

# Sun City Anthem RV Club Bylaws

## ARTICLE I. GENERAL

**Section A:** Name of the Club: SUN CITY ANTHEM RECREATIONAL VEHICLE CLUB (SCARVC)

### **Section B: Club Purpose**

1. To promote fellowship among Sun City Anthem residents who share an interest in traveling as a group in their recreational vehicles, including, but not limited to pop-up trailers, tent trailers, travel trailers, fifth-wheel trailers and motor homes;
2. To promote recreational and social activities among club members by means of rallies, camp outs, travel tours and other special events.

### **Section C: Compliance**

These by-laws fully comply with the SCA Association's Governing Documents, and the Chartered Club Guidelines and Rules (CCG&R's). In the event of a conflict between these by-laws and the Governing Documents or CCG&R's, the latter will prevail.

### **Section D: Authority**

The Club shall be operated under the authority and control of the SCA Association in accordance with applicable statutes and the Association's Governing Documents.

## ARTICLE II. MEMBERSHIP

### **Section A: Membership**

Membership is open without discrimination to any occupant of a Sun City Anthem home who holds a valid Sun City Anthem Community Association (SCACA) Activity card. There shall be neither precondition for membership nor the requirement 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: Guest Policy:**

Eligible residents and non-resident guests may be extended privileges as long as they meet the Chartered Club Guidelines and Rules of the Association.

Resident Guests are permitted to attend a maximum of two (2) rallies per year and must then become members in order to continue enjoying benefits.

Non-Eligible Guests who do not qualify for membership, must be accompanied by a member at all times, and not attend more than five (5) functions per year. Such guests may be charged a fee.

### **Section C: Suspension, Expulsion, Recall**

1. The relevant sections of the Chartered Club Guidelines & Rules of the Association apply to disciplinary actions.
2. The Board recognizes that grievance issues involve confidential matters. It will take every step to insure the confidentiality of the grievance process
3. A grievance may be brought by any member about another for activities allegedly detrimental to the Club. These may ultimately 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 these Bylaws.
4. Such a grievance should be brought within 30 days and must be submitted with particulars, in writing, to any Officer or Director and forwarded to the President. Grievance details will include the name of the party or parties involved and a complete description of the alleged incident or activity. If the grievant is unwilling to make a written grievance because of personal concerns, the club officer should document the grievance in writing with details about the action taken. [See 2.10.M, (Club Files) for retention requirements.]
5. Within 14 days of receipt of a written grievance, the President will consult with the Board to determine action on the grievance. If the grievance includes a Club Director, then that member will be excluded from the review. If the Board determines the grievance does not create the need for a Club Inquiry, a club officer will advise the grievant, documenting the decision in writing with details about the action taken and reporting the same to the club's Lifestyle liaison along with all documentation.

6. If the Board finds the nature of the grievance requires further investigation, it will, in writing, notify the member(s) involved of an informal Club Inquiry. Notice will include all pertinent details of the allegations. The Board may appoint one or more uninvolved members-at-large to assist in the investigation of the grievance and be a part of the Club Inquiry.
7. After the Club Inquiry is completed and reported to the Club Board, the Board may dismiss the grievance, advise the involved parties of that decision, and make a written record of the findings; or, it may request an appearance of the parties involved before the Board for a closed Club Hearing. The Lifestyle Committee liaison will be notified in writing, with detail, about the decision for a hearing.
8. The Hearing will:
  - a. Be scheduled within 14 days, with immediate written and verbal notice to all parties of interest and witnesses. Only members of the Club Board will represent the club and be involved in a decision. The hearing will be scheduled to accommodate the schedules of those who need to appear.
  - b. Include an agenda for evidence from both sides and independent witnesses, allowing sufficient time for participant testimony and review of documents.
  - c. Result in written findings of fact by the Board within 72 hours, including a recommendation for disposition of the grievance. The report will be sent to the club's Lifestyle liaison with copies of all written documents used at the hearing. Any recommendation for suspension, expulsion or recall will include this statement to the member: "This decision will be reviewed by the Lifestyle Committee unless you notify the SCARVC Board in writing of your acceptance of this decision. Failure to appear, after notice, the review will be viewed as acceptance of the club's recommendation.
9. Any written material used by the club as documentation of the charges must be provided to the affected member at least ten (10) days before the hearing.

