership in SCA.

Section C / Compliance

These bylaws fully comply with SCACA's governing documents, and the Chartered Club Guidelines and Rules (CCG&Rs). In the event of a conflict between these bylaws and the governing documents or CCG&Rs, the latter will prevail.

Section D / Authority

This club is operated under the authority and control of the Association in accordance with applicable statutes and the Association's governing documents.

Section E / Amendments

To amend these bylaws, membership must be given at least 30 days' notice via email or USPS of a meeting at which there will be a vote on the bylaws change(s). A majority of members present at the meeting must approve the amended bylaws before submission to the CLC for its approval.

ARTICLE III. MEMBERSHIP

Section A / General

Membership is open to any occupant of a Sun City Anthem home who holds a valid SCA activity card. There are no membership preconditions or requirements for subsequent membership in an affiliated national, state or regional organization. Any such affiliation would be optional on the part of the individual club member.

Section B / Dues

Annual dues are established at a range of \$10 to \$30, with the exact amount determined annually by the club's board. Dues are payable by January 1 each year for renewing members. Members not renewed by this date will be removed from the membership list and not allowed club privileges. They may rejoin as new members, not renew, upon dues payment. Dues are nonrefundable.

Section C / Guest Policy

Eligible residents and nonresident guests may be extended privileges if they meet the requirements as stated in the CCG&Rs. **Eligible Resident Guests** (residents who hold a valid SCA Activity card) are permitted to attend functions a maximum of two times per year and must then become members to continue enjoying benefits. **Non-Eligible Guests** (individuals who do not hold a valid activity card) do not qualify for membership, must be accompanied by a member and not attend more than five functions per year. Guests may be charged a fee.

ARTICLE IV / OFFICERS and CLUB BOARD

Section A / Officers/Terms

Club officers are president, vice president, recording secretary, treasurer, and director of memberships.

Officers are elected annually to specific club office positions and will serve without compensation. Officers are elected for a one-year term and may be re-elected to serve a maximum of two consecutive years in the same office. Members of the same household cannot serve simultaneously as officers.

Section B / Club Board / Directors

The club officers and any directors specified in this section constitute the **club board**. No club officer or director should serve more than five consecutive years on the club board.

The **Director of External Communications** has voting rights equal to an officer and is appointed by majority vote of the newly elected officers. In addition, said appointments must be approved by a majority of club members in attendance at the next general membership meeting following the proposed appointment.

Members at Large (7) have voting rights equal to an officer and are appointed by majority vote of the newly elected officers. In addition, said appointments must be approved by a majority of club members in attendance at the next general meeting following the proposed appointments.

Section C / Committees

The club board may establish committees and appoint committee chairpersons on a permanent or as-needed basis to assist the board in planning and coordinating the major components of the club's mission. Members of these committees may be invited to attend board meetings and may or may not have voting rights.

Section D / Officers' Responsibilities

The President presides over all club general membership and club board meetings; is responsible for the administration of all club business; acts as principal liaison between the club, the CLC and the Association; and ensures the financial and administrative integrity of the club.

With the approval of the club board, the president shall establish and appoint special committees and chairs. Said appointments must be ratified by the club's membership at the next general meeting following these appointments if the appointees are to become voting members of the board.

The president is an ex officio (non-voting) member of every committee except the nominating committee. The president is the official spokesperson for the SCA Democratic Club.

The Vice President has the customary role of standing in for the president in her/his absence, and keeping the president informed on all aspects of club business conducted in his/her absence. The vice president performs other duties as assigned by the president, assists in the planning of the general membership programs and with recruitment.

The Recording Secretary attends all board and general membership meetings, records meeting minutes and arranges for their distribution to members. The secretary retains an archive of

previous minutes for a minimum of three years, saves copies of all email blasts sent to the membership, directs and archives club correspondence, and maintains other records of the club as requested by the club board.

The Treasurer manages club finances, receives all club monies and pays all club bills, and insures the club follows the financial controls and procedures in Chapter Six of the CCG&Rs. The treasurer keeps records of all financial transactions, prepares financial reports for meetings, and submits required financial reports to the Finance Committee at year-end. All financial records will be retained for three years. This officer maintains the list of paid-up members.

The Director of Memberships maintains membership and guest records and mailing lists, including archiving current membership application/renewal forms; coordinates with the treasurer to update and maintain accurate records on membership counts; and reports monthly to the board on membership/guest statistics, membership initiatives and challenges.

