

By-Laws of the Sun City Anthem Financial Club

ARTICLE I - GENERAL:

Section A. Name of Organization: The name of the organization shall be: Sun City Anthem Financial Club (SCAFC), a club authorized under the authority and control of the Sun City Anthem Community Association, Inc., a Nevada Corporation (“the Association”)

Section B. Purpose of Organization: The purpose of the SCAFC is to provide timely financial and educational information in an interesting professional format, inasmuch as the SCAFC is, and must remain, a “for information only” club. The SCAFC does not endorse any product or claim made by its presenting guest speakers.

Section C. These bylaws willfully comply with the Association's Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these Bylaws and the Documents, or Rules, the Documents or Rules will prevail.

Section D. This organization shall be operated under the authority and control of the Association in accordance with applicable statutes and the Association's Governing Documents.

ARTICLE II – MEMBERSHIP:

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

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

Section C. Guest Privileges:

1. **Association Member Guests:** Association member guests are members of the Sun City Anthem Community Association in good standing who wish to investigate and explore the possibility of joining the SCAFC. As such, they may attend two (2) meetings per calendar year before being required to join the SCAFC. Special events, which are open to the entire community and the holiday gala, do not count toward the two (2)-meeting limit.

2. **Non-Association Member Guests:** Non-association member guests are friends or relatives of SCAFC members and are subject to the Community Association’s Guest Rules and fees to use the facilities. It is the responsibility of the SCAFC member to ensure that the non-association member guest complies with the Community Association’s Guest Rules and Fee policy. Non-association member guests may attend no more than two (2) meetings per calendar year, and they must, at all

times, be accompanied by an SCAFC member. Non-association member guests are **not** eligible for membership in the SCAFC.

Section D. Dues: Members shall pay annual dues, to be determined by the Board of Directors and announced at the annual general membership meeting. Members, whose dues are in arrears by more than sixty (60) days, shall have their membership, and associated privileges, suspended until they are paid in full. The minimum dues shall be between \$5 and \$20, as determined by the Financial Club Board of Directors.

ARTICLE III – OFFICERS AND BOARD OF DIRECTORS:

Section A. 1) **The officers will consist of** (at a minimum) President, Vice-President, and Secretary-Treasurer. Note: The positions of secretary and treasurer may be held by two separated members if the Club desires.
2) The Board of Directors of the SCAFC shall consist of the elected officers, standing committee chairpersons and any additional directors elected by the then serving members of the Board. Each member of the Board of Directors shall have one (1) vote.

Section B. All officers shall be elected by a vote of the general membership, and shall serve without compensation. The elected officers shall appoint a chairperson for each standing committee. The elected officers may establish additional standing and/or ad-hoc committees and appoint chairpersons, as required.

Section C. Terms of Office and Responsibilities: The term of office for the elective officers shall be for one year and run from January 1 through December 31 of the year for which they have been elected. No elected officer, nor appointed chairperson, shall serve for more than two consecutive terms in the same position. The primary responsibilities of the elected officers are:

- 1. President:** The President shall have overall responsibility for the operation of the SCAFC and shall preside at the general membership meetings of the SCAFC and shall also serve as Chairman of the Board of Directors and preside at Board of Director meetings.
- 2. Vice-President:** The Vice-President shall assist the President in the overall operation of the SCAFC and shall perform such other duties as assigned by the President. The Vice-President shall assume the duties and responsibilities of the President whenever the President is absent or otherwise unable to serve.
- 3. Secretary:** The Secretary shall prepare minutes of all general membership and Board of Directors meetings and maintain the official, other than financial, records of the SCAFC and shall perform such other duties as assigned by the President.
- 4. Treasurer:** The Treasurer shall collect membership dues, maintain the financial records of the SCAFC, prepare and present the treasurer's report at the annual general membership meeting and at each meeting of the

Board of Directors and shall perform such other duties as assigned by the President.

