

MAY - 1 2026



CHARTERED CLUB BYLAWS

AUTOMOTIVE / RESTORATION CLUB OF
SUN CITY WEST

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Automotive/Restoration Club (ARC) of Sun City West

Section B - Purpose of Organization

The ARC is formed exclusively for charitable and educational purposes under Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code. Further the ARC will raise funds for bona fide nonprofit organizations that are organized under IRS Section 501 (C) (3).

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Roster

The Annual Membership Roster must contain each Club Member's name and Recreation Card number as of December 31. This is part of the Annual Financial Statement.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually before they are required to join the Chartered Club. A SCW REC Card holder may visit the Club five (5) times in a calendar year before being required to join the club. Monitoring compliance of the guest rules will be the responsibility of the Club. A guest may attend instructional seminars and presentations upon approval of the Club Board.

Visitors are always welcome during normal operational hours. All visitors must sign-in on the club's visitor log and be accompanied by a Club Member when entering the shop working areas and safety glasses must be worn when in the shop working areas.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities and may not be given any more privileges than a SCW Recreation Card Holder.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual Membership Roster.

A Club Charter is dependent on continued club membership and membership participation based on the existing Club Charter.

Section I – Club Monitoring

Upon joining the ARC, new members are required to attend Safety, Monitor and Lift Training. New members must sign up to shadow a monitor within 30 days of receiving training. Members are encouraged to sign up to be a monitor as often as possible.

Article III – Code of Conduct

Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form Chartered Clubs Disciplinary Actions, with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Section B – Commercial/Mass Production Prohibition – Not Applicable

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

The ARC Board consists of six officers: President, 1st Vice President, 2nd Vice President, 1st Treasurer, 2nd Treasurer and Secretary.

The following Managers are appointed by the Board, do not have Board voting Privileges and are not term limited:

Safety Manager, Shop Operations Manager, Assistant Shop Operations Manager, Paint Shop Manager, Membership Manager

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board. A majority vote of the Club's Board is needed to confirm the appointment of a member to fill a Board vacancy.

Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the New Club Officers List and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report and forward it to the office of the Recreation Manager.

Section D – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties
See Appendix A – Club Officer Role Descriptions on page 18 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office.

Section E – Filling a Board Vacancy

In the event of any elected officer vacancy, the remaining board members will appoint a club member to fill the vacancy. Exception: If the President leaves for any reason the 1st Vice President shall become President. The remaining officers will then work with the new President to replace by appointment the vacancy of the 1st Vice President.

Section F – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section G – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at www.scwclubs.com) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Mandatory Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Agendas for all club general membership meetings will be posted on the club's web site and on the Shop Bulletin Board at least 48 hours in advance of the meeting.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

Any officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

Article VI – Financial

Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

Section B – Spending Limits

The Club Board may authorize the 2nd Treasurer to disburse funds in support of Club activities in amounts not to exceed \$2500. Expenditures greater than \$2500 must be approved by a vote of the general membership. The Club President may authorize expenditures up to \$1,000. Shop Manager and Paint Shop Manager may authorize Shop expenditures up to \$500.

Checks greater than \$500 must be signed by two Board Members.

Section C – Club Member Compensation

No member shall receive compensation or financial award from Club funds for contributions or service to the Club. The only exception is when a member has an independent contractor agreement reviewed by the Recreation Manager.

Section D – Financial Record Audits

Financial records must be audited annually by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

Section G - Treasurer’s Duties and Responsibilities

See 1st Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

Section H - Club Special Events

The Club holds three Special Events annually that need to be voted on by the membership and approved by a majority vote. The events will be presented to the membership in detail, to include expected costs, not to exceed specific amounts.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

Section D - Duties of the Safety Manager/Committee

The duties of the safety Manager/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F - Other Committees/Coordinators and Their Duties

The Social Coordinator/Social Committee is responsible for planning, coordinating and conducting social functions for the club.

The Monitor Coordinator is responsible for keeping the “Monitor Duties and Responsibilities” section of the Shop Operations Manual up to date and ensuring Monitor Trainers are qualified to instruct new members.

The Training Coordinator is responsible for ensuring training is conducted on a routine basis as needed and that designated Trainers are scheduled and qualified to instruct new members.

The Car Show Manager is responsible for the planning and operation of the Annual Car Show and presents the detailed plan to the membership on an annual basis for approval.

The Golf Tournament Manager is responsible for the planning and conduct of the Annual Golf Tournament and presents the detailed plan for the Tournament to the membership for approval on an annual basis.

The Raffle Car Coordinator is responsible for acquiring a raffle Car and coordinating the sale of raffle tickets throughout the year and presents a detailed plan to the membership on an annual basis for approval.

The Content Manager is responsible for maintaining the club’s websites

The Publicity Coordinator is responsible for publishing club events in coordination with the club President and Secretary.

The Rusty Nuts Editor is responsible for creating and publishing the Rusty Nuts Newsletter on a monthly basis. The Newsletter is reviewed by the Club President prior to publication.

The ARC Angels Coordinators are responsible for responding to community members who need help with automotive issues.

