

**CLUB BYLAWS**  
**SUN CITY ANTHEM HIKING CLUB**  
**(As amended and approved February 2018)**

**ARTICLE I - GENERAL:**

Section A.

Name of Organization: Sun City Anthem Hiking Club

Section B.

Purpose of Organization: To provide an organized framework under which Sun City Anthem residents may engage in various hikes and outings dependent upon resident demand. The club will provide management oversight, centralized scheduling, logistics and publicity in concert with the Sun City Anthem Lifestyle Director to ensure maximum accessibility to residents, efficient use of Association facilities, staff, and material resources.

Section C.

Compliance: These bylaws will fully comply with the Association's Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these bylaws and the Documents, or Rules, the Documents or Rules will prevail.

Section D.

Operation: This organization shall be operated as a non-profit association in accordance with applicable statutes and the Association's Documents.

**ARTICLE II - MEMBERSHIP:**

Section A.

Membership shall be open to all Sun City Anthem residents Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Section B.

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

Section C.

Guest Privileges: A guest is defined as a person(s) who does not reside within the confines of Sun City Anthem and who is attending a Sun City Anthem Hiking Club event, excluding hikes, at the invitation of and accompanied by an Association Member who is a member of the community in good standing.

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Section D.

Dues: There will be annual dues assessed to all club members as determined by the Executive Board of Sun City Anthem Hiking Club and a majority vote by the club members.

**ARTICLE III – OFFICERS:**

Section A.

Officers: The executive board shall consist of a president, vice-president, secretary and treasurer.

Section B.

All officers shall be elected in accordance with Section E and F of this Article. Officers shall serve without compensation.

Section C.

Terms of Office and Responsibilities: The president, vice-president, secretary and treasurer will serve for two-year terms, staggered to provide continuity regarding club business from one Executive Board to the next. The president and treasurer will be elected to serve in even numbered years and the vice-president and secretary will be elected to serve in odd numbered years. All officers may succeed themselves provided they receive a majority vote in accordance with Section E and F of this Article. Terms of office start the first day of January and end the last day of December.

Section D.

Duties and Responsibilities: President presides over all club meetings and is accountable for the administration of all club business. The incumbent acts as the principle liaison between the club and the Association and appoints members of all committees that have been authorized.

Vice President performs all duties of the Club President in the event of his/her absence or inability to perform. Assists in the conduct of periodic meetings and performs random assessments of club functions to ensure smooth operations. Initiates action to resolve problem areas.

Secretary maintains club records, issues notices of all meetings and publishes and distributes meeting minutes to all club members. The secretary shall develop special publicity media i.e. flyers, newsletters, inserts, etc., to inform residents of club activities.

Treasurer receives and deposits all monies due to the club and pays all obligations that may be incurred by the club in the regular course of business. The incumbent maintains an up-to-date ledger of all financial transactions and provides financial reports as may be required at club meetings. Prepares and submits Year End reports as required by the Association.

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Section E:

Nominations and Election Procedures: Nominations are solicited from the general membership during the meeting held during November of each year to identify candidates for office. Nominations will be accepted by email for one month and proposed candidates will be vetted by a nomination committee. Nominations may also be made during the December meeting providing the nominee is present and agrees. Elections occur in December with new officers installed in January of each year.

Section F.

Meetings, Quorum, and Voting Procedures: Meetings are held as determined by the Club Executive Board. A quorum is a minimum of 15 percent of the general membership. Only members in good standing are permitted to vote. Annual voting for club officers will be by written secret ballot and by electronic means as determined appropriate by the Executive Board. All other topics requiring a majority vote will be by a method specified by the Club President (voice, show of hands, or written ballot).

Section G.

Vacancies and Recall of Officers: In the event an officer is not able to perform his/her duties, a replacement will be temporarily appointed by the Club Executive Board. A special election will be conducted at the next general meeting in accordance with the nomination and election process described in Sections E and F of this Article.

**ARTICLE IV - MEETINGS:**

Section A.

Types and Frequencies of Meetings: General membership meetings will be held as needed. The time, place and necessity of such meetings to be determined by the Club Executive Board. The meeting and agenda will be announced via the Sun City Anthem Hiking Club website and transmitted to the membership via electronic mail.

Section B.

Conduct of Meetings/Parliamentary Procedure: Issues involving policies, procedures, elections and events that affect the membership will be presented for a vote during the business portion of each general meeting using Roberts Rules of Order as a guide.

**ARTICLE V – FINANCIAL:**

Section A.

The club Treasurer maintains all financial records for the current and ~~seven~~ **six** previous years of the club's operations.

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Section B.

Individual expenditures in excess of (\$200) shall require a majority approval by vote of the Club Executive Board. The results of the vote by the Club Executive Board shall be duly recorded in the applicable minutes of the meeting at which the vote occurred. Proposed contracts shall be submitted to the Association for approval prior to execution and in accordance with Association rules.

Section C.

Annual audits shall be conducted by two club members who have volunteered to do this work. Audit results will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which is presented.

Section D.

All funds/revenues shall be deposited in a bank account established in the club's name with the Association's designated chartered club banking services provider. The club's bank account shall be maintained through succeeding club administrations. Disbursements should not be made from cash that has not been deposited in the club's bank account. These disbursements shall be made by club check. All checks in excess of \$500 shall require signatures from two (2) Executive Board members. Exceptions to this requirement are checks written for work on the club's website and for the annual potluck.

Inventory control procedures over durable assets shall include periodic physical counts and reconciliation to the underlying accounting records. Club inventories are to be performed annually, maintained and safeguarded so as to prevent theft, deterioration, etc. The club furnishes a copy of all inventories to the Association.

Section E.

Annually, clubs are required to submit Form CC-8, "Annual Financial Report" (Appendix H) to the Lifestyle Director. A copy of the report will be retained in the official club file, and the original will be forwarded to the Association's Controller for use when preparing and filing the Association's annual tax return. This report must be provided to the Association no later than the 15th day of January and must be certified by the club president and treasurer.

**ARTICLE VI - COMMITTEES:**

Section A.

Committees will be added as the Executive Board sees fit.

Section B.

Committee chairpersons may be appointed by the Executive Board.

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Section C.

All committees will have written mission statements assigned prior to committee appointment.

**ARTICLE VII – AMENDMENTS:**

Section A.

To amend the bylaws of this club requires a two-thirds (2/3) vote of the quorum at a general meeting ~~duy~~ called for such purpose.

Section B.

Notice requirement and procedure: Any proposed amendment(s) to these bylaws must be publicized in a written document distributed to the entire club membership.

**ARTICLE VIII – DISSOLUTION:**

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

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**FOR THE CLUB:**

**FOR THE ASSOCIATION:**

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Club President: Name/Signature

Lifestyle Director: Name/Signature

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Date

Date

**APPROVAL**

The foregoing application and the attached Bylaws are hereby approved, and the Charter is hereby granted, subject to the Charter Club rules and procedures.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**SUN CITY ANTHEM AT MERRILL RANCH  
COMMUNITY ASSOCIATION, INC.**

By: \_\_\_\_\_

**Community Manager**