

By-Laws of the Sun City Anthem Financial Club

Revised: March 27, 2014

ARTICLE I - GENERAL:

Section A: Name of the Club

The name of the Club shall be: Sun City Anthem Financial Club (Club), a club authorized under the authority and control of the Sun City Anthem Community Association, Inc. (Association), a Nevada Corporation.

Section B: Club Purpose

The purpose of the Club is to provide timely financial and educational information in an interesting professional format, inasmuch as the Club is, and must remain, a “for information only” club. The Club does not endorse any product or claim made by its presenting guest speakers.

Section C: Compliance

These By-Laws fully comply with the 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 Association’s 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 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 Association 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 CCG&Rs of the Association.

Resident Guests are permitted to attend functions a maximum of two (2) times per year and must then become members in order to continue enjoying benefits. Special events and the annual Gala will not count against the limit of two.

Non-Eligible Guests do not qualify for membership, must be accompanied by a member at all times, and not attend more than two (2) functions per year. Such guests may be charged a fee.

Section C: Suspension, Expulsion, Recall

1. The relevant sections of the Association's CCG&R's 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 or gesture; sexual harassment; unauthorized use of Club equipment; damage to Club or Association 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 Club Officer or other Board of Directors member and forwarded to the Club 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 Board member should document the grievance in writing with details about the action taken. [See CCG&R's 2.10.M, (Club Files) for retention requirements.]
5. Within 14 days of receipt of a written grievance, the Club President will consult with the Club 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 Club 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 Committee liaison along with all documentation.
6. If the Club Board finds the nature of the grievance requires further investigation, it will, in writing, notify the Club member(s) involved of an informal Club Inquiry. Notice will include all pertinent details of the allegations. The Club Board may appoint one or more uninvolved Club 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 Club 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 Club Board for a closed Club Hearing. The Lifestyle Committee Liaison will be notified in writing, with detail, about the decision for a hearing. Any written material used by the Club as documentation of the charges must be provided to the affected Club member at least ten (10) days before the Club Hearing.
8. The Club Hearing will:
 - 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.
 - Include an agenda for evidence from both sides and independent witnesses, allowing sufficient time for participant testimony and review of documents.

- Result in written findings of fact by the Club Board within 72 hours, including a recommendation for disposition of the grievance. The report will be sent to the club's Lifestyle Committee 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 Anthem Financial Club 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. The recommendation for disposition will be one of the following:

- Dismissal of grievance: If the hearing finds no reasonable justification for the grievance, it will be dismissed.
 - If the Club 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 Committee Liaison along with all documentation.
 - Warning: If the hearing finds complete or partial justification of the grievance, the Club 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 Club member, the written record will be destroyed.
 - Suspension: If the hearing finds that the circumstances require a suspension of the Club member's Club participation, the Club Board can recommend suspension for a period ranging from one month to a year. During suspension, the Club member may not participate in Club functions, have access to dedicated Club rooms, or attend Club meetings.
 - Expulsion: If the hearing finds the proven circumstances egregious enough to recommend expulsion, the Club 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, the Lifestyle Committee may recommend a lesser sanction. After 2 years, the expelled member may seek to rejoin with the approval of the Club Board.
 - The affected member may, at any time, forgo the appeal procedure and accept the Club 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. Club Officer or Board of Director Recalls for cause (including such activities as listed in the first and third paragraphs of this Section) follow the same procedure above.

Section D: Dues

The annual dues are established at a range of \$5 to \$20 annually, as determined by the Board. Dues are payable by January 1 each year. The deadline each year for renewal of dues is March 15. Members not paid up by this date will be removed from the member roster. They may rejoin after March 15. Dues are non-refundable. Dues paid after October 1 of each year are for the current and subsequent year.

ARTICLE III – CLUB OFFICERS AND BOARD OF DIRECTORS:

Section A: Officers/Terms

Club Officers shall consist of a President, Vice President, Secretary, and Treasurer. The latter two positions may be combined, as determined by the Board.

Club Officers are elected annually 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 Club Officers. Club Officers shall serve without compensation.

A Vice President – Programs, who is also a Club Officer, may be appointed by the Club Board and approved by the membership. He/she is appointed and approved on an annual basis and may serve for more than two consecutive terms.

Section B: Club Board of Directors

The above Club Officers shall be members of the Club Board. Additional members of the Club Board shall consist of Club members who have volunteered for service, and are approved by the sitting Club Board.

