

Automotive/Restoration Club of Sun City West BYLAWS Amendment 7-29-15

Article III- Officers

Section A- The Board shall consist of, (at a minimum) four officers; a President, a Vice President, a Secretary and a Treasurer.

Our club will also have a Safety Director with full voting privileges.

Additional elected officers with voting rights for this club are a Second Vice President and an Assistant Treasurer for a total of seven (7) members.

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 Charter Clubs by signing the CR-5 (New Club Officers Rules, Regulations and procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C - The Club 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)

A winning candidate must have a 51% or higher approval. A quorum shall be a minimum of ten (10%) percent of the Club membership in attendance who are eligible to vote with a minimum of 20, and a maximum of 100.

Section D – The Secretary is responsible for completing the CR-15, Annual Membership Roster, as of 12/31 and submitting it to the Recreation Activities Manager by February 1.

Section -E Officers' Terms and Responsibilities

All officers will be elected for a one-year term.

All officers cannot serve more than three consecutive terms.

The President:

Will preside over official Club meetings.

Call regular meetings as described in club rules.

Represent Club at Recreation Center Meetings.

Hold monthly meetings with other Club officers.

Write up an annual plan and budget for his term of office.

The President will only vote on actions of the board to break a tie.

Vice President:

Shall act in the absence of the President at meetings.

Succeed President in the event the President cannot complete his/her term due to illness, termination, or is no longer a resident of Sun City West.
Attend officer meetings.

Second Vice President:

Shall act in the absence of the President and First Vice President at meetings.
Succeed President in the event the President and Vice President cannot complete his/her term due to illness, termination, or is no longer a resident of Sun City West.
Attend officer meetings.

Secretary:

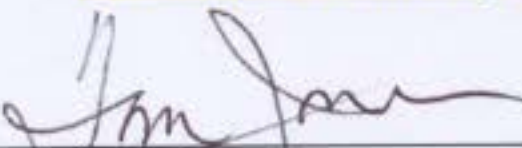
The Secretary shall take notes at all official Club meetings and post them clearly in the club so all members may read.
Complete all club correspondence internally and externally in a timely manner.
Working with Treasurer complete all forms required by the Recreation Centers accurately and on time.
Keep files and records up to date including membership roster and reports.

Treasurer:

Keep all club financial records up to date.
Assist President and other officers establish and maintain annual budget
Pay bills in a timely manner.
Be direct contact for financial matters with Recreation Center and banks.
Provide an up to date "Treasurer's Report" for monthly and Annual Club meeting. 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.

Assistant Treasurer:

Shall act in the absence of the Treasurer at meetings.
Shall assist the Treasurer as requested.
Succeed Treasurer in the event the Treasurer cannot complete his/her term due to illness, termination, or is no longer a resident of Sun City West.
Attend officer meetings.



Tom Jones, President

7-29-15
Date

Mike Whiting, General Manager

Date

Amended _____

Adopted _____