

MAR 07 2023



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# CHARTERED CLUB BYLAWS

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Recreational Vehicle Club of  
Sun City West, Arizona



## Contents

Document Change Control .....	1
Article I - General .....	5
Section A - Name of Organization.....	5
Section B - Purpose of Organization .....	5
Section C – Compliance with Recreation Centers of Sun City West, Inc. ....	5
Section D – Chartered Club Operation as a Non-Profit Organization .....	5
Article II – Membership .....	6
Section A – Membership.....	6
Section B – Honorary and Lifetime Memberships .....	6
Section C – Membership Reporting .....	6
Section D – Membership Preconditions .....	6
Section E – Recreation Card Holder Guest/Visitor Privileges .....	6
Section F – Non-Recreation Card Holder Guest/Visitor Privileges .....	6
Section G – Club Dues .....	6
Section H – Maintaining a Chartered Club.....	7
Section I – Club Monitoring .....	7
Article III – Code of Conduct .....	8
Section A - Member conduct .....	8
Article IV – Officers .....	9
Section A – Club Officers.....	9
Section B – Club Officer Election .....	9
Section C – Club Officer Verification.....	9
Section D – Responsibility to Submit Annual CR-15 Report .....	9
Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties.....	9
Section F – Filling a Board Vacancy.....	9
Section G – Removal of Directors and Officers.....	10
Section H – Officer Succession .....	10
Article V – Meetings.....	11

Section A – Club General Membership Meeting Frequency and Openness ..... 11

Section B – Club Business Currency and Board Meeting Openness ..... 11

Section C - Provisions for Calling and Recording Meetings ..... 11

Section D – Required Club Officers Meetings..... 11

Section E – Club Meeting Purpose ..... 11

Section F – Special Meetings ..... 11

Section G – Voting and Quorum Requirements ..... 12

Article VI – Financial..... 13

    Section A – Financial Record Retention ..... 13

    Section B – ..... 13

    Spending Limits & Expenditures ..... 13

    Section C – Club Member Compensation ..... 14

    Section D – Financial Record Audits ..... 14

    Section E - Club Advertising ..... 14

    Section F - Contracts ..... 14

    Section G - Treasurer’s Duties and Responsibilities ..... 14

Article VII – Committees ..... 15

    Section A – Non-Permanent Committees and Chairpersons..... 15

    Section B – Permanent (Standing) Committees ..... 15

    Section C – Ad Hoc Committees ..... 15

    Section D - Duties of the Safety Committee ..... 15

    Section E – Audit Committee/Chairperson Duties and Responsibilities ..... 15

    Section F - Other Committees and Their Duties ..... 15

Article VIII – Amendments ..... 17

    Section A – Amending These Bylaws ..... 17

    Section B – Amendment Review Requirements ..... 17

    Section C – Proposed Amendment Publication ..... 17

    Section D – Revised Bylaws Review Requirement..... 17

Article IX – Dissolution ..... 18

    Section A – Clubs with an IRS Tax Status Other than 501(c)(3) ..... 18

Appendix A – Club Officer Role Descriptions..... 19

President: ..... 19  
Vice President: ..... 19  
Secretary: ..... 20  
Treasurer:..... 20  
Membership:..... 21  
Appendix B – Bylaws Amendments ..... 22  
    Attach Amendments To This Document Behind This Page ..... 22  
Signatures ..... 23

# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Recreational Vehicle Club of Sun City West, Arizona hereafter referred to as the "Club."

### Section B - Purpose of Organization

The purpose of the Club is to foster and promote our members' interest in and enjoyment of recreational vehicles by providing opportunities to:

1. Participate in social, recreational, and informative gatherings.
2. Engage in group travel to destinations of interest.
3. Exchange information on operational practices, mechanical problems and possible solutions, and preventative maintenance procedures related to recreational vehicles.

### 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.

**Section E:** The Club's fiscal year shall commence on January 1<sup>st</sup> and terminate on December 31<sup>st</sup>.

**Section F:** A copy of the Club's Bylaws, Policies and Procedures, and the approved Minutes shall be made available to any member upon request to the Club Secretary.