The Director of External Communications assists the president in the planning, promotion and followup of all programs and special events. The director maintains and updates articles for the club in the *SCA Spirit* magazine and acts as the principal coordinator for invited guest speakers at club meetings. All communications and activities regarding invited guests should include the director of external communications. This director assumes the duties of the recording secretary in the absence of that officer.

Members at Large (7) carry out any duties assigned by the president and or club board in support of the interests of the club.

Section E / Nomination and Election Procedures

A nominating committee appointed by the president will establish a slate of candidates for the election of specific officers. At least 30 days' written notice of an election must be given to members, including the names of those on the slate of candidates. In addition to the slate, any club member in good standing may be nominated from the floor at the annual general membership meeting for the election of officers. Voting will be done by show of hands or secret ballot. Members may also vote if "present" on a speaker phone or video. A simple majority will carry.

The election for each office will be held in the fourth quarter but prior to December 1. The board will report the election results to the Activities Department and the CLC liaison.

Section F / Vacancies of Officers

An officer or director who resigns or otherwise does not complete the full term of office may be replaced by appointment by the club board. At the completion of the term, a replacement will have the opportunity to be re-elected/appointed for full consecutive terms.

ARTICLE V / CLUB OPERATIONS

Section A / General

The board has the authority to set the frequency and times of its meetings and other general membership meetings as needed. Agendas and meeting minutes will be sent out in a timely manner to club members via email and/or posted on the club website or social media or mailed using USPS. All club members in good standing are eligible to attend club board meetings except for matters requiring confidentiality.

Section B / Types and Frequency of Board and Other Member Meetings

There are three types of club meetings:

1. Business meetings that are held as often as necessary to fulfill the club purpose. These meetings will be held to discuss various aspects of the political world and to allow members and guests to hear invited speakers.

2. An annual general membership meeting will be held in the fourth quarter but prior to December 1, at a time and place to be announced not less than 30 days prior to the meeting. All members in good standing are eligible to attend and vote for the election of officers.

3. Club board meetings held periodically at a time and place designated by the president.

Section C / Conduct of Meetings, Parliamentary Procedure

Roberts Rules of Order will govern the conduct of business at all general membership and club board meetings. There will be no business transactions at club meetings; club members are not permitted to promote their individual non-club private business interests to club members or sell goods or services to each other.

Section D / Meeting Quorum and Voting Procedures

A quorum for all general membership meetings is defined as the number of members in good standing who attend the meeting. Each attending member will have one vote by show of hands or secret ballot. A simple majority vote determines the passage of a motion.

A quorum for the club board meeting is defined as one-half of the voting board members in good standing who attend the meeting, plus one. Each voting board member will have one vote by show of hands or secret ballot. A simple majority vote determines the passage of a motion.

ARTICLE VI / FINANCE

Section A / Requirements

The club will conform to all requirements of Chapter Six of the CCG&Rs – Financial Controls and Procedures. Financial records must be maintained by the club for a period of three years.

Section B / Procedures

1. Officers will authorize all expenditures. Checks must be signed by two officers, one of whom should be the treasurer whenever possible.
2. The individual amount club officers are authorized to spend without membership approval is under \$500.
3. The funds of the club will be maintained in a bank account at a commercially acceptable and FDIC-insured financial institution.
4. As concerns charitable contributions or donations, the club board will recommend the charity and the method of soliciting donations, with email ratification by a majority of those club members who respond.
5. The treasurer's annual financial report must be reviewed by an individual(s) other than officers or club directors. The annual financial report will be presented at the next board meeting and duly recorded in the applicable minutes of that meeting.
6. Financial records will be maintained and reported in accordance with Financial Controls and Procedures as per Chapter Six of the CCG&Rs.

ARTICLE VII / GRIEVANCE PROCEDURES

Section A / General

Grievance issues involve confidential matters, and the club board should take every step to insure the confidentiality of the grievance process. A grievance may be brought by any member against another for activities allegedly detrimental to the club. These may warrant warnings, suspension or expulsion.

Such activities may include, but are not limited to, excessive disruptive behavior; physical violence; abusive or obscene language; sexual harassment; unauthorized use of club equipment; damage to fixtures and/or equipment; or action in violation of the club's bylaws. Should the grievance be against more than one member of the club board, the grievance should be directed to

the president of the board as the representative of the entire club board. Officer or director recalls for cause will follow the same procedure.

