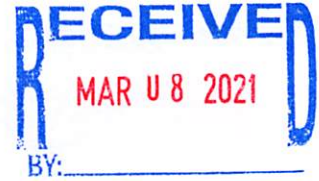


CANINE COMPANIONS OF SUN CITY
WEST

BYLAWS

ARTICLE I - General



Section A - The name of this organization shall be CANINE COMPANIONS OF SUN CITY WEST (hereinafter the "Club").

Section B - The objective of the Club is to have an organization of people who have a mutual interest in owning and caring for dogs and to:

1. provide social and educational activities to further this goal, and
2. advise in the maintenance, upkeep and operation of the large dog park facility [hereinafter the "Park"] located at the R.H. Johnson Recreation Center.

Section C - These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc. Articles of Incorporation, Association Bylaws, and 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 Centers' document shall prevail.

Section D - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Service Tax Exempt Codes and the Association Bylaws.

ARTICLE II -Membership

Section A - Membership shall be open to all members in good standing of the Recreation Centers.

Section B - There shall be no other preconditions for membership, nor will members be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Section D - The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum¹ has been established.

Quorum¹ is the minimum attendance at a club meeting necessary to conduct elections, to approve bylaws, to approve budgets, or to conduct other club business that requires a vote. A quorum shall be ten percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E - Club Maintaining a Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 - 1. Membership participation is the action of taking part in club activities.
 - 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
 - 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

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

Section G - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, or cause dissension among Club members, other clubs, or the Association in general, may have their membership suspended (up to two (2) weeks) by the club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.
- 3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - a. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 - 1. Member in question and Club President or presiding officer shall present their case.
 - 2. Ruling will be made based on majority consensus.
 - 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
- 4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.

- a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the Governing Board.
 - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e. suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation. procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

The above actions relate to any dog owner whose dog attacks another other dog within the park causing harm to that dog.

ARTICLE III – *Officers*

Section A - The Club Board must consist of a minimum of four officers: a president, a vice president, a secretary and a treasurer.

The President from the previous year will automatically become a Board member, if available to serve, for a single term of one year. Club members may elect a maximum of eight Board members.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understood the Associations Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5, NEW CLUB OFFICERS AND RULES, REGULATIONS AND PROCEDURES FOR CHARTERED CLUBS AFFIRMATION REPORT and forwarding it to the Recreation Centers' Activities Manager.

Section C - The Club Board shall be elected by a majority vote of those present at the Club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor [RR&Ps, Chapter 4, Article VI, L].

Section D - The Club's Secretary must submit a Form CR- 15 MEMBERSHIP ROSTER to the Recreation Centers' Activities Manager by no later than February 1st of each year.

Section E - Board members shall serve for a term of one year commencing January 1st and terminating at the close of business December 31st or until their successor has been elected. Any Board member may serve up to three consecutive years.

1. Duties of the President - Preside over all meetings; carry out the directive of the board; serve as the Club's liaison with the Recreation Centers; represent the Club regarding requests for Park improvements, new equipment, safety concerns, and maintenance; and enforce disciplinary action when warranted per Article II, Section E.
2. Duties of the Vice President - Perform the President's duties if the President is absent or unable to perform the duties of that office, including completing the President's term of office if necessary; and perform duties as the President may request.
3. Duties of the Secretary - Record and prepare all Board and General Meeting Minutes for approval by the President and distribution to the Board and Club members; maintain the Club's bulletin board at the Park.
4. Duties of the Treasurer - Collect and deposit Club member dues; maintain and update relevant Club member information; distribute the Club Membership listing to the Board and Club Members; maintain the Clubs financial ledger of income and disbursements; have custody of all Club bank account checkbooks; reconcile bank accounts monthly; provide all requested documents to the Club's Audit Committee and/or Board; and prepare a preliminary budget for the coming year for approval first by the Board and then by the Club members at the 4th quarter General Meeting.

Section F - If a vacancy occurs within the Board. The Board, at its discretion, may appoint someone to fill the vacancy for the remainder of the term if considered necessary.

Section G - To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately thereafter. The procedure is available from the Recreation Centers' Activities Manager.

Section H - Each Board member shall maintain a file of their current duties and other matter. It is the responsibility of the club president to pass the Rules, Regulations, and Procedure's book onto their successor.

Article - Meetings

Section A - Board Meetings are to be held quarterly each year. General Meetings will be held thereafter within two weeks following any board meeting. Notice of the meeting dates are to be posted on the Club's website and e-mailed to all members. Notices are to be posted on the Park's bulletin board and in the Park. Elections will be conducted at fourth quarter meetings each year.