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## 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 Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### 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 two (2) times annually before they are required to join the Chartered Club.

### 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.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to two (2) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

### 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 CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

**Section I – Club Monitoring**

Each club member is responsible for monitoring at club facilities per club bylaws.



## **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 CR-16 (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.

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## Article IV – Officers

### Section A – Club Officers

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

### 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.

### 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 CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Membership Officer shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer, except for the Officer at Large position, see below, will be one (1) year from January 1 through December 31 of each year. The responsibilities and duties of each office are more fully defined in the Club's Policies and Procedures Manual.

Officers-at-Large shall serve three (3) year staggered terms. To accomplish this:

1. Effective 2014, one Officer-at-Large (Position-1) shall be elected to a two –year term.
2. Effective 2015, Officer-at-Large (Position-2) shall be elected to a two-year term, and Officer-at-Large (Position-3) shall be elected to a three-year term.

### Section F – Filling a Board Vacancy

1. If a vacancy occurs during the normal term of office, the Club Board may, by a majority vote, fill that vacancy by appointment.
2. If there is an Officer vacancy at the time of the election, other than the immediate Past President, the successful candidate for that office shall assume office immediately following the final ballot for the vacant office.

3. An officer may resign by forwarding a letter of resignation to the President or Secretary. The resignation shall be effective on the date stated, and if no date is stated the resignation shall be effective immediately.

#### **Section G – Removal of Directors and Officers**

Contact the Recreation Manager for information on this topic.

#### **Section H – Officer Succession**

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) onto their successor.

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## Article V – Meetings

### Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 – Required 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.

### 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.

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

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## 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 (20) 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).

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## 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 & Expenditures

1. There shall be no expenditure or reimbursement from un-deposited funds.
2. Expenditures greater than \$4,000 for a single capital item shall require a majority vote of the Club's membership in attendance at a regular or special General Business meeting, provided a quorum has been established.
3. Any purchase or disposal of portable equipment with an estimated unit cost of \$300 or more requires the prior approval of the Recreation Activities Manager
4. Any expenditure over \$500, which is not already allocated within the budget, must be approved by the Club Board.
5. When available, the Treasurer's signature shall appear on all checks and only the Treasurer shall transfer funds between accounts. Checks may be signed only by officers specifically authorized by the Club Board.
6. Members of the Advertising Committee for the Membership Directory shall be reimbursed for their mileage incurred in performing the function of that assignment. Said reimbursement shall be per the IRS allowance. All other individual requests for reimbursement must be approved by the Club Board.
7. Expenditures or reimbursements of not more than \$25 may be paid from petty cash, at the Treasurer's discretion.

**Dues:** Dues may be voted on at the November Annual Membership meeting, provided the membership is given sufficient notice at a general business meeting preceding the meeting at which the vote is to be taken.

#### Fees and Special Assessments:

1. Fees may be established by a majority vote of the Club's Board at any meeting of the Club Board, provided that said fees shall be ratified by a majority vote of the Club's membership in attendance at the next following General Business meeting or Annual Membership meeting, provided a quorum has first been established.
2. Special assessments, not to exceed \$25 per member may be approved by the majority vote of the Club's membership in attendance at a General Business meeting, provided a

quorum has first been established and a notice of no less than thirty (30) days has been given the membership.

### **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 approval. (Refer to RR&Ps).

### **Section G - Treasurer's Duties and Responsibilities**

See **Error! Reference source not found.** role description in the Appendix A – Club Officer Role Descriptions on page 19.

**Section H – Other:** The Club's caravan equipment and merchandise inventory/audit information will be provided to the treasurer, who shall submit this information to the recreation center with the CR-7 submission.

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## 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 Committee

The Safety Committee shall be a standing committee, and the Vice President-Administration shall serve as its chairperson, and is responsible for the following:

1. In the event of an accident, send the report to the Facility Supervisor.
2. Work with the Facility Supervisor to comply with safety requirements.
3. Work with the Vice President-Caravans to ensure that safety issues are addressed in the Rules of the Road document and the Wagon Master training program.

