

ARTICLE I – General

Section A – The name of the organization is the Johnson Lawn Bowls Club (JLBC). The Club is chartered by the Recreation Center of Sun City West, Inc (RCSCW).

Section B – The purpose of the Club is to promote the game of lawn bowls, sportsmanship and competition with members and other lawn bowlers, other clubs and their members.

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.

All previous Bylaws of JLBC are null and void.

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

Section E – The Club has Standing Rules that establish rules and policies beyond those enclosed in these Bylaws. The Standing Rules may be amended by a majority vote of the Board of Directors and confirmed at the following General Membership Meeting by a majority vote. A quorum must be established to vote. ¹

Section F – A copy of the Club Bylaws and Standing Rules shall be on file in the JLBC clubhouse readily available to all members.

ARTICLE II – Membership

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

In accordance with the requirements of the RCSCW Rules, Regulations and Procedures for Chartered Clubs (RR&Ps), Chapter 3, Part 1-e, members must be prepared to annually demonstrate that they hold a valid Recreation Center card.

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

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

¹ Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be ten (10) percent of the club membership with a minimum of 20 and a maximum of 100.

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

Johnson Lawn Bowls Club exists for the benefit of its members. A Club member may wish to share the club experience with a guest and is welcome to do so under these specific conditions.

Recreation Card holders may use the lawn bowls facility a maximum of five (5) times before they must join the Johnson Lawn Bowls Club.

Non-Recreation Card individuals may use the lawn bowls facility a maximum of five (5) times in a calendar year.

Guests are the responsibility of their sponsoring member and must be accompanied by the sponsoring member while at the JLBC facility.

Sponsored guests not holding a RCSCW Recreation Card may participate in leagues, tournaments, special events and club visitations once an appropriate completed form for those leagues, tournaments, special events and club visitations have been submitted, viewed and approved by the Recreation Center.

Guests who are minors must be accompanied by a parent or guardian while on the grounds and in the clubhouse. Minors who are spectators may not be on the greens, handle equipment or talk to the bowlers who are on the green. Minors actively bowling must limit their activities to the game or tournament.

All guests must wear acceptable clothing and shoes, adhere to the "Etiquette for Lawn Bowlers," the "Club's Code of Conduct" and obey the Arizona revised Smoke-Free Statute and may smoke only in those designated smoking areas of the JLBC grounds.

Guests violating the smoking rules will be given one (1) warning. Further violation of the smoking rules will result in the guest being removed from the JLBC green and forfeiture of the right to further participate in the game or tournament. The Tournament Director, the Tournament Umpire or any officer of the Club shall inform all guests at and during the tournament of this smoking policy. Those officials are responsible for warning any offender and of implementing the disciplinary action upon a second offense.

The above guest privileges must be posted on the club bulletin board for the benefit of the Club membership.

Section D –Dues - 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 quorum² has been established.

² Quorum is the minimum attendance at a club membership 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 (10) percent of the membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Dues paid after October 31st become valid for the rest of that year and the entire subsequent year. Dues must be paid by January 1st and are delinquent after January 15th. A late fee of five (5) dollars will be charged after January 15th.

A locker rental request list shall be posted in the clubhouse. Locker rental fees are due by January 1st. A member's annual dues must be paid simultaneously with the locker rental fee. An unpaid member will be notified when his/her locker fees are past due. He/she shall be allowed seven (7) days to either pay the locker fee or vacate the locker. The locker will then be assigned to the next member on the request list.

Section F – Conduct and Discipline – RCSCW RR&Ps Chapter 3, Article I, F, Member Code of Conduct describes the conduct that will cause a member of RCSCW to be suspended. Conduct deemed egregious, threatening or dangerous will result in the immediate expulsion from games, tournaments and greens.

The Johnson Lawn Bowls Code of Conduct (JLBCC) shall govern the behavior of all individuals using the facilities assigned to Johnson LBC, including the lawn bowling greens, the clubhouse, the walkways and the seating areas. The term “individuals” shall include, but is not limited to, members of Johnson LBC, guests, tournament participants, visitation participants, spectators and all other persons physically present at assigned Johnson LBC facilities.

Members of the Club, guests, and tournament or league bowlers shall conform to the RR&Ps for Chartered Clubs of the RCSCW, the Standing Rules and Bylaws of Johnson LBC, the Club's Code of Conduct and during bowling events, the “Laws of the Sport of Bowls” and Rules and Regulations of Bowls USA that are not in conflict with the RCSCW or the exceptions of the Club Standing Rules.

