

# **BYLAWS**

## **SUN CITY FESTIVAL GOURMET CLUB**

### **CHARTERED CLUB**

#### **ARTICLE I – GENERAL**

##### **Section A. Name of Organization:**

*Sun City Festival Gourmet Club*

##### **Section B. Purpose of Organization:**

To provide an organized framework under which Sun City Festival residents may engage in various Gourmet dinners and events, where gourmet food is a significant ingredient. The club will provide management oversight, centralized scheduling, logistics, and publicity in concert with the Sun City Festival Lifestyles Director to ensure maximum accessibility to residents, efficient use of Association facilities, staff, and material resources.

**Section C.** These bylaws willfully comply with the Association's Governing Documents and Chartered Club Rules and Procedures Manual. In the event of a conflict between these bylaws and the Documents or Rules, the Documents or Rules will prevail.

**Section D.** 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 is open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Members may use the Sage Center Demonstration Kitchen (with normal reservation) for: 1) private demonstrations or event for Club Members only. Food may be prepared and cooked in the Celebration Hall Kitchen and eaten on site. 2) Demonstrations for non-club members or SCF Community residents or their guests may attend a demonstration or event but may only eat food that was prepared in member's homes and not in the kitchen. Kitchen demo's may show/demo food cooked in Celebration Hall Kitchen, but where given out as tasting samples must use a "swap out" with food cooked off-site, or provided by a vendor. The Club will comply with all Arizona State Food Regulations per Maricopa County requirements.

Members must be residents of SCF and available for dinners at least 4 months out of the calendar year.

Members must be able to seat a minimum of 8 people in their home for a dinner (may be split between two tables).

**Section B.** All members will receive 1) Organizational Club document called "*How Does This Work*" 2) *Members Contact List* 3) *Rotational Schedule* and 4) Set Menus. Members information is not to be used for solicitation purposes, or personal emails not related to Club business, and remains confidential and private.

Members are not required to join any other organization as part of the preconditions of membership.

**Section C. Guest Privileges:** A guest is defined as a person(s) who are not active club members, not a Sub, but may attend a Gourmet Club dinner if space allows and a reservation is made. This is a one time privilege.

Guests or prospective or inactive members may participate in any open event with a reservation, if space allows.

**Section D. Dues:** Initially the interim board will set the annual dues. Dues will be \$10.00 per year for Regular Members year round or part time members. Pro-rated dues will be split by 50% for joining after June 1<sup>st</sup>. Future dues will be proposed by the elected board members and approved by a majority of the membership. A majority is defined as 51% of those voting. All members will be notified at least 30 days before the voting date. Valid votes may be cast in person, by email or US mail or any other form of communication approved by the Gourmet Club Executive Board. Refunds will be made if the dues set by the elected board and ratified by the membership are lower than the dues initially set by the interim board of directors.

### **ARTICLE III – OFFICERS**

**Section A.** The Executive Board shall consist of a president, vice president, secretary, treasurer and may add one member at large. In the event, one of the offices is not filled, two offices may be combined.

**Section B.** All officers shall be elected by a majority vote of those present during an annual membership meeting once a quorum has been established. Officers serve without compensation.

**Section C. Terms of Office and Responsibilities:** All officers are elected for a one year term and can succeed themselves provided they receive a majority vote of those in attendance at the election. Terms of office are one year starting the first day of January and ending the last day of December.

**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 by the Executive Board. Is authorized to sign checks in the absence of the Treasurer. The president may delegate this responsibility.

**Vice President** – Oversees the Menu Sub Committee. Performs all duties of the Club President in the event of his/her absence or inability to perform. The Vice President coordinates any special events. Is authorized to sign checks in the absence of the Treasurer. The VP may delegate responsibilities to other qualified members (volunteers) as she/he sees fit.

**Secretary** – Maintains club records, issues notices of all meetings, and publishes and distributes meeting minutes to all club members and the Association's Lifestyle Director. Is the administrative focal point for all correspondence between the Club and the Association. The secretary shall develop special publicity media such as flyers, newsletter, inserts, etc., to inform residents of club activities. The Secretary is responsible for the Rotations Schedule for Club dinners and any special events. The secretary may delegate publicity activities to willing club member(s)

**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 its 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, coordinates with the club President, and submits year-end reports as required by the Association. Is responsible for ordering and delivering optional name-tags for new members, when requested and paid for by the member.

**Member-at-large** – Serves on the Menu Sub Committee. Inventory and ordering of consumables. e.g. paper products, office supplies etc. The member-at-large will be authorization to spend club funds to acquire these items within the pre-approved amount previously authorized by the board. The Executive Board will determine the maximum dollar amount not requiring additional Executive Board approval. The member-at-large may solicit help from other members and authorize purchases within the limit set by the Executive Board. Receipts for all purchases will be submitted to the treasurer, who will in turn issue a check for the expenditures.