5. Committee Chairpersons: The chairpersons of the standing and ad-hoc committees shall further the efficient operation of the SCAFC's activities by performing the duties assigned by the elected officers of the SCAFC. The term of office for the appointed Chairpersons shall be the same as for the elected officers and subject to the same two consecutive year restriction on serving in the same office.

Section D. Nomination and Election Procedures: Prior to, or at, the annual general membership meeting, members may nominate persons for any club office. Those who have been duly nominated, and agree to serve, shall be voted on by the general membership. A quorum being present, the winners shall be determined by a majority vote of those present. If no one receives a majority on the first ballot, the two (2) individuals receiving the highest number of votes shall participate in a run-off election to decide the winner.

Section E. Meetings, Quorum, and Voting Procedures: Election of officers shall take place at the annual general membership meeting. Twenty-five (25) percent of the SCAFC membership must be present for the purpose of establishing a quorum for the election of officers for the following year. Each member shall have one vote in the election of each office.

Section F. Vacancies and Recall of Officers:

1. **Vacancy:** In the event of a vacancy, due to resignation, recall or incapacity of an officer, the President, or the Vice-President if the office of President is vacant, may appoint a member, in good standing, of the SCAFC, to serve out the remaining term of the departing officer.
2. **Recall:** At any general membership meeting, provided a quorum is present, any member of the SCAFC may make a motion to recall one, or more, of the current officers. Upon seconding of such motion, and after appropriate discussion, a vote of those in attendance shall be taken to pass or reject such motion. If the motion passes, the President, or the Vice-President if the President is recalled, shall appoint a member, in good standing, of the SCAFC, to serve out the remaining term of the recalled officer(s). In the event that both the President and Vice-President are recalled, the membership shall nominate and elect replacements to serve out the remaining terms of the recalled officers.

ARTICLE IV - MEETINGS:

Section A. Types and Frequencies of Meetings:

1. **Annual General Membership Meeting:** The annual general membership meeting shall be held during the fourth quarter of each calendar year.
2. **General Informational Meetings:** General informational meetings, with one, or more, guest speakers, will be held monthly.

3. **Special Meetings**: Due to time-sensitive or otherwise important matters, the Board of Directors may call special meetings of the membership at any time. A minimum of ten (10) calendar days notice shall be provided to the entire membership prior to any special meeting.

4. **Board of Directors Meetings**: Board of Directors meetings are held on a regularly scheduled basis as determined by the President, and special meetings of the Board of Directors may be called by the President, as required.

5. **Committee Meetings**: Committee meetings may be called by the committee chairperson, as required.

Section B. Conduct of Meetings: Annual General Membership, Informational, Special and Board of Directors Meetings shall be presided over by the President. Committee meetings shall be presided over by the committee chairperson and be informal in nature.

Section C. Voting and Quorum Procedures: A quorum, for purposes of voting or conducting the business of the SCAFC, shall require that twenty-five (25) percent of the current membership be present in person or by proxy. Each member in attendance, whether in person or by proxy, will be entitled to cast a single ballot on any matter presented to the membership for a vote.

ARTICLE V – FINANCIAL:

Section A. Record Keeping: Financial records of the SCAFC shall be maintained for a period of three (3) years (only 2 years is required).

Section B. Spending Authorization Limitations: Any single officer of the SCAFC may authorize spending of club funds up to a maximum of \$100.00. Amounts greater than \$100.00 and up to \$300.00 require the approval of the President and at least one other officer. Amounts greater than \$300.00 require the approval of a majority of the members of the Board of Directors. Amounts greater than \$5,000 must be approved by the general membership.