The JLBCC shall also govern behavior at all Johnson LBC general meetings, special meetings and meetings of the Johnson LBC Board of Directors.

Prohibited Behavior: Any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly behavior under circumstances in which the behavior tends to cause or provoke a disturbance shall be prohibited.

Procedures for Enforcement of Violations of JLBCC:

A. A verbal warning shall be given to an offending person(s) by a Club officer or Club Director. A written record of the warning shall be made and filed with the Club Secretary within 72 hours of the warning being given. The written record shall include the time of the warning, the reason for the warning and the substance of the warning. The written record shall also include the names of all individuals involved in the incident(s) which gave rise to the warning, including any witnesses present at either the incident or the warning. The written record shall be signed and dated by the officer or director giving the warning.

OR

B. A written complaint may be filed with the President of Johnson LBC by an aggrieved party, a Club officer, a Club director, or a Club member.

Procedure Upon the Filing of a Written Complaint:

The President shall review the Complaint and do one or more of the following:

A. Meet informally with the offending party and any aggrieved party to attempt to reach a mutually agreed upon resolution of the Complaint, including agreement by the aggrieved party. During the meeting, one officer or director (other than the President) shall be present. If a mutually agreed upon resolution to the Complaint is reached, the matter shall be considered closed. A written report of the meeting shall be filed with the Club Secretary. The report shall contain the date and time of the meeting, the parties attending the meeting and the agreed upon resolution.

B. If the Complaint is not resolved pursuant to paragraph A above, then a hearing on the Complaint shall be held before a Hearing Board consisting of four (4) officers/directors of Johnson LBC including the President or Vice-President if the President is unavailable. The President or Vice-President, if the President is unavailable, shall be the presiding officer of the Hearing Board.

One member of the Hearing Board shall be designated as Hearing Secretary and shall keep a record of the hearing. Present at the hearing shall be the offending party or parties, the aggrieved party or parties and witnesses called by the party or parties or by the Hearing Board. The hearing shall be closed to the public.

The presiding officer shall determine the order of testimony and the presentation of other evidence. Upon completion of the hearing, the Hearing Board shall meet privately to determine the validity of the facts contained in the Complaint and, if the Complaint is found to be valid, to determine the appropriate penalty to be imposed upon the offending party.

A decision by the majority of the members of the Hearing Board shall be the decision of the Hearing Board as to the validity of the Complaint and the penalty to be imposed.

The results of the Hearing Board's decision shall be conveyed to the offending and aggrieved party or parties immediately following the decision of the Hearing Board. The written record of the hearing shall be filed with the Club Secretary and with the Recreation Centers of Sun City West (RCSCW.)

Penalties: Where the facts of the Complaint are found to be valid, the following penalties shall be imposed.

First Offense – a written warning from Johnson LBC with a copy of the warning sent to RCSCW.

Second Offense – a one-week suspension from the Johnson LBC.

Third Offense – a two-week suspension from the Johnson LBC.

Fourth Offense – a recommendation for termination from the Johnson LBC to be forwarded to RCSCW for consideration in accordance with the Rules of RCSCW.

Any suspended and/or terminated member has a right to appeal to the governing board of RCSCW (See Chapter 3, Article I, F, I-4.)

ARTICLE III – Officers

Section A – The Club Board shall consist of a President, a Vice-President, a Secretary and a Treasurer.

Additionally, two (2) Directors shall be members of the Board with full voting rights.

The previous year's President is a non-voting, ex-officio member and may advise the Board or Club committees for a period not to exceed one year.

Section B – Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's 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 office of the Recreation 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 and shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Article VI, L)

The above paragraph has been interpreted by RCSCW to mean that to be elected as an officer, a candidate, whether opposed or not, must receive a number of votes equal to or larger than a majority of votes cast. The last scheduled JLBC General Meeting of the year is the "Annual Meeting" referred to above. Members are not required to vote. Members must be present at the meeting to vote. Members may only vote for nominated candidates. Any vote for a person not nominated shall be considered an abstention.

Nomination of candidates may be made from the floor provided that the person being nominated give permission for the nomination and is willing to accept the position. Any candidate nominated from the floor who is not physically present at the meeting shall give his/her written consent for the nomination.

Voting shall be by ballot for all offices, regardless of the number of candidates nominated.

