

WRITING OR REVISING YOUR CLUB BYLAWS

When a Club plans to develop or significantly revise their Bylaws, which define how the Club will function, the CCOC recommends the following:

- a) Carefully review the Club Information & Guidelines Handbook. A Club's Bylaws must not be in conflict with any of the policies stated in the Handbook.
- b) Consider use of the Bylaws Template to simplify the process. The template is a tool to help ensure that the Bylaws include important provisions for Club governance. The Club's Bylaws, when established or revised, must be reviewed by the CCOC and approved by the Association's Board of Directors.
- c) Consider creating a separate document for the Club's Operating Policies and Procedures, which could detail the Club's operating and financial rules, personnel duties, Leadership Team decisions including dues amounts, guest rules, etc. The Club's procedures document does not need review or approval by the Association, but must not conflict with any Association policies.
- d) Guidance is available by contacting the CCOC at CCOC@sclhca.com.

SUN CITY LINCOLN HILLS

[Name of Club] _____

BYLAWS AS OF

[Effective Date] _____

ARTICLE I. NAME

The name of this group shall be _____, hereinafter referred to as "the Club".

ARTICLE II. PURPOSE

1. The Club is organized and will operate in full compliance with the Association's governing documents, including the Club Information & Guidelines Handbook.

2. The stated purpose of the Club:

ARTICLE III. MEMBERSHIP

Membership in the Club is open and restricted to all Association residents.

ARTICLE IV. MEETINGS

Members will be provided advance notice for the time and location of all Club general membership, social and Leadership Team meetings.

ARTICLE V. VOTING

The Leadership Team will be elected by the Clubs general membership.

ARTICLE VI. RECORDS AND REPORTS

1. The Club is responsible for internal financial transactions and records, including any tax responsibilities, and has the responsibility to report appropriate financial business to its members.
2. All Club governing documents, meeting minutes, and financial records must be available for review by any Club member in good standing.
3. The Club will maintain a current list of at least two Club contacts with phone numbers and email addresses, and submit it to the SCLHCA Room Booking and Club Coordinator.
4. Lists containing Club member information shall not be used for commercial, political or personal purposes not related to the business of the Club.

ARTICLE VII. CLUB DISSOLUTION

In the event that the Club dissolves, all remaining assets will be either returned to Club members or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied. Upon dissolution or abandonment of recognized club status, the Club should notify SCLHCA Lifestyle staff of its reasons for dissolution or status abandonment.

ARTICLE VIII. AMENDMENTS

Bylaw amendments must be approved by the Clubs general membership prior to being submitted to the CCOC for review and recommendation to the Association’s Board of Directors for approval. They will become effective after final approval by the Association’s Board of Directors.

Date of Club Approval: _____

Date of CCOC Review: _____

Date of Final Review and Approval by the SCLHCA Board of Directors: _____

SUGGESTED CLUB OPERATING POLICIES AND PROCEDURES TEMPLATE

- **This document should be established, maintained, and modified by vote of the club's members. Its contents are determined by the club, and could include all, some or none of the following suggestions.**
- **The document does not need to be approved by the Association, but must not conflict with any Association policies.**

GENERAL INFORMATION:

1. Define process for joining club:
2. Club dues (if applicable - amount, when payable, to whom. Dues are useful in updating active membership):
3. Define means of communication to club members (i.e.: email, phone, snail mail):
4. Membership Roster (Recommended update annually) Define any restrictions on use and email:
5. Define Etiquette/Code of Conduct Rules (any unique to club):
6. Define Disciplinary actions:

OFFICERS & LEADERS:

1. Define makeup of club's leadership team:
2. Define term limits for leadership team (e.g., member who has served four continuous years should take at least a one year break):
3. Define leadership team quorum for decision/voting purposes:
4. Define duties of elected members of leadership team (e.g., President, Vice President, Secretary, Treasurer, etc.):
 - a. Title:
 - b. Duties:
 - c. Term of office:
5. Define duties of non-elected members of leadership team (e.g., Luncheon Chairperson, standing committees, ad hoc committees)
 - a. Who appoints:
 - b. Duties:
 - c. Term of office:
6. Define processes for filling a vacancy on leadership team, and for removing someone from the leadership team before their term expires.

ELECTION PROCESS

1. Define Nominating process:
2. Define when voting held (i.e.: how often, month):
3. Define nominee and voting notification method (i.e., time before vote and how notified of candidates):
4. Define voting method (i.e.: written ballots, show of hands, email, proxy ballots, quorum):

CLUB MEETINGS

1. Define Location/Date/Time of meetings:
2. Define amount of advance notice of meetings:
3. Define quorum needed for official meeting/voting/business matters:

RECORD KEEPING & RETENTION

1. Define meeting minutes rules (retained usually 3 years – should be taken at leadership team and general club meetings):
2. Define method for Financial transactions & financial record keeping:
(Financial records retained usually 7 years prior to current year. All transactions involving club funds should be recorded in clubs treasurer's records. It is important to maintain a detailed accounting of receipts (revenue) and disbursements (expenses). Disbursements should not be made from cash on hand, but rather by check).
3. Define annual budgeting process and periodic financial reporting to club membership, including membership or leadership team approval process.

GUESTS

1. Resident Guests - Define any restrictions (i.e.: Time limit before joining):
2. Non-Resident Guests - Define any restrictions, concerns:

ADD ANY OTHER CONSIDERATIONS FOR THE CLUB TO FUNCTION

-Such as defining special interest sub-groups; how formed and approved by club, and how their activities are monitored.