Article VIII – Amendments

Section A – Amending These Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

Section B – Amendment Review Requirements

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section D – Revised Bylaws Review Requirement

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

Article IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Section B – Clubs with IRS tax designation of 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (C) (3) of the Current Internal Revenue Code (or the corresponding provision of any future United states Internal Revenue Law) or (b) by a corporation contribution to which are deductible under Section 170 (C) (2) of the current Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

Appendix A – Club Officer Role Descriptions

President

- Set the time and place and preside over Board and General Membership Meetings
- Solicit input and compile agendas for Board and General Membership Meetings.
- Create and appoint Chairs for needed committees and appoint members to fill non-elected club officer positions
- Coordinate Club and fiscal business with the RCSCW to include room reservations and facility management issues.
- Communicate with members using the club's email program.
- Attend the mandatory facilities request submission day.
- Attend any mandatory RCSCW club officer meetings.
- Review the club secretary's meeting minutes prior to publication.
- Is a signer on the club's bank accounts.
- Contribute to creating and writing Club Policies and Procedures.
- Upon completion of the term of office, completes form New Officer List.

1st Vice President

- Perform the duties of the President, if the President is absent.
- Succeed the President if the President cannot complete the term.
- Attend Board and General Membership Meetings.
- Attend any mandatory RCSCW club officer meetings.
- Contribute to creating and writing Club Policies and Procedures.
- Oversees the following areas and provides input as necessary:
Finances, Membership, Safety & Training.
- Is a signer on the club's bank accounts.

2nd Vice President

- Perform the duties of the President, if the President and 1st Vice President are absent.
- Attend Board and General Membership Meetings.
- Attend any mandatory RCSCW club officer meetings.
- Contribute to creating and writing Club Policies and Procedures.
- Oversees the following areas and provides input as necessary.
Social, Content (website) & Publicity

1st Treasurer (Income)

- Makes timely deposits at the bank.
- Makes corresponding deposit on QuickBooks.
- Verifies all Credit Card receipts weekly.
- Makes corresponding entry on QuickBooks.
- Tracks STRIPE deposits in checking account.

- Makes corresponding entry on QuickBooks.
- Informs Membership Manager.
- Enters any direct income from bank accounts on QuickBooks
- Provides forms and letters to donors as needed.
- Obtains tax withholding from raffle car winner.
- Forwards withholding to IRS
- Provides monthly income report to the Club Board and General Membership Meetings
- Attends any mandatory RCSCW club officer meetings.
- Contribute to creating and writing Club Policies and Procedures.
- Is a signer on the club's bank accounts.
- Completes Annual Financial Statement with 2nd Treasurer
- Assumes the duties of 2nd Treasurer as needed.
- Coordinates with the Membership Manager to complete and submit Form CR-15

2nd Treasurer (Expenses)

- Creates all checks on QuickBooks
- Tracks monthly Commerce Bank transactions (credit card use)
- Verifies all Club Credit Card Purchases
- Enters Credit Card purchases on QuickBooks
- Pays Commerce Bank
- Reconciles QuickBooks checking account on QuickBooks monthly
- Enters any direct paid expenses from checking on QuickBooks
- Provides monthly expense report to the Club Board and General Membership Meetings.
- Keeps Inventory Spreadsheet up to date
- Finalizes annual inventory list for the RCSCW.
- Attends any mandatory RCSCW club officer meetings.
- Contribute to creating and writing Club Policies and Procedures.
- Is a signer on the club's bank accounts.
- Completes Annual Financial Statement with 1st Treasurer
- Assumes duties of 1st Treasurer as needed.

***QuickBooks Administrator (One of the Treasurers or the 1st Vice President)**

Verifies QuickBooks entries and makes changes when necessary.

Moves money as needed between checking and money market accounts

Makes corresponding Journal entry on QuickBooks

Prepares Annual Financial Statement report with help from the Membership Coordinator

Coordinates preparation of the annual tax returns.

Provide monthly financial documents to the Content Manager for posting on the club's website.

Secretary

- Attends Club Board and General Membership meetings and records meeting minutes.
- Seeks review of Board Members and approval of President before posting minutes.
- Seeks approval of General Membership Meeting Minutes at the following General Membership Meeting.
- Attends any mandatory RCSCW club officer meetings.
- Maintains the following Club Communications for three (3) Years.
Meeting Minutes
Incoming and outgoing correspondence.
- Responsible for the oversight of publicity of Club Events.
- Works with Board Members to complete all forms required by the RCSCW.
- Completes the annual New Officer List and forwards to the Recreational Manager

Safety Manager

- The Safety Manager is responsible for ensuring all areas of the shop are clear of unsafe situations and typical activities within the shop are reviewed for proper safety procedures.

Shop Operations Manager & Assistant

- Is responsible for Operating the Shop in a safe and efficient manner.
- Appoints Shop Foremen and holds annual Foremen Meetings.
- Prepares and keeps the Shop Operations Manual updated.
- Ensures equipment and supplies are available for members use.

Paint Shop Manager

- Is responsible for Operating the Paint Shop and Prep Area in a safe and efficient manner.
- Prepares and keeps the Paint Shop Manual updated.
- Ensures equipment and supplies are available for members use.


Membership Manager

- The Membership Coordinator is responsible for processing new members into the Club Trac system, providing name badges to new members after they have completed training and coordinating with the 1st Treasurer to complete the annual Membership Roster.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures



Club President

5-1-26

Date



General Manager

5/4/2026

Date