Section D – The President shall be responsible for completing, signing and submitting form CR-15 (annual membership roster) on time.

Section E – The term of office shall be one (1) year starting January 1st and ending December 31st.

The President, Vice-President, Treasurer and two (2) Directors may not serve more than five (5) consecutive terms in those offices and must be out of office at least one (1) year before running again for that office.

The President is the Chief Administrative Officer of the Club. The President presides at all General Membership and Board meetings. The President casts the deciding vote in the case of a tie. The President shall call Special Board Meetings for a “Code of Conduct Complaint” or other urgent issues when necessary. The business to be transacted at any special meeting shall be limited to that included in the President’s published agenda for the specially called meeting.

Regarding other non-urgent issues, for Special General Meetings a twenty (20) day notice shall be given to the general membership by personal or electronic means, posted on the bulletin board and announced at the daily draw for a period of seven (7) day.

The President is responsible for completing, signing and submitting all RCSCW Forms and Reports including but not limited to forms CR-15, CR-4, CR-11, CR-10 on time.

The President is responsible for distributing RR&Ps booklets to new members.

The President shall approve all information posted on the bulletin board.

The President shall appoint a parliamentarian with the approval of the Board.

The Vice-President shall act in place of the President when the President is absent or at the President’s request.

The Secretary shall keep records of the action of all General Membership and all Board Meetings. The record shall include all motions, maker of motions, seconds to the motions and the voting results. The Secretary shall provide copies of the minutes of all meetings for each Board member and shall post one copy at the clubhouse. The Secretary shall retain copies of all minutes for a three (3) year period and turn over all copies of minutes to a newly elected Secretary and President.

The Secretary shall keep a Roster of the Club members provided by the Treasurer. The Secretary shall handle all general correspondence of the Club as directed by the President and Board of Directors.

The Treasurer shall keep an accurate record of all monies received and spent, retaining deposit notes, receipts and other available documentation. The Treasurer shall deposit all funds, except, \$ 15.00 or under at a bank in the type of account or accounts approved by the Board.

The Treasurer shall collect all Club dues and all other monies. All monies collected for tournament fees, social events and other Club functions shall be collected by the appropriate committee and turned over to the Treasurer for deposit and to pay bills.

The Treasurer shall maintain a file card or spread sheet for each paid-up member, to include their address or addresses, telephone number(s), RCSCW membership card number, expiration date and locker number. This Roster shall be provided to the Secretary each year. The Treasurer shall update the file or spread sheet when the member presents a valid RCSCW membership card.

The Treasurer shall reconcile the Club's accounts monthly. The monthly reconciliation shall match the Club's receivables and expenditures to the monthly bank statement. This reconciliation will be delivered to the other Board members monthly either via printed copies or electronic spreadsheet. The reconciliation, current year-to-date, along with the Audit Committee's findings shall be included in the Treasurer's report at each General Membership Meeting.

The Treasurer shall order a name tag (badge) and a board tag for each new member.

The Treasurer is required to submit Form CR-7 Annual Financial Statement to the office of the Recreation Activities Manager by February 1st for the preceding calendar year after acceptance and approval by the JLBC Audit Committee and the President.

The Directors are officers of the Club and shall assist with any Board duties assigned to them and shall vote on all matters of the JLBC Board business.

The Board shall implement the Club Policies, Standing Rules and Bylaws. The Board conducts the routine business of the Club and approves transactions of the Club. The Board establishes policies of the Club and the Committees, except where policy is already defined by the Rules, Regulations and Procedures for Charter Clubs, Club Bylaws and Standing Rules or where a policy is already defined by action of the General membership.

The Board shall meet prior to every General Meeting and at other times as called by the President at Board meetings. The presence of a minimum of four (4) officers, one of whom shall be the President (or acting President) is required for a quorum.

Section F – Vacancies in Office – All vacancies on the Board shall be filled within thirty (30) days. An Appointee for office shall be recommended by the President or other Board members and is subject to confirmation by a majority vote of the Board. Notifications of filled vacancies on the Board shall be posted in the clubhouse within seven (7) days of the appointment of the new officer.

Section G – Recall, Impeachment (Expulsion from Office) or other Disciplinary Action Against an Officer

A member or members of the Board may be recalled (expelled from office) or disciplined for failure to perform the designated duties of their elected position, for failure to act in the best interest of JLBC, and/or their conduct which puts them in conflict with these Bylaws and the Standing Rules of JLBC and/or the Rules, Regulations and Procedures of the

RCSCW. Roberts Rules of Order must be followed during any meeting pertaining to recall, expulsion or misconduct of a Board member.