### Section E – Audit Committee/Chairperson Duties and Responsibilities

1. The Audit Committee shall be a special committee appointed by the Club Board for the purpose of conducting an annual audit of the Club's finances, and comprised of a person(s), whether a Club member(s) or not. But if a member, that member shall not be currently serving on the Club Board or be a relative of a member currently serving on the Board.
2. The Audit Committee shall have the authority to examine any and all financial papers, records, or documents upon demand.
3. The results of the audit shall be presented at a General Business meeting and duly recorded in the minutes of that meeting and filed with the Recreation Center Activities Manager.
4. The committee shall automatically be terminated upon the Club Board's formal acceptance of the annual audit.

### Section F - Other Committees and Their Duties

Social Committee will help build social events for Club members, consisting of no more than two (2) events (e.g., social picnics, and small work groups for social gatherings) per calendar year where the Club is not charged for the use of room or space. The Club is not otherwise limited to the number of social events it may hold in a calendar year.



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## **Election Committee**

1. Elections shall be held under the supervision of the election committee.
2. The election committee shall be a special committee, consisting of the immediate past president, who shall chair the committee, and two additional Club members not currently serving on the Club Board, nominated by the president, and approved by the Club Board. Each member of the committee shall have an equal vote. In the event that the immediate past president is unavailable the president shall appoint a former Club Officer to serve as chair of the Elections Committee.
3. The purpose of the Elections Committee is to ensure:
  - a. At least one (1) candidate for each vacancy.
  - b. All candidates reside in Sun City West; are members in good standing with the Recreation Centers and the Club; and have attested they are willing to serve if elected.
  - c. All candidates are provided a fair and equitable opportunity to serve. However, every effort should be made to recruit a present or past Wagonmaster member for the position of Vice President – Caravans.
  - d. Each candidate clearly understands the obligations and responsibilities of the office they seek.
  - e. Sufficient notice is given the membership as to the pending vacancies, and the manner by which a member may be nominated or acquire office.
4. The Election Committee may solicit Club members to stand for election, but in no event shall the committee endorse or favor a candidate, and the committee shall guard against being perceived as having done so.
5. At the October General Business meeting, the Elections Committee Chairperson shall ask the President to call for nominations from the floor. After the call is completed, nominations will be closed for any office for which there is at least one (1) candidate.
6. At the November Annual Membership meeting the election of officers will be held, provided a quorum is present.
  - a. For the election of officers, where there is more than one candidate for an office, each candidate will be given at least 5 minutes to address the membership, and the election shall be conducted by written ballot.
  - b. In an uncontested election, voting by a show of hands may be used.

## **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)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

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## Appendix A – Club Officer Role Descriptions

### Section A: The Club Board

1. The Recreational Vehicle Club of Sun City West Board shall consist of-a President, Vice President-Administration, Vice-President-Caravans, Secretary, Treasurer, Membership Officer, Entertainment Officer, three (3) Officers-at-Large, and the Immediate Past President.
2. The Club Board is responsible for directing the affairs of the Club, and each member shall have an equal vote. Provided a quorum is present, the majority of votes cast shall be the act of the full Board.
3. All Club Board members are responsible for ensuring adherence to the Club's founding principles as described in Article I.
4. All Board Members are expected to attend all Club Board and General Business Meetings.
5. The Club Board shall pass a balanced budget and is empowered to implement Club policies and procedures which neither usurp nor conflict with the intent of these bylaws.
6. Nothing herein shall prohibit the Club's membership from amending or reversing a previous action of the Board.

### Section B: Officer's Terms and Responsibilities:

#### President:

##### The President shall:

- Preside over and conduct all meetings, except Caravan Meetings, act as the chairperson of the Club Board and manage the activities of the Club.
- Carry out the directives of the Club Board, providing that such directives are not contrary to the provisions contained in these bylaws or in the-Recreation Centers' Governing Documents.
- It is the responsibility of the Club President to pass the Association's Rules, Regulations and Procedures book on to their successor.

