FEB 10 2026

SUN CITY WEST

CHARTERED CLUB BYLAWS

THEATRE WEST

Document Change Control

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05	Article IV, Officers - Section D	1/9/2024	Frances DeWel	3/19/2024
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07	Article IV, Officers – Section I	1/9/2024	Frances DeWell	3/19/2024
08	Article V, Meetings – Section C	1/9/2024	Frances DeWell	3/19/2024
09	Article VI, Financial – Section B	1/9/2024	Frances DeWell	3/19/2024
10	Article VII, Committees – Section C	1/9/2024	Frances DeWell	3/19/2024
11	Appendix A – Club Officer Role Descriptions	1/9/2024	Frances DeWell	3/19/2024
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13	Article IV – Officers Section E	12/5/2025	Jim Roch	1/20/2026
14	Article V – Meetings Section A	12/5/2025	Jim Roch	1/20/2026
15	Article VI - Financial Section G	12/5/2025	Jim Roch	1/20/2026

Use of a superseded or obsolete document is prohibited.
The reader is responsible for verifying that this document is current prior to each use.
Refer to Appendix B – Bylaws Amendments on page 20 for amendments made to this document.

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
Section J: Participation 7
Article III – Code of Conduct 8
Section A - Member conduct 8
Section B – Commercial/Mass Production Prohibition 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
Section I – Election of Officers....10
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 – Spending Limits....13
Section C – Club Member Compensation....13
Section D – Financial Record Audits....13
Section E - Club Advertising....13
Section F - Contracts....13
Section G – Inventory and Equipment....13
Section H - 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 – Additional 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....16
Section A – Amending These Bylaws....16
Section B – Amendment Review Requirements....16
Section C – Proposed Amendment Publication....16
Section D – Revised Bylaws Review Requirement....16
Article IX – Dissolution....17

Section A – Clubs with an IRS Tax Status Other than 501(c)(3) 17
Section B – Clubs with IRS tax designation of 501(c)(3) 17
Appendix A – Club Officer Role Descriptions 18
President 18
Vice President 18
Treasurer 18
Secretary 18
Members at Large 18
Appendix B – Bylaws Amendments 20
Attach Amendments to This Document Behind This Page 20
Signatures 21

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Theatre West (also referred to as TW)

Section B - Purpose of Organization

Theatre West of Sun City West is formed exclusively for the charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Tax Code. Further, the purpose of TW is to provide quality performing arts to the present and future members of the area, including to the youth of the area. TW will fundraise for bona fide 501(c)(3) charitable organizations including, but not limited to, local school districts and other charities who meet present or future IRS Tax Codes.

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 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 nor will Club Members be required to join any local, national, state, or regionally affiliated organization. (See Article II Membership Section A)

Section E – Recreation Card Holder Guest/Visitor Privileges

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

Any Recreation Card Holder may attend monthly meetings at the invitation of a Theatre West member in good standing. Only members may vote at meetings or contribute to a quorum.

A Recreation Card Holder who wishes to participate in any Theatre West production, in any capacity, must join Theatre West as a member.

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

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

Any person not a resident of Sun City West may attend monthly meetings at the invitation of a Theatre West member in good standing.

Only members may vote at meetings or contribute to a quorum.

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

- For the purpose of this bylaw, monitoring includes directing, stage managing, producing, ushering, house managing, being head of the set construction crew, head of wardrobe/designing divas and choreographers, assisting any of the above, working in the booth or in the box office, acting as the Safety Committee Chair, being a member of any committee, or as a member of the Club Board.
- No member shall be removed from membership if their health or personal circumstances make participation in monitoring impractical.

Section J: Participation

- All productions and auditions shall be announced in advance, and the opportunity to participate shall be open to all members in good standing.
- A non-resident guest-director or actor may be appointed for a specific production at the discretion of the Club Board.
- Entertainment and/or educational activities: plays, demonstrations, skits, and similar activities produced under the auspices of Theatre West, and requested for performance outside Theatre West meetings, must have the approval of the Club Board. If approved, Theatre West must be afforded appropriate acknowledgement/credits in all programs, promotional material, and/or per-performance announcements.

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.

Section B – Commercial/Mass Production Prohibition

Per the provisions of Chartered Clubs RR&P, Chapter 5, club members are prohibited from mass producing for the purpose of profit.

There shall be no use of Theatre West facilities, equipment, or information for commercial/mass production of goods or services.

Article IV – Officers

Section A – Club Officers

The Club Board must consist of (at a minimum) four officers: President, Vice-President, Secretary, and Treasurer.

The Club Board will also consist of a Program Chair, Membership Chair, Outreach Chair, and Publicity Chair, and they have voting rights.

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 Treasurer, with assistance from the Membership Chair, shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

Section E – 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 and officer booklets for full description of duties.

Each officer shall serve for a period of two years. In order to maintain continuity, the President, Treasurer, Membership Chair and the Program Chair shall be elected in odd-numbered years; the Vice-President, Secretary, Outreach Chair, and Publicity Chair will be elected in even-numbered years. The terms of office shall begin in May following their election.