Impeachment – 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. (The procedure is available from the Recreation Activities Manager.)

A Recall or any other disciplinary action against an elected Officer or Officers may be requested by a member or members of JLBC using the Complaint Form or equivalent document with an attached Petition signed by not less than twenty (20) members. The remaining Board members shall consider the Petitioners' complaint(s), and any/all evidence presented before rendering any decision to hold a hearing.

The following procedures shall be followed:

A. All charges of improper activity or misconduct shall be in writing on the Complaint Form. The charges shall be detailed and explicit and shall describe the improper action(s) or misconduct alleged to have been committed by the Officer being charged.

B. The accusations must be sufficiently explicit in detail to inform the accused of the nature of the offense(s) with which he/she is being charged. The Form shall include a list of witnesses and/or injured parties and must be signed by the accuser(s). The Form and the Petition must be submitted in a timely manner, not more than twenty-one (21) days after the latest of all alleged offenses. If Recall, of the Officer is requested, the Form must explicitly so state.

C. The Complaint documents shall be delivered to the President or the highest-ranking uncharged Officer in person or by US Mail. The President or Officer (hereafter called the Presiding Officer) receiving the Complaint and the Petition will provide the uncharged members of the Board with a copy of the Complaint and Petition within ten (10) days of receipt thereof.

D. The Members of the Board not charged in the Complaint (hereafter called the Judgment Board) shall have ten (10) days to consider the charges filed. If a majority of the Judgment Board agrees that the charges warrant further action, the charged Officer(s) will be notified of the Complaint, provided a copy, and asked, in writing, to respond to the Complaint in writing to the Judgment Board. The written response must be provided within ten (10) day of receipt of the Judgment Board's request.

E. Upon receipt of the charged officer's or officers' response, the Presiding Officer shall send copies to all Judgment Board members. The Judgment Board will consider all evidence and render a majority decision within five (5) days as to whether or not a hearing is merited. In the event the charges do not merit a hearing, the Petitioners and Accused shall be notified that the hearing will not be held. The Judgment Board shall determine if any discipline should be imposed upon the charged officer without a hearing. The Petitioner and the Accused shall be notified of the Judgment Board's decision regarding any such discipline.

In the event the charges do merit a hearing, the following procedure shall apply:

1. The Presiding Officer within the above listed five (5) days shall notify all Judgment Board members and all interested parties of the date, place and time of the hearing. The hearing shall be held within twenty-one (21) days of the Judgment Board's decision that a hearing is merited. The Officer(s) charged in the Recall or Disciplinary Process must be present for the duration of the hearing.
2. The hearing will be led by the Presiding Officer. He/she will allow for testimony by the accused, the accuser and other witnesses as deemed appropriate. He/she will allow for the presentation of any other relevant evidence. Both the accuser(s) and accused Officer(s) shall be present during this process. When the testimonial and evidentiary proceedings are completed, the Judgment Board shall meet privately and shall consider all evidence and testimony.
3. After discussion of all testimony and evidence, the Judgment Board shall vote as to whether the charges are upheld. A 2/3 majority is required for ordering a vote of the membership of the JLBC for expulsion from office and/or recommendation to RCSCW for expulsion from JLBC. A simple majority is required to order temporary suspension or to issue a letter of censure.
4. A written notice of the Judgment Board's decision will be provided to both the Accused and the Accuser. This notice shall explain the reasons for the decision.

If recall or expulsion is approved, the following steps apply:

1. A Special General Membership Meeting shall be called in accordance with the procedures of Article IV of these Bylaws. A quorum shall be required. No other business except the proposed expulsion may be considered at this meeting. The Accused and the Accuser will be allowed to speak twice, once to present his/her case and once to refute his/her opponent. The Accused will be the last to speak. A vote by secret ballot shall then occur. A 2/3 majority is required to uphold the charges. The Judgment Board shall issue, collect and count the ballots.
2. If the charges are upheld, the action required is immediately applicable. If expulsion from office is approved, the vacancy shall be filled in accordance with Article III, Section E of these Bylaws.
3. If expulsion from the Club is recommended, the Judgment Board shall forward the entire record of Complaint, Petition, Hearing and Special Meeting to the Recreation Activities Manager for consideration. The Accused shall be temporarily suspended from office during consideration by RCSCW unless permanent expulsion from office as described in 2. above was also approved.
4. Nothing in this Article precludes any right of appeal to RCSCW that may be authorized by the Rules, Regulations and Procedures of RCSCW.