**Section D.** Nomination and Election Procedures: A Nominating Committee will be appointed by the Club President and will solicit nominations during October of each year. Nominations will be announced to the general membership during November and elections will occur in December. New officers shall be installed in January of each year.

**Section E.** Meetings, Quorum and Voting Procedures: Meetings are held as determined by the Club Executive Board. A quorum is a minimum of 15 per cent of the general membership. Only members in good standing are permitted to vote. Annual

voting for club officers will be by written secret ballot only. Proxy voting for absentee members is allowed. 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 F. Vacancies and Recall of Officers:** In the event an officer is not able to perform his/her duties, a replacement will be appointed by the Club Executive Board.

## **ARTICLE IV – MEETINGS**

**Section A. Types and Frequency of Meetings:** The Annual General membership meetings will be held not less than one time per year; the time and place of such meetings to be determined by the Club Executive Board.

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

**Section C. Voting and Quorum Procedures:** A quorum is a minimum of 15 per cent of the general membership. Only members in good standing are permitted to vote. Annual election of club officers will be by means of a written, secret ballot. All other issues requiring a membership vote will be by a method designated by the club President.

## **ARTICLE V – FINANCIAL**

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

**Section B.** Individual expenditures in excess of \$250 shall require a majority approval by a vote of the general membership in accordance with the voting and quorum procedures defined in Article IV, Section C of the club's bylaws. The results of the vote by the general membership shall be duly recorded in the minutes of the meeting at which the vote occurred.

**Section C.** Financial records shall be certified on an annual basis by individuals other than club officers. Annual audits shall be conducted by two club members whose names were randomly drawn during the last club meeting preceding the actual audit. Audit results will be presented to the general membership and duly recorded in the applicable meeting minutes.

**Section D.** All funds/revenue shall be deposited in a bank account established in the club's name with the Association's designated chartered club banking services

provider. However, the club may retain up to \$25.00 in petty cash on hand collected from club dues/activities for cash payments such as prizes or member reimbursement (with the purchase receipt or invoice retained as the expense reimbursement documentation). The club's bank account shall be maintained through succeeding club administrations. Disbursements, other than those made from the petty cash on hand discussed above, 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 \$100.00 shall require two executive board members' signatures. Inventory control procedures over durable assets shall include periodic physical counts and reconciliation of underlying accounting records. Club inventories are to be performed annually, and maintained and safeguarded to prevent theft, deterioration, etc. The club shall furnish a copy of all inventories to the Association.

**Section E.** Semi-annually, the club will submit Form CC-8, "*Annual Financial Report*" 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 not later than the 15<sup>th</sup> day of January and July, and must be certified by the club president and treasurer.

## **ARTICLE VI – COMMITTEES**

**Section A.** A permanent Menu Sub-Committee consisting of at least four club members and, at the discretion of the association, an association representative. This committee will be responsible for the creation of a monthly menus. The club executive board is empowered to form other committees as the need arises.

**Section B.** The chairperson of each committee shall, first, be a volunteer for the position. In the event a volunteer does not emerge, the club President shall appoint a committee chairperson to serve for a period of not less than six months. At least two club members shall serve on each committee and may be a volunteer or a draftee appointed by the committee chairperson.

**Section C.** All committees will have written mission statements prior to their formation. Mission statements may be amended as conditions warrant.

**Section D.** A Web-Master will coordinate the SCF web site and is responsible for education, maintenance and updating of the web pages.

## **ARTICLE VII – MEMBER RESPONSIBILITIES**

All members in good standing must contribute a minimum of 8 hours annually to the club operation. Primarily as monitors or any other supporting activity such as club officers and committee chairpersons, or participating at dinners and cooking. All members in good standing are required to pay dues. Dues will be collected in December for Membership for the following year, or when a new member joins the Club. Members will comply with all the club safety guidelines.

## ARTICLE VIII – AMENDMENTS

**Section A.** To amend these bylaws requires a majority vote of the quorum at a meeting duly called for such a 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 at a regular or special club meeting, or distributed via email. In the event that a member does not have email access the amendment/s will be mailed.

**ARTICLE IX – DISSOLUTION:** Prior to club dissolution, and after all debts are satisfied, all property and assets shall be relinquished to the Association.

**FOR THE CLUB:**

**FOR THE ASSOCIATION**

\_\_\_\_\_  
Club President  
Name & Signature

\_\_\_\_\_  
Lifestyle Director  
Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPROVAL

The foregoing application and the attached Bylaws are hereby approved and the Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

**DATED THIS 12<sup>th</sup> day of February 2014.**  
**SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.**

By: \_\_\_\_\_  
Community Manager