The recommendation for disposition will be one of the following:

- a. Dismissal of grievance: If the hearing finds no reasonable justification for the grievance, it will be dismissed.

- b. If the Board determines the grievance does not create the need for a Club Inquiry, a club officer should so advise the grievant, document the decision in writing with details about the action taken and report same to the club's Lifestyle liaison along with all documentation.
- c. 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.
- d. 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 clubrooms, or attend club meetings.
- e. Expulsion: If the hearing finds the proven circumstances egregious enough to recommend expulsion, the Board may so recommend. However, the club is aware that approval of such a recommendation by the Lifestyle Committee will receive the most careful scrutiny before such approval. Upon review, Lifestyle may recommend a lesser sanction. After 2 years, the expelled member may seek to rejoin with the approval of the Board.
- f. The affected 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 Lifestyle Committee or by failure to appear at the subsequent Lifestyle Committee review.

10. Officer or Director Recalls for cause (including such activities as listed in the first paragraph of this Section) follow the same procedure above.

#### **Section D: Dues**

The annual dues are established at a range of \$10 - \$20 annually, as determined by the RV Club Board. Dues are payable by January 1 each year. The deadline each year for renewal of dues is the end of February. Members are given a grace period until the end of February. If dues are not paid by this date, members' names will be removed from the roster and a renewal fee, plus a late penalty equal to the annual dues amount will be imposed. A lapsed membership with a minimum of 6 months absence will require payment of

the annual dues, the penalty amount (equal to membership fees) and an additional \$30 for rejoining. Executive board will review special circumstances. New Members who join in either November or December will have their dues rolled over to the next year. No new membership fees will be required.

### **ARTICLE III. OFFICERS and CLUB BOARD**

#### **Section A: Officers/Terms**

The Officers shall consist of a President, Vice-President, Secretary, and Treasurer. Officers shall be elected on an annual basis and shall 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.**

The above Club Officers constitute the Club Board.

In addition to the aforementioned Club Officers, the Rally Master, Webmaster and Membership Chair, all of whose duties are described subsequently in Article VI, will serve as appointed members of the Club Board. The immediate past president of the club will also serve a one-year term, in the year subsequent to his/her final term of office, as a member of the Club Board, and will vote on issues only to break a tie between the other members of the Club Board.

#### **Section C: Officers' Responsibilities**

##### **President:**

The President shall preside over all Club General Membership meetings and meetings of the Club Board; be responsible for the administration of all Club business; shall act as principal liaison between the Club and the Association; and shall ensure the financial and administrative integrity of the Club.

##### **Vice President:**

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 shall perform other duties as assigned by the President.

**Secretary:**

The Secretary will attend all Board and General Membership Meetings, record minutes of meetings, and arrange its distribution to members.

The Secretary will maintain and update articles for the Club in SCA Spirit magazine, retain an archive of previous minutes, save copies of all email blasts sent to the membership, direct and archive club correspondence as requested by the Club Board and maintain other records of the club.

**Treasurer:**

The Treasurer manages the finances of the Club, receives all monies, and pays all bills owed by the Club and insures the Club otherwise follows the financial controls and procedures in Chapter Three of the CCG&R's.

The Treasurer keeps records of all financial transactions, prepares financial reports for meetings, and submits required reports to the Finance Committee at year-end. All financial records will be retained for three years.

This office maintains the roster of paid up members.

**Section D: Nomination and Election Procedures**

A Nominating Committee appointed by the President will establish a slate of candidates for the election of Officers. In addition to the slate, any Club member in good standing may be nominated from the floor at the Annual Membership Meeting for the election of officers. At least 30 days notice of an election shall be given to members. Voting will be done by voice. A simple majority will carry.

The election will be held in the 4<sup>th</sup> Quarter, but prior to December 1<sup>st</sup>. The Board will report the election results to the Activities Department and the Lifestyle Committee liaison.

**Section E: Vacancies of Officers:**

An Officer or elected 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 for full consecutive terms.

## **ARTICLE IV. OPERATIONS:**

### **Section A: Type and frequency of Meetings**

The Club shall meet on a monthly basis during the months of August through May of each year. There shall be meetings during June and July if called by either the President or Vice-President who determines that such a meeting shall benefit the Club.