Section C: Club Officers' Responsibilities

The term of office for the elective officers shall be for one year and run from January 1 through December 31 of the year for which they have been elected. No elected officer, nor appointed chairperson, shall serve for more than two consecutive terms in the same position. The primary responsibilities of the elected officers are:

- 1. 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.
- 2. 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 will update articles for the Club in SCA Spirit magazine. The Vice President shall perform other duties as assigned by the President.

3. Secretary: The Secretary will attend all Board, Annual and Special Membership Meetings, record minutes of meetings, and arrange its distribution to members. The Secretary will retain an archive of previous minutes, direct and archive club correspondence as requested by the Club Board, and maintain other records of the club, except for financial and membership records. The Secretary will e-mail members the notice of all Membership meetings.

4. 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 Association's Finance Committee at year end. All financial records will be retained for three years. The Treasurer maintains the roster of paid up members and the Club's Inventory Control Log.

5. Vice President - Programs

Develops and coordinates monthly speakers programs.

6. Additional Officer Responsibilities

Additional officer responsibilities may be defined by the Club Board as appropriate and contained in an "Officer Responsibility" document, to be updated as necessary.

Section D: **Nomination and Election Procedures**

A Nominating Committee appointed by the Club 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 or in writing. A simple majority will carry.

The election will be held in the 4th Quarter, but prior to December 1st. The Club Board will report the election results to the Association's Activities Department and the Lifestyle Committee Liaison.

Section E: **Vacancies of Officers**

A Club Officer or 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: **Types and Frequencies of Meetings**

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 Club Officers and/or Directors.

The Club Board has the authority to set the frequency and times of its meetings and other general membership meetings as needed. General informational meetings, with one, or more, guest speakers, will be held monthly.

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 a simple majority of the Board members in good standing who are in attendance. 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.

Section D: Privacy

The use of the Membership List of the Club, or any other information, relating to its members, other than for Club business, is strictly prohibited.

ARTICLE V - FINANCIAL

Section A: Record Retention

Financial records of the Club shall be maintained for a period of three (3) years.

Section B: Spending Authorization Limitations

Club Officers shall authorize all expenditures. Checks will be signed by two Officers, one of whom, whenever possible, should be the Treasurer. Any single Officer of the Club may authorize spending of club funds up to a maximum of \$100.00. Amounts greater than \$100.00 and up to \$300.00 require the approval of the Club President and at least one other Officer. Amounts greater than \$300.00 and up to \$5,000.00 require the approval of a majority of the members of the Board of Directors. Amounts to be spent greater than \$5,000.00 require the approval of a majority of the Club Board and the Club Membership. The request for expenditure will be presented at a regular membership meeting or at the Annual Membership Meeting. The voting results are to be documented in the Club minutes.

Section C: Financial Record Keeping

Financial records shall be maintained and reported to the Association in accordance with Financial Controls and Procedures as per Chapter Three of the CCG&R's.

Section D: Commercial Bank Account

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

Section E: Certification of Financial Records

The Treasurer's financial report must be certified on an annual basis by individual(s) other than Club 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.

Section F: Inventory Control

Any equipment, inventory or other physical assets of the Club shall be recorded on an inventory control log, maintained by the Treasurer, and reported to Association in accordance with the CCG&R's.

ARTICLE VI - COMMITTEES:

The Club Board may establish Committees and appoint Committee Chairpersons on a permanent or as-needed basis. The Club Board decides the scope and function of such committees and whether the Committee Chairpersons serve as Club Board Directors. Committees shall be established by the Club Board as necessary for it to achieve the mission of the Club, and its duties shall be included in the "Officer Responsibilities" document.

ARTICLE VII - AMENDMENTS:

Section A: Voting Requirements

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.

Section B: Meeting Notice

Meeting notices shall be at least 30 days in advance, by E-mail or USPS.

ARTICLE VIII - DISSOLUTION:

Section A: Asset Disposition

Prior to dissolution, and after all debts are satisfied, all property and assets of the Club shall be turned over to the Association. Dissolution shall occur in accordance with the CCG&R's.

Section B. Member Vote

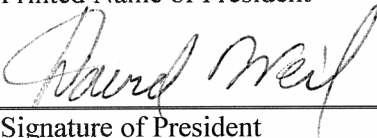
The Club may be dissolved by a two-thirds (66.7%) vote of members present at a general membership meeting called for this purpose.

FOR THE CLUB (SCAFC):

FOR THE ASSOCIATION:

David Weil
Printed Name of President

Ralph Saccoliti
Printed Name of Lifestyle Chairman


Signature of President


Signature of Lifestyle Chairman

4/11/2014
Date

4-11-2014
Date

Revision Approved by Membership on April 9, 2014.