Section H – It is the responsibility of each officer to pass the Rules, Regulations and Procedures book on to his/her successor.

ARTICLE IV – Meetings

Section A – There shall be four (4) quarterly General Membership Meetings, one conducted during each quarter of the calendar year. The dates of the General Membership Meetings shall be posted on the club bulletin board thirty (30) days or more prior and announcements of such meetings shall be made at the Daily Draw for a seven (7) day period.

The Board shall determine the meeting schedule and place. Additional meetings and Special General Membership Meetings may be called by the President or by the majority of the Board.

A general meeting may be requested by any member of JLBC. Such request shall be in writing stating the purpose of the meeting and shall be accompanied by a petition signed by a minimum of twenty (20) members of JLBC. A copy of the request and the petition shall be provided to the President with a copy to each Board member.

A special general meeting called by the membership as described above shall be scheduled by the Board within thirty (30) days of the submitted request and petition. At least a thirty (30) day notice must be provided to each name signed on the petition with a general membership notice shall be posted on the bulletin board at the clubhouse thirty (30) days prior to the scheduled meeting. The business to be transacted at the special meeting shall be limited to that in the submitted request and/or petition. The special meeting may be conducted prior to a General Membership Meeting, adjourned and followed by the General Meeting.

Section B – Minutes shall be taken by the Secretary to document all business sessions and shall be approved by the Club President. Minutes, as well as other pertinent administrative records, shall be retained for a period of three (3) years by the Secretary and the President.

Section C – Voting and Quorum Requirements:

1. To conduct official business at a regular or a special general membership meeting, a quorum of JLBC members is required and shall include the President (or acting President) and two (2) Board members. A minimum of four (4) Officers, one of whom shall be the President (or acting President) is required for a quorum at Board meetings.
2. Approval of any motions, whether at General or Board meetings, require and an affirmative vote of a majority of those present after a quorum is established. The procedures for conducting all meetings shall be guided by the requirements of these Bylaws and the RR&Ps. In cases where questions of procedures are not so covered, the Presiding Officer shall be guided by and adhere to the procedural criteria described in Roberts Rules of Order.

3. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Roberts Rules, i.e. anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Section D – Special Executive Sessions of the Board may be called and when necessary may be restricted to Board members and other invited parties only.

ARTICLE V – Financials

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

Section B – Authorization shall be obtained prior to any financial commitment. Minutes of meetings are acceptable when an expenditure is voted upon and approved at a Board meeting or General Membership Meeting. Authorization shall be obtained according to the schedule below for any single project or event.

Up to \$ 125.00 by any one of the six (6) officers.

From \$ 125.01 to \$ 1,000.00 by a majority vote of the Board.

Over \$ 1,000.00 by a majority vote at a General or Special Membership Meeting

Only expenditures of \$ 15.00 or less can be paid by petty cash.

Open tournaments: All expenditures, prize monies and expenses shall be paid out of tournament entry fees or from tournament sponsorship funds.

The requirements for authorization of payment noted above shall not apply to payment for food, entertainment or prizes on the Club's calendar of scheduled events provided a bona fide receipt or equivalent document is retained.

The Treasurer, President, Vice-President, Secretary or Directors of the Club may sign checks. A check over the amount of \$ 1,000.00 requires two (2) signatures. The signatures of those authorized to sign checks shall be registered at the bank.

Section C – No Club member shall receive any compensation or financial reward 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 Center Activity 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 the 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 office of the Recreation Activities Manager.

The Audit Report copy provided to RCSCW shall be on the form of Form CR-7 or its current

required equivalent.

Section E – Any commercial advertising or flyers of Club activities must comply with the RR&Ps Chapter 3, page 18, Section f 1&2, RCSCW.

Section F – Contracts for instructors will be handled in compliance with Chapter 4, paragraph VI, A through M of the RR&Ps. Each contract must be renewed on a yearly basis and a copy of each contract sent to the Recreation Activities Manager for approval.

Section G – The Treasurer shall work with the various committee chairs to establish guidelines and estimates (budgets) for the coming year. The Treasurer shall present the budgets to the Board when required. The Treasurer's report to the Board may be ad-hoc.