#### Vice President:

##### The Vice President-Administration shall:

- In the absence of, or by direction of the President, preside over all meetings, except Caravan meetings.
- Perform special assignments as requested by the President or the Club Board.
- Have the overall responsibility for publication of the Club Directory.
- Ensure that the Club events and activities are publicized.
- Serve as Chairperson of the Club's Safety Committee.

#### The Vice President-

##### Caravans shall:

- 
- Preside over and conduct a monthly Caravan meeting, except for June, July, and August.
  - Approve caravans, or caravan related events, organized in compliance with the bylaws and any relevant policy or procedure.
  - Maintain a current schedule of all approved caravans, rallies, tours, and special events.
  - Recruit and provide necessary training to Wagonmaster candidates, Rally Leaders, Section Leaders, and Shotguns as needed.
  - Maintain a list of all qualified Wagonmasters, Rally leaders, and Special Event hosts.
  - Assist Wagonmasters in resolving issues with the Club members.
  - Present appropriate awards and recognition to Wagonmasters, Section Leaders, Shotguns, Rally Leaders, and Special Event organizers and hosts.
  - Maintain the inventory of the Club's caravan and rally related equipment, property, and consumable supplies.

**Secretary:****The Secretary shall:**

- Record minutes of all Board meetings, General Business meetings, Annual Membership meeting, and any other special meeting called by the Club's President or Club Board. No minutes are recorded for the Caravan meetings.
- The minutes will be approved by the President, and then distributed for approval by the Board or membership at the next respective meeting. Minutes of meetings will be provided to any member upon request.
- Retain the original copy of all such minutes and other pertinent administrative records for a period of not less than three (3) years from date of origin.
- Submit attendance reports (form CR4) for all Club meetings to the Recreation Center by the second Monday, following month's end. The attendance reports shall be retained for not less than the current and prior year.
- Update the Club's Policies and Procedures Manual as approved by the Club Board.
- Appropriately distribute all mail, notices, resignations, etc., in the possession of the Secretary, and provide copies when appropriate.

**Treasurer:****The Treasurer shall:**

- Perform the duties in Article VI – Financial
- Maintain custody of all checkbooks, unless physically absent from Sun City West for thirty (30) or more consecutive days. In such an event, custody shall be assigned in the following order: President, Vice President-Administration, and then Secretary.
- Record and deposit all income and maintain a record of the source.
- Pay and record all disbursements and their purpose. A bill greater than \$500 shall be paid only with the approval of the Club Board.
- Prepare a Treasurer's Report for the General Business meetings, Annual Membership meeting, and the Club Board meetings. Club members shall receive a copy, at no cost, at their request.
- Prepare a budget for the Club Board's approval.
- Make recommendation for any adjustment needed to membership dues.

- 
- File the required IRS form(s) as specified by the Sun City West Recreation Centers.

**Membership:****The Membership Officer shall:**

- Be responsible for promoting new members and ensuring that all new applicants are members in good standing of the Recreation Centers of Sun City West by checking their Association membership card.
  - Collect Club dues, badge fees, and deliver income with a report to the Treasurer.
  - Secure Club badges for members.
- Present a membership report at all Club Board meetings, General Business meetings, and the Annual Membership meeting.
- Maintain a membership database, ensuring that all confidential information is kept secure.
- Prepare the CR-15 Annual Membership Report and submit it to the Recreation Centers by February 15<sup>th</sup> of the following year.

**Entertainment: The Entertainment Officer shall:**

- Contract for entertainment for General Business meetings and special events.
  - Utilize the three (3) copy contract.
  - Provide a completed unsigned copy to the Recreation Activities Manager for approval.
  - When approved, ensure that the contract copies are signed by the entertainer or agent and the Club President.
  - Provide signed copies to the entertainer or agent, to the Recreation Activities Manager, and to the Club Treasurer.
- Plan, coordinate, and contract any special social events.

**Officer at Large: The Officer-At-Large shall:**

- Serve on and participate in the activities of the Club's Advertising Committee, under the direction of the Vice President-Administration.
- Assume such other duties as may be assigned by the Club Board.

## **Appendix B – Bylaws Amendments**

**Attach Amendments To This Document Behind This Page**

Signatures



Club President

3/7/2023

Date



General Manager

3-7-23

Date