Section F – Filling a Board Vacancy

If there is a vacancy or resignation of one of the elected officers or Club Board Chairs, the President will fill said vacancies by appointment. All such appointments will be for the individual, uncompleted term of the office vacated, shall have voting privileges, and shall require confirmation by a majority vote of the Club Board.

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) onto their successor.

Section I – Election of Officers

- Nominations for officers for an ensuing year shall be presented to the membership at the February meeting of each year. A letter of intent will be submitted to the Nominating Committee from the floor. Nominations may also be made from the floor at the February meeting and Candidates be allowed to speak on their behalf.
- Elections shall be held at the March meeting and installation and formal assumption of duties shall take place May 1st. Outgoing officers will mentor new officers during April.
- All records, materials, etc., shall be transferred to the newly elected officers at the April meeting.
- Any production requiring summer rehearsals, planning, etc., but to be performed after September 1st shall be under the advisement of the newly elected Club Board.

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. March meeting will 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 general business sessions and approved by the Club President.

General meeting Minutes and Board meeting minutes should be placed on the website and available to Club membership.

General 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.

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

Specified dollar limitation on expenditures of Club funds by other than a vote of the general Membership is five-thousand dollars ($5,000.00) except for royalties.

Authorization for signing checks shall be vested in the Treasurer, President, and Vice-President in the absence of the President. Checks over two-thousand dollars ($2,000.00) shall require two signatures.

The President may authorize spending up to 10% over a budget line item without prior approval of the board.

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 – Inventory and Equipment

Theatre West will cooperate with the Recreation Manager or delegate in his or her preparation of any inventory of Theatre West facilities, goods or equipment. The President will be responsible for providing any additional inventory requested by the Recreation Manager no later than December 31st of any given year. In order to simplify inventory, there shall be no requirement to inventory items having a value of less than $500.00.

Section H - Treasurer's Duties and Responsibilities

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

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 8).

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 – Additional Committees

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

Section D - Duties of the Safety Committee

Duties of the Safety Chair include informing the Club Board and membership of any safety concerns that may arise and making remedial suggestions.

Section E – Audit Committee/Chairperson Duties and Responsibilities

Duties of the Audit Chairman/Committee include preparing any audit report.

Section F - Other Committees and Their Duties

Sunshine Committee - Will notify the members of life events of members and will be responsible for communications on behalf of Theatre West or providing information to the membership regarding appropriate contact with members, former members or their families.

Nominating Committee - Will consist of three individuals who will choose a Chair from among them and carry out the duties of putting forward the names of members seeking election to the Board and supervise the election by the members.

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 the 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.

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.

Appendix A – Club Officer Role Descriptions

Refer to officer booklets for full description of duties

President

- Shall preside at all regular and special meetings of Theatre West.
- Shall supervise the activities of this organization.
- May participate as a member of any committee except nominating.

Vice President

- In the event of the absence or inability of the President to perform their duties, the Vice-President will have the same authority as the President and shall supervise the functioning of all committees.

Treasurer

- Shall be custodian of all funds of Theatre West and must account for same at all regular meetings.
- Shall keep proper ledgers and records to be made available to the membership and for audit, for a period of seven years prior to the current year.

Secretary

- Shall keep record of business transacted during all General and Regular Board meetings of Theatre West.
- Shall prepare, and make available the minutes by reading, posting or distributing to the membership.

Members at Large

- **Program Chairman** - Shall arrange for the programs to be presented at the regular meetings by seeking directors. Monthly meeting programs must be submitted to and approved by the Board. The Program Chairperson will provide assistance as needed.
- **Membership Chairman** - Membership Chair shall work to increase the membership of Theatre West and shall keep records of membership, shall keep records of attendance of members and guests at general meetings, shall be responsible for activities related to volunteer recognition and assist in integration of new members, shall file monthly and annual reports as outlined in the Rules, Regulations & Procedures for Chartered Clubs of SCW, Inc.

Dues are payable starting with January 1st of each year and expire on December 31st of the same year. Dues are as approved annually by the membership. The Membership Chair will announce at the January meeting those members who have not paid dues by March meeting will be dropped from membership rolls.

The cost of one name badge as well as replacement badges will be current market price at the member's expense.

- **Publicity Chairman** - Shall be in charge of all publicity with respect to proofs and pictures for publicity.
- **Outreach Chair** -Shall be responsible for working with the board and membership to develop guidelines and procedures for outreach to surrounding communities and/or for the identification of charitable activities and opportunities within the Club: The Outreach Chair shall keep records of all outreach charities or educational activities carried out and provide information to the Publicity Chair for posting on the TW website or otherwise distribute the information.

Appendix B – Bylaws Amendments

Attach Amendments to This Document Behind This Page

Signatures

Club President

2/10/2026
Date

General Manager

2/6/2026
Date