Section H – The Treasurer shall work with the various committee chairs to keep an annual accounting of the Club's assets (inventory). This inventory shall be reviewed and approved by the Board annually.

ARTICLE VI – Committees

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

Section B – Any JLBC member in good standing may serve as a committee chairperson or as a committee member under the following guidelines:

Chairpersons of the various standing committees shall appoint committee members as required subject to approval by a majority vote of the Board.

The names of the standing committee chairpersons and ad-hoc committees for the year shall be posted on the bulletin board and recorded in the minutes. Standing and ad-hoc committees must keep accurate records of their activities and pass them on to the next person to serve in that position. Standing and ad-hoc committee duties are described in the sections below.

Section C – The Club shall have a permanent (standing) Safety Committee tasked with maintaining a safe environment for all Club members.

Section D – The Club shall have a permanent (standing) Audit Committee tasked with quarterly review of the Club's financial reports. The Audit Committee members shall not be elected Club Board members.

The Audit Committee shall present its findings to the Board prior to each General Membership meeting. The Audit Committee's findings shall be presented at each General Membership Meeting as part of the Treasurer's report.

An Audit Report shall be made if the Treasurer is replaced during the year or if the Board or General membership (through the Officer recall process defined in these Bylaws) requests an audit.

Section E – Other Committees

The following are the standing committees to be appointed by the Board:

TOURNAMENT: This committee schedules and supervises all open and Bowls USA tournaments. All open tournaments and Bowls USA sponsored tournament expenses will be provided by entry fees and other contributions. The committee shall post information regarding these events and the tournament results on the bulletin board and communicate the results to the Public Relations and Publicity chairperson. The Tournament Committee shall keep the Hospitality Committee chairperson advised of events requiring assistance. The Tournament Committee will assist the Hospitality Committee chairperson with a suggested budget per event.

GREENS & GROUNDS: This committee's duties are to ensure the greens and grounds are kept in good condition. The committee recommends work to be done by the RCSCW and acts in an advisory capacity with the RCSCW. This committee decides with the RCSCW what greens are available for bowling.

MEMBERSHIP: This committee shall be composed of the Treasurer and the Secretary who shall collect the names of persons interested in taking lessons or in joining as members and provide the Instruction Committee with those names.

INSTRUCTION: The chairperson of this committee will receive the names of persons (non-members or new members) interested in learning the game of lawn bowls from the Membership chairperson. The duties of this committee are:

1. Verify applicants are current Recreation card holders.
2. Advise applicants in proper bowl size and equipment.
3. Instruct applicants in lawn bowls technique, its rules and the etiquette of the game.
4. This committee shall provide to the Membership chairperson with the names of the newly-qualified Club applicants.

CLUBS and GAMES: The duties of this committee are to arrange all social functions of the Club and coordinate with the Hospitality Committee to provide food and refreshments as required.

Such functions may include the Holiday Party, Spring Fling, October-Fest, Dollar Wednesday, Visitations and other special events and games that promote interest in and for the Club. Visitations shall be one day in duration and may use up to two (2) greens. This committee will assist the Games chairperson who will provide the committee with budget guidance. All events must have the approval of the Board as well as a completed and approved form from the Recreation Center Manager.

This committee will post information regarding these events and the results on the bulletin board and communicate results to the Public Relations and Publicity chairperson. This committee shall keep the Hospitality Committee advised of events requiring assistance.

The Clubs and Games Committee shall be responsible for providing monitors of the facility in accordance with the Recreation Centers RR&Ps for Chartered Clubs. The committee shall determine procedures for monitoring daily draws and post procedures for monitoring the clubhouse on the bulletin board. This committee shall make announcements regarding future lawn bowls and social events and other pertinent information of interest and importance to the membership.

This committee shall be responsible for training daily draw monitors and post such members' names on the list of qualified daily draw monitors.

HOSPITALITY: The duties of this committee are to arrange all social functions for the open tournaments and Bowls USA Tournaments including staffing, food, entertainment and clean-up. All open tournament and Bowls USA Tournament expenses will be provided by entry fees or other contributions. This committee shall assist the Tournament chairperson and the Bowls USA chairperson who will provide the committee with a suggested budget per event. All events must be approved by the Board.