Section B - Minutes will be taken by the Secretary to document all business sessions and must be approved by the Club President. Minutes, as well as other pertinent administrative records, are to be retained for a period of three years. Minutes are to be provided to Club members prior to the next general meeting.

The President and/or the Board may call a special meeting. Notice of the date, time and location of the special meeting must be given to all Board members not less than three calendar days prior to the meeting. Notice may be given verbally at a previous meeting, in person, by e-mail or by voice or text message.

Any Club member may request a special meeting by submitting a petition to either the President or Secretary that states with reasonable clarity the grievance or reasonable cause that has been signed by not less than 20 Club members. The President will then schedule a general meeting and serve Club members with a 14-day notice of the special meeting.

Section C - Voting & Quorum Requirements

1. Board Meetings - A quorum (see fn.1) is a simple majority of the Board.
2. General Meetings - A quorum is the minimum attendance necessary at a Club Membership Meeting to conduct elections, to approve the Club's Bylaws, to approve budgets or to conduct other Club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such a purpose. A simple majority is required for all issues except approval of the Club's Bylaws which requires a two-thirds majority vote must be by ballot.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records. However, if two or more persons are running for the same office, the vote must be by ballot.
4. Refer to Roberts Rules of Order for assistance in parliamentary procedures. Please note that the Club's Bylaw provisions take precedence over Roberts Rules of Order, i.e., anything not stated in the Club's Bylaws shall be referred to Roberts Rules of Order for parliamentary rules.

ARTICLE V - *Financials*

Section A - Financial records shall be retained for a period of seven (7) years prior to the current year.

Section B - Payment of Club Funds

- 1 Expenditures of less than \$300 must be approved by the Club President.
- 2 Expenditures of \$300 to \$500 must be approved by the Board and recorded in the minutes on the date the expenditure was approved by the Board.
- 3 Expenditures greater than \$500 must be approved by Club members, either as a specific expense item or by a budget allocation per a budget previously approved by the President or Vice President and Club members at a regularly scheduled general or special meeting.
- 4 The Club does not maintain petty cash for reimbursements.

Checks are to be signed by the Treasurer. Checks may be signed by an officer authorized by the Board if the Treasurer is unavailable to sign a check. Only the Treasurer is authorized to transfer funds between accounts.

Section C - No Club member shall receive any 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 previously approved by the Recreation Centers Activities Manager.

Section D - Financial records must be audited on a yearly basis 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 meeting. A copy will be provided to the Recreation Centers' Activities Manager.

Section E - Commercial advertising and/or flyers of Club activities must be in compliance with RR&Ps, Chapter 3, p. 18, Section F. 1 & 2.

Section F - Contracts for instructors, if any, will be handled in compliance with Chapter 4, Article VI, of the RR&Ps. All contracts must be renewed on a yearly basis. A copy of each contract must be sent to the Recreation Centers' Activities Manager for approval.

Invoices from outside vendors. reimbursement to Club members for monies expended on the Club's behalf. and/or services regarding maintenance and/or operation of the Park.

Section G - The Club's Treasurer is required to submit Form CR-7, ANNUAL FINANCIAL STATEMENT, to the Recreation Centers' Activities Manager by February is for the preceding calendar year.

ARTICLE VI - *Committees*

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by the Club Board.

Section B - Permanent [standing] committees, at a minimum, shall include Safety and Audit.

Section C - Duties of the Club's Safety Chairman - To monitor and advise the Board of all safety and hazardous issues within the Park.

Section D - Duties of the Club's Audit Chairman - To perform yearly audits of the Club's financial records.

ARTICLE VII -*Amendments*

To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendments are as follows:

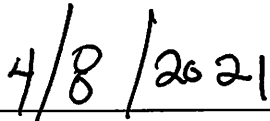
1. The Recreation Centers' Activities Manager shall review the proposed amendments prior to submitting to the Club membership.
2. Proposed amendments shall be well publicized to the membership one month prior to the vote.
2. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' Activities Manager for final review. The amended Bylaws require an approval of the Recreation Centers' Activities Manager prior to implementation. The results and date of the membership vote should be duly noted on the submitted document.

ARTICLE VIII – *Dissolution*

Prior to Club dissolution, after all debts are satisfied, all property and assets shall be turned over to the Recreation Centers.

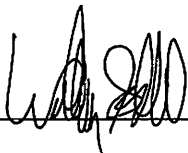


Debbie Pastori, President

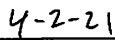


Date

APPROVED:



William Schwind, General Manager



Date