

# **Sun City West PRIDES, Inc.**

## **By-Laws**

Revised and Adopted April 9, 2022

### **Article I**

#### **Membership:**

Any resident of Sun City West, Maricopa County, May become a member upon signing a liability waiver. Any person who is not a resident of Sun City West must be approved by the Board before becoming a member.

### **Article II**

#### **Directors:**

1. The business of the Corporation shall be conducted by a nine member Board of Directors.
2. At least sixty (60) days prior to the annual meeting of the members (held on the third Saturday of November), the President shall appoint a three (3) person nominating committee to select a group of nominees for the Board..
3. The nominating committee shall present a list of candidates for the Board of Directors at the October general meeting. Persons nominated from the floor must be present and express a willingness to serve-on the Board.
- 4.The election of Directors for the upcoming year will be held at the November Annual Membership meeting and those elected shall take office effective January 1 of the following year.
5. Three (3) Directors shall be elected each year for a three year term..
6. Directors may only serve two (2) consecutive terms without waiting out at least one year.
7. The newly elected Directors and carryover Directors shall convene at the January Board Meeting and elect Officers for the coming year.
8. Any vacancies that occur on the Board, for any reason, shall be filled by Board appointment to serve the remainder of the Director's elected term.

## Article III

### **Officers:**

The Officers of the Corporation are: President, Vice President, Secretary, Treasurer and two Associate Treasurers. Such Officers shall be elected each year by the Directors from the Board membership. A second Associate Treasurer of Revenue and a second Associate Treasurer of Disbursements may be appointed from the Board or the general membership. The President-elect shall have served at least one year on the Board.

1. President: The President shall preside at all meetings and shall enforce all rules and regulations relating to the operation of the Corporation. The President shall call special meetings of the Board of Directors when he or she deems necessary, when requested by a majority of the Board or upon written request of at least (30) members. The President has authority to approve purchases for the corporation not to exceed \$1,000.00.
2. Vice President: The Vice President, in the absence of the President, shall have the powers, prerogatives and duties of the President. The Vice President shall preside over the monthly meeting of Monitors and perform other duties as outlined in the Policy and Procedures Manual.
3. Treasurer: The Treasurer is responsible for all financial matters to include supervision and oversight of the Associate Treasurers and their duties as outlined in the Policy and Procedures Manual.
4. Associate Treasurers for Revenue: The two Associate Treasurers for Revenue are responsible for documenting all income and making appropriate deposits as outlined in the Policy and Procedures Manual.
5. Associate Treasurers for Disbursement: The two Associate Treasurers for Disbursement are responsible for documenting all monetary disbursements and writing checks as outlined in the Policy and Procedures Manual. Any purchases exceeding \$1,000.00 must be approved by the Board.
6. Secretary: The Secretary shall be responsible for entering in the proper books all resolutions and proceedings of the meetings of the Corporation and other duties as outlined in the Policy and Procedures Manual.

## Article IV

**Committees:** The President shall appoint Chairpersons of Committees deemed necessary to meet the objectives of the Corporation, and assign functions to individuals as required.

## **Article V**

**Monitors:** Monitors are assigned by the Vice President to each designated Section for the purpose of coordinating work assignments. An Assistant Monitor is appointed by the Monitor and assumes the duties of Monitor in his or her absence. The Monitor informs the PRIDES office of the appointment. Members may work with the Monitors approval at other than normal times, to improve the appearance of Sun City West.

## **Article VI**

**Finances:** Pursuant to the Articles of Incorporation, the operation of the Corporation shall be financed by donations, gifts, grants, contributions, or bequests of money or property. Corporate Accounting records shall be reconciled annually by the Audit Committee per Board's Scope of Work.

## **Article VIII**

**Procedure:** All meetings shall be conducted in accordance with the Articles of Incorporation, the By-Laws, and Robert's Rules of Order as revised.

## **Article IX**

**Notice:** Notice of the time and place of specially called membership meetings shall be posted to the website and sent by e-mail to all members at least seven (7) days prior to the date of the meeting.

## **Article X**

**Amendments:** Amendments to the Bylaws may be made by the approval of the Board.