An Annual General Membership Meeting will be held each October or November 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 and/or Directors.

The Board has the authority to set the frequency and times of its meetings and other general membership meetings as needed.

### **Section B: Conduct of Meetings/Parliamentary Procedure:**

Robert's Rules of Order shall govern the conduct of business at all General Membership and Club Board meetings.

### **Section C: Meeting Quorum and Voting Procedures:**

A quorum for the General Membership Meeting 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 shall determine the passage of a motion.

A quorum for the Club Board meeting is defined as one-half of the members in good standing who are in attendance at the meeting, plus one. Each Club Director shall have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

## **ARTICLE V. FINANCIAL**

**Section A:** Financial records shall be maintained by the Club for a period of three years.

**Section B:** Officers shall authorize all expenditures. Checks will be signed by two Officers, one of whom, whenever possible, should be the treasurer. The maximum individual amount club officers are authorized to spend without membership approval is \$ 250.00. Spending of Club funds in excess of \$250.00 requires the approval of a majority of the members in attendance at a general meeting and confirmed in club minutes except for deposits held for future activities

**Section C:** Financial records shall be maintained and reported to the Sun City Anthem Association in accordance with Financial Controls and Procedures as per Chapter Three of the Chartered Club Guidelines.

**Section D:** The funds of the Club will be maintained in a bank account at a commercially acceptable and FDIC insured financial institution.

**Section E:** The Treasurer's financial report must be certified on an annual basis by individual(s) other than Officers or Club Directors. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of that meeting.

## **ARTICLE VI. COMMITTEES**

The Board may establish Committees and appoint Committee Chairpersons on a permanent or as- needed basis. The Board decides the scope and function of such committees and whether the Committee Chairpersons serve as Board Directors.

**Section A.** Permanent (standing) committees shall include, but not limited to:

1. Membership
2. Social
3. Rally
4. Equipment
5. Communications
6. Website

**Section B.** Committee chairpersons shall be appointed by the Executive Board.

**Section C.** All committees shall have written mission statements assigned prior to committee appointment.

### **1. Membership**

The members of this committee shall be responsible for promoting the membership of the SCARVC and for maintaining all membership records, including names, mailing addresses, telephone and FAX numbers, e-mail addresses and the Community Association membership numbers of all SCARVC members. The Membership Committee is responsible for periodically reviewing the SCARVC membership files to ensure that club members remain bona-fide Association members.



## **2. Social**

The members of this committee shall be responsible for recommending and organizing social activities for the general membership of the SCARVC and for non-dues methods of raising money to support the activities of the SCARVC.

## **3. Rally**

Directed by the Rally Master, the members of this committee shall be responsible for recommending and organizing Rallies, training Wagon-masters and other outdoor events for the SCARVC. They shall also collect entrance fees, if any, needed to conduct each event.

## **4. Equipment**

The members of this committee shall maintain a list of equipment owned by the RV Club and generally carried by members in their rigs. The equipment committee shall respond to requests from wagon masters for this information to assist in planning rallies.

## **5. Communications**

The members of this committee are responsible for the monthly update of the Club's article in the Association's Spirit magazine and general promotion and dissemination of information about the SCARV, both to members and non-members. This Committee coordinates closely with the Social Committee.

## **6. Website**

This Committee is responsible for managing the Club's Website. Its activities include recommending to the Executive Board and Club members design and enhancements to ensure the Website serves the needs of Club members in the most cost effective manner possible. They also include working closely with other committee chairmen to ensure the Website content is current and that all updates and changes are processed promptly

## **ARTICLE VII. AMENDMENTS**

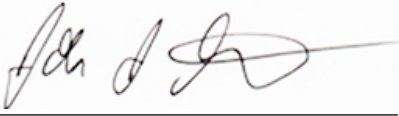
A. In order to amend these by-laws, a majority vote of the membership present at a meeting duly called for such purpose must be obtained. The required notice for this meeting must be given.

B. Meeting notices shall be by at least 30 days in advance, by Email or USPS.

**ARTICLE VIII. DISSOLUTION**

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the SCA Association.

SIGNATURES



John Strasner  
RV Club President

**February 25, 2014**  
Date of Membership Approval

Signed: *Alletta Waterhouse*  

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Lifestyle Committee Chair

**September 2, 2015**  
Date Approved