PUBLIC RELATIONS and PUBLICITY: The duties of this committee are to communicate Club activities and newsworthy achievements of the Club members to the local newspapers and to the Publicity chairperson of South-Central Division, Bowls USA. The committee is to publish and distribute a newsletter at the discretion of the Board of Directors. A copy of any news release or newsletter is to be posted on the club bulletin board and the outside (glass) bulletin board (space permitting).

This committee is responsible to participate in Newcomers' Orientation and arrange for Club volunteers to represent our Club to the visitors at this event.

SUNSHINE: The duties of this committee are to send "get well" or "sympathy" cards to any member who is ill or injured and to send flowers to the family upon the death of a Club member. This committee will coordinate club group attendance at memorial services for Club members, past and present.

CLUBHOUSE EQUIPMENT and SAFETY: This committee is responsible for all equipment repairs. The committee shall arrange for all approved purchases and repairs of equipment and the display of plaques.

This committee manages the club's inventory of equipment belonging to RCSCW that is in the care of the Club in compliance with RR&Ps Chapter 4, Parts A through H, inventory and repairs. This committee shall ensure that the equipment is maintained and in safe condition.

A Club officer will document any reportable accident/incident/injury on Form RC 20-5 as required by RR&Ps Chapter 3, Club's Operations Section XI, part B and submit the completed form to the President for forwarding to the RCSCW. In the absence of the Safety chairperson, the person in charge of the Club event or the monitor of the Daily Draw shall document any such reportable event and submit same as described above. The committee will maintain the first aid cabinet in the clubhouse.

BOWLS USA: The chairperson (a Bowls USA member) selects a committee of Club Bowls USA members to be approved by the Board. The committee interfaces with the South-Central Division (SCD) of Bowls USA and selects delegates to the SCD who must be approved by a majority vote of the Board.

This committee shall post communications, information of interest to the Club and entry forms on the bulletin board with the approval of the JLBC President. This committee shall work together with the Tournament committee in conducting all Bowls USA tournaments utilizing JLBC greens in providing monitors, setting up greens for play with the proper equipment and providing markers for all singles events. Results of such tournaments shall be posted on the Club bulletin board and shall be forwarded to the Publicity chairperson.

The Bowls USA Committee may host five (5) Bowls USA sanctioned tournaments per calendar year. A tournament is one event that can be two (2) to seven (7) consecutive days in length. Scheduled tournaments may use up to three (3) JLBC bowling greens or more if approved by the Recreation Center management. The scheduling of these tournaments shall avoid conflict with JLBC tournaments, special events or daily draws whenever possible. The Bowls USA committee shall provide the JLBC President its requested dates for the next year before the calendar year-end. The RCSCW and the JLBC must approve these tournaments. All tournament expenses incurred by JBLC or its members must be covered by Bowls USA funds payable to the JLBC Treasurer who will reimburse individuals as appropriate.

A special request for a Bowls USA tournament, including the number of rinks needed, shall be made in writing to the JLBC President at least thirty (30) days in advance of the event's start date for approval. All Bowls USA events must be under the supervision of JLBC.

Standing Committee chairpersons shall present reports at general membership meetings and Board meetings when requested by the Board.

All committee shall be provided a space on the bulletin board. All material to be posted requires the approval the President of the JLBC.

AD-HOC COMMITTEES

BYLAWS: This committee chair (created by the President or a Board majority) must have familiarity with the JLBC Bylaws and RCSCW Rules, Regulations and Procedures for Charter Clubs. Consideration of Bylaw change(s) must be made in compliance with all RCSCW guidelines.

NOMINATING: The Nominating Committee shall consist of three (3) non-Board members. The committee chairperson shall be appointed by majority vote of the Board. The committee chairperson shall appoint 2 additional members who shall be confirmed by a majority of the Board.

The committee shall present a minimum of one (1) candidate for each of the six (6) Board positions. The Nominating Committee shall make every effort to contact more than one person to be a candidate for each office. The names of the candidates selected by the Nominating Committee shall be posted in the clubhouse no later than November 1st or thirty (30) days prior to the date of the election whichever is earlier.

ELECTION: The chairperson of the Election Committee shall be named by the President with the approval of the Board immediately after the Nominating Committee has presented its list of candidates for election. The committee chairperson shall not be a nominee for election on the nominating list. The chairperson shall appoint a minimum of four (4) persons to this committee.

The committee will act as registrars and tellers, may not be on the nominated list and shall conduct themselves in a completely impartial manner during the election process.

