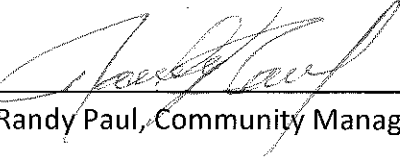


CLUB BYLAWS  
SUN CITY ANTHEM HIKING CLUB (As  
revised February 7, 2022)

SUN CITY ANTHEM AT MERRILL RANCH

COMMUNITY ASSOCIATION, INC.

By:



\_\_\_\_\_

Randy Paul, Community Manager

**CLUB BYLAWS**  
**SUN CITY ANTHEM HIKING CLUB (As**  
**revised February 7, 2022)**

**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, coordination, 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 willfully 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.

Except as provided in Section A above, 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.

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.

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**ARTICLE III – OFFICERS:**

Section A.

Elected Officers: Elected officers will consist of a president, vice-president, secretary, and treasurer.

Appointed Officers: Appointed officers will consist of a membership chair, hiking coordinator and member-at-large.

Executive Board: The Executive Board shall consist of the elected and appointed officers. Each member of the Executive Board will have equal voting rights.

Additionally, the Executive Board will appoint a website coordinator and a community outreach coordinator to serve as nonvoting Executive Board advisors.

Section B.

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

Section C.

Terms of Office: All officers 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. These 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.

The membership chair, hiking coordinator, and member-at-large will be appointed by the elected officers on the Executive Board. The terms for the membership chair and member-at-large will be the same as the president and treasurer. The terms for the hiking coordinator will be the same as the vice-president and secretary.

The website coordinator and the community outreach coordinator will be appointed when those positions become vacant.

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 principal liaison between the club and the Association and appoints members of all committees that have been authorized.

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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. Initiates action to resolve problem areas and undertakes special assignments as requested.

Secretary maintains club records, issues notices of all meetings, secures meeting and event facilities through the Union Center, and, upon approval of the president, uploads agendas and meeting minutes to the website calendar for access to all members.

Treasurer receives and deposits all monies due to the club and pays all obligations 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 required at club meetings, and prepares and submits Year End reports as required by the Association.

Hiking coordinator organizes all hikes for the club. This officer meets with hike leaders to coordinate hike activities, assign hikes, and resolve hike issues. Also, this individual maintains the club's library of hike resources including, but not limited to, books and maps for the use of club members.

Membership chair manages all activities related to adding and deleting members, maintenance of member records and communicating with members to resolve membership issues.

Member-at-large reaches out to the general membership to gather information and ideas and informs the Executive Board of members hiking concerns and preferences.

Website coordinator is an advisory position to the Executive Board. This individual will help the Executive Board understand the technical ramifications of policy/procedural decisions under consideration by the board. Also, this position will coordinate all activities with entities contracted to develop and maintain the club's website. Annually, this person will submit a proposed agreement for approval to the board for maintenance and development of the website.

Community outreach coordinator will work with local, state, and federal entities to coordinate trail maintenance and development and advise the Executive Board regarding governmental policy changes that effect the club's activities.

**Section E:**

**Nominations and Election Procedures:** The Executive Board will solicit nominations from the general membership to identify candidates for the elected offices. A nomination committee will vet nominees. Members may also nominate candidates during the December meeting providing the nominee is present and agrees. Elections occur in December with new officers installed January 1st.

**Section F.**

**Voting Procedures:** Only members in good standing are permitted to vote. Annual voting for club officers will be by written secret ballot, or by electronic means as determined appropriate by the Executive Board. If there is only one candidate for a vacant position an election need not be held.

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Instead, a quorum will be determined (Pursuant to Article IV, Section C) and the candidate will be acclaimed by a majority vote by the members present at the December general membership meeting.

Section G.

Vacancies and Recall of Officers: In the event an elected officer is not able to perform his/her duties, the club Executive Board will temporarily appoint a replacement. 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. In the event an appointed officer is not able to perform his/her duties, the elected officers will appoint a replacement as soon as a suitable replacement is selected.

**ARTICLE IV - MEETINGS:**

Section A.

Meetings: General membership meetings will be held as needed. The time, place, and necessity of such meetings to be determined by the 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.

The Executive Board will meet monthly October through March. If for any reason the Executive Board cannot meet in person, the meeting will be conducted virtually.

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.

Section C.

Quorum Requirements: A quorum is a minimum of 15 percent of the general membership. All topics requiring a vote by the membership (except as provided in Article II, Section F) will be by a method specified by the club President (voice, show of hands, or written ballot).

**ARTICLE V – FINANCIAL:**

Section A.

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

Section B.

Individual expenditures more than (\$300) 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

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**SUN CITY ANTHEM HIKING CLUB (As**  
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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 a club member(s) who has 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 it 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 shall not be made from cash that has not been deposited in the club's bank account. These disbursements shall be made by club check or debit card. All checks more than \$800 shall require signatures from two (2) Executive Board members. Exceptions to this requirement are checks written for work on the club's website.

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 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 by the date they prescribe and must be certified by the club president and treasurer.

**ARTICLE VI - COMMITTEES:**

Section A.

A Nomination Committee will be established for each election. Committees will be added as the Executive Board deems appropriate.

Section B.

Committee chairpersons may be appointed by the Executive Board.

Section C.

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

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**ARTICLE VII – AMENDMENTS:**

Section A.

To amend these bylaws requires a two-thirds (2/3) vote of the membership at a general meeting with a quorum, pursuant to Article IV, Section C, 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:**

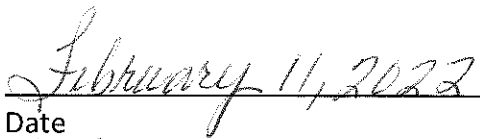
Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

**FOR THE CLUB:**

**FOR THE ASSOCIATION:**

  
\_\_\_\_\_  
Susan Dona  
Club President: Signature

  
\_\_\_\_\_  
Leslie Bentley  
Lifestyle Director: Signature

  
\_\_\_\_\_  
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 18<sup>th</sup> day of February, 2022