Section B / Grievance Process

Step 1 / Informal

Often there are misunderstandings that are easily resolved. Accordingly, the first step in this process is designed to explore the issues in a way that may lead to a prompt resolution, without the need for any formal process. If a club member feels aggrieved about an issue that arises out of or is related to any club action or activity, the club member should report his or her grievance to the club president or other club officer within 30 days of the alleged incident.

The report, preferably in writing, should include the date the problem occurred, a complete description of the problem and any information necessary for a full and fair resolution of the problem. A response from the club board's president should be made to the grievant within 14 days of the original report. If the grievant feels the issue is yet unresolved, he/she may proceed to a more formal process (Step 2).

Step 2 / Formal

A written grievance must set forth a complete description of the facts including the date the issue arose and any relevant documentation. All information necessary for a full and fair resolution of the issue must be delivered to the club president or other officer within 14 days of the date that the club member has received a response from a club officer as stated in Step 1.

The club board will then formally put the matter on its agenda for its next regularly scheduled club board meeting, which the grievant will be invited to attend. If the grievance includes criticism of a club officer, that officer will not participate in any determination by the club board.

Prior to the meeting, the board will notify the club's CLC liaison in writing including details of the grievance. The CLC liaison will have the opportunity to assist the board and club member in resolving the dispute, either before the board meeting or at the board meeting.

After the board has made every attempt to resolve the grievance, a written determination of the grievance from the club president will be given to the grievant within 14 days with a copy to the club's CLC liaison. Should the president be disqualified from participating as set forth above, the written determination will be provided by another club officer. If the grievant feels that the issue has still not been resolved satisfactorily, the grievant may proceed to Step 3.

Step 3 / Hearings

A written request for a formal hearing must be made by a grievant within 14 days of receipt by the grievant of the club's written determination. That written notice must be delivered to the club president or other officer, with a copy to the CLC liaison. The club board will then notify all parties of interest and witnesses, including the CLC liaison, within 14 days of receipt of the request for a hearing of the date, time and place where the club board will conduct a closed hearing to review the complaint.

The CLC liaison will attend the hearing as an observer and provide counsel and advice, as necessary. At that time, the accused member will have the opportunity to defend the reasoning behind his/her actions. All hearings will proceed with or without the presence of the accused. The decision of the board will be rendered in writing within five days after the hearing including a recommendation for disposition of the grievance as follows:

1. Dismissal. If the hearing finds no reasonable justification for the grievance, it will be dismissed. No approval by CLC is required.
2. Warning. If the hearing finds complete or partial justification of the grievance, the board will issue a written warning and caution that any future disciplinary issues may result in Suspension or Expulsion. If within one year of a written warning, there is no further conduct of a similar nature by the member, the written record will be destroyed. No approval by CLC is required.

3. Suspension. If the hearing finds that the circumstances require a suspension of the member's club participation, the board can recommend suspension for a period ranging from one month to a year. During suspension, the member may not participate in club functions, have access to dedicated club rooms or attend club meetings. CLC review and approval is required.
4. Expulsion. If the hearing finds the proven circumstances egregious enough to recommend expulsion, the board may so recommend. However, approval of such a recommendation by the CLC will receive scrutiny before sanctioned. Upon review, CLC may recommend a lesser action. After two years, the expelled member may seek to rejoin with the approval of the board.
5. Required statement to disciplined club member. Any recommendation for suspension, expulsion or recall will include this statement to the member: "This decision will be reviewed by the CLC unless you notify the club board in writing of your acceptance of this decision. Your failure to appear, after notice, at a scheduled CLC review will be viewed as acceptance of the club's recommendation." The accused member may, at any time, forgo the appeal procedure and accept the board's recommendation. This can be by written notice of acceptance to the CLC or by failure to appear at the subsequent CLC review.

ARTICLE VIII / CLUB DISSOLUTION

Officers or members desiring to dissolve the club must bring a motion of dissolution to the club board. The board must pass the motion with a two-thirds majority of those present at the board meeting. The board will notify the CLC liaison of an affirmative vote.

The board must then notify the membership in writing 30 days ahead of time of a general membership meeting to vote on dissolution. The process to dissolve the club will commence upon an affirmative two-thirds vote of members present at the general membership meeting called for this purpose.

The club officers must reconcile the club's financial records per Chapter Eight of the CCG&Rs.

Upon written verification from the Finance Committee liaison to the CLC that the financial records are reconciled, the board will request consideration of a motion to dissolve the club at the next CLC meeting.



Club president



Membership approval date



Signature of CLC chair



Date approved