If at the General Meeting in which the election occurs, a member of this committee is nominated for office from the floor, that person shall be immediately relieved of all election duties and replaced by another member of JLBC.

The Election Committee chairperson shall preside over all aspects of the election process. This includes but is not limited to:

Preparation of the ballots to be used for the election

Obtaining an up-to-date list of members and Recreation Card numbers from the Treasurer

Conducting a check-in system for members attending the meeting

Verifying members' valid Recreation Cards by comparing their cards to the membership list as they check in to the meeting

Providing a ballot to all members who have presented valid Recreation Cards

Determining that a quorum, as defined by Article IV, section C of these Bylaws, is present

Asking the membership for any nominations from the floor for each office

Allowing each candidate in a contested election 3 minutes to address the membership

Determining all other procedures for conducting the election such as gathering, counting, and, if necessary, re-counting of ballots by tellers. The tellers will provide a report showing the total number of votes cast, the number required for a majority vote and the number of votes per candidate.

The report shall be delivered to the chairperson who shall announce the candidates winning by a majority. He/she shall immediately conduct a run-off election for any office where no candidate received a majority vote. In a multiple candidate election, the two candidates receiving the most votes will be the nominees for such a run-off. Upon completion of all election activity, a report of the election shall be prepared. The Secretary shall receive the report and record the results in the minutes of the meeting.

ARTICLE VII – Amendments

Amending the Bylaws of this club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such a purpose with a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Activities Manager shall review the proposed amendment(s) prior to submittal to the Club membership.
2. Proposed amendment(s) shall be well publicized to the membership one (1) month prior to the vote. All amendment(s) must be voted upon and approved by a quorum of the membership.
 - a. The minimum acceptable publicity shall be notification to the membership of the proposed amendment(s) by posting in the glass-enclosed exterior bulletin board at the clubhouse and on the interior clubhouse bulletin board. No changes or modifications to the proposed amendment(s) may be made during this formal notice period. Any change to the presented amendment document will necessitate re-submission of the entire changed proposed amendment(s) to the RCSCW for review and shall require initiation of a new membership notification period.
 - b. At its discretion at any time, the Board, acting through the Bylaws committee, may initiate the process of amending these Bylaws. Any club member, acting on his/her own initiative, either as an individual or with a group, may initiate an amendment. The Board may not interfere with such activity. Any Club member initiating an amendment shall advise the Board of his/her progress by providing copies of the proposed amendment prior to proceeding under paragraph 2 above.

c. At the time of posting of any proposed amendment, an introductory notice shall be prepared by the Board and signed by the President stating whether the proposed amendment will be considered *en bloc* or otherwise. If not considered *en bloc*, the organization of voting shall be described by this notice. This determination shall not be changed. At the time of posting, a copy of the Notice and Proposed Amendment shall be given to the Club Secretary for filing.

d. A Special General Meeting shall be called by the Board as prescribed in Article IV, Section A for the purpose of amending the Bylaws. Provided a quorum (as defined by Article IV, Section C of these bylaws) is present, the meeting shall proceed with the agenda as follows:

I. Discussion, pro and con, on proposed amendment(s); changes to the proposed amendment(s) shall not be considered.

II. Voting on the proposed amendment(s), either *en bloc* or separately, as described in the introductory notice, shall proceed by using a paper ballot prepared in advance of the meeting. A 2/3 majority of members present shall be required to approve each proposed amendment or *en bloc* of amendments.

III. The Secretary shall record the results of the vote, noting the presence of a quorum and state specifically in the minutes of this meeting that the proposed amendment(s) were approved or rejected. No other business may be conducted.

3. 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 the approval of the Recreation Centers General Manager prior to implementation. The results and date of the membership vote should be duly noted on the document.

a. A copy of the minutes of the Special Meeting showing the results of the vote shall be attached.

b. Upon approval by the General Manager of RCSCW, the amended bylaws are in full effect, whether a replacement in entirety or an amendment of specific items.

ARTICLE VIII - Dissolution

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

**Amendment in the Entirety of
Bylaws of Johnson Lawn Bowls Club
Building 1-A; Sun City West
Effective Date:**

Passed by more than a 2/3 majority at a JLBC Special meeting on

**David Parker, President
Johnson Lawn Bowls Club**

Date

**Willian Schwind, General Manager
Sun City West Recreation Activities**

Date