Section C. Certification of Financial Records: Financial records shall be maintained and reported to the Association in accordance with Chapter Four of the Charter Club Guidelines. The financial report must be certified on an annual basis by an individual(s) other than those elected to the Club's executive board. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

Section D. Cash and Inventory Control Procedures:

1. **Cash Handling Procedures**: A checking account shall be established at a state or federally chartered banking institution for the deposit and disbursement of SCAFC funds. All officers shall be signatories on the account. Checks shall require the signatures of both the Treasurer and one other officer. Original receipts shall document all disbursements of SCAFC funds.

2. **Inventory Control Procedures**: Any equipment, inventory or other physical assets of the SCAFC shall be recorded on an inventory control log, maintained by the Treasurer. As a minimum, the inventory control log shall show: physical description, acquisition cost, date of acquisition, and date of disposition if sold, salvaged or otherwise disposed of by the SCAFC.

ARTICLE VI - COMMITTEES:

Section A. Permanent (standing) committees shall include:

1. **Membership Committee**
2. **Meeting Notification Committee**
3. **Program Committee**
4. **Publicity Committee**
5. **Technical Support Committee**

Section B. Committee chairpersons are appointed by the elected officers. Chairpersons, so appointed, shall then enlist committee members and be responsible for the overall conduct of committee functions and activities.

Section C. All committees shall have written mission statements assigned prior to committee appointment.

1. **Membership Committee**: The members of this committee shall be responsible for promoting the membership of the SCAFC and for maintaining all membership records, including names, telephone numbers, e-mail addresses, and the Community Association membership numbers of all SCAFC members. The Membership Committee is responsible for periodically reviewing the SCAFC membership files to ensure that club members remain bona-fide Sun City Anthem Community Association members.
2. **Meeting Notification Committee**: The members of this committee shall be responsible for notifying the members of the Annual and Special General Membership Meetings, not less than ten (10) calendar days prior to such meetings
3. **Program Committee**: The members of this committee shall be responsible for identifying potential presenters for the Monthly Informational Meetings and submitting pertinent information to the Board of Directors. At the direction of the President, members of this committee shall contact prospective presenters and provide them with information relative to the SCAFC and evaluate programs to be presented. Invitations to presenters to speak before the membership of the SCAFC are subject to the approval of a majority of the members of the Board of Directors.
4. **Publicity Committee**: The members of this committee shall disseminate information about the SCAFC by means of posting on the Sun City Anthem web site, the SCAFC web site, the Spirit Newsletter, e-mail, club bulletin boards and other means as they see fit.
5. **Technical Support Committee**: The members of this committee shall have responsibility to maintain the web site of the SCAFC and to set up

and operate the audio/visual equipment for all club meetings and to support the use of e-mails for communication with the members and for other club business.

ARTICLE VII - AMENDMENTS:

Section A. In order to amend the bylaws of the SCAFC a majority vote of the membership present at a meeting duly called for such purpose must be obtained, the required notice having been given.

Section B. Notice of any meeting called for the purpose of amending the bylaws of the SCAFC must be given to all of the members not less than ten (10) calendar days prior to such meeting and may be communicated by U. S. Mail, telephone, facsimile (FAX) , e-mail and all other means of reasonable communication.

ARTICLE VIII - DISSOLUTION:

Section A. The SCAFC may be dissolved by a two-thirds (66.7%) vote of the general membership.

Section B. Failure to maintain an active general membership of at least twenty-five (25) persons shall be cause for mandatory dissolution of the SCAFC.


Section C. Prior to dissolution, and after all debts are satisfied, all property and assets of the SCAFC shall be turned over to the Association.

ARTICLE IX – PRIVACY:

The use of the Membership List of the SCAFC, or any other information, relating to its members, other than for SCAFC business, is strictly prohibited.

FOR THE CLUB (SCAFC):


David Weil
Printed Name of President


Signature of President

April 16, 2010
Date

FOR THE ASSOCIATION:

Greg Dreyer
Printed Name of Assoc. Representative


Signature of Assoc. Representative

June 16, 2010
Date

Revision Approved by Membership on April 14, 2010
Attest By: David Weil, President SCAFC