

**BYLAWS**  
**SUN CITY FESTIVAL SOFTBALL CLUB**  
**CHARTERED CLUB**  
**Amended February 14, 2023**

**ARTICLE I - GENERAL**

**Section A. Name of Organization:**

Sun City Festival Softball Club

**Section B. Purpose of Organization:**

To provide an organized framework under which Sun City Festival residents may engage in the game of softball. The club will provide management oversight, centralized scheduling, logistics, and publicity in concert with the Sun City Festival Lifestyles Director to ensure maximum accessibility to residents, efficient use of Association facilities, staff, and material resource. The club exists to promote sportsmanlike conduct with members of the club and other teams that encourages team unity and reflects positively on the players, the teams, and the community.

**Section C.** These bylaws will fully comply with the Association's Governing Documents and Chartered Club Rules and Procedures Manual. 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 as a not-for-profit association in accordance with applicable statutes and the Association's Document.

**ARTICLE II - MEMBERSHIP**

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

**Section B.** There is no precondition for membership, nor will members be required to join any national, state, or regionally-affiliated organization. Playing privileges are only allowed after paying annual dues AND assuming/fulfilling one of the volunteer positions of Umpiring, Scorekeeping, Field Preparation, League Commissioner, Team Manager, or Board Member.

**Section C. Membership:**

- A. All members who have paid their annual dues are considered to be in good standing and have voting rights.

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**Section D. Guest Privileges:** A guest is defined as a person(s) who does not reside within the confines of Sun City Festival and who is attending a Sun City Festival Softball Club function at the invitation of and accompanied by an Association Member in good standing with the club. Residents may sponsor three guests per calendar quarter to participate in games or Club activities. Guests will be required to sign the Waiver of Liability. Guest fees will be waived. Sun City Festival residents may participate in club activities in a guest status up to three times before joining the club as a regular, dues-paying member. HOA rules can supersede this section

**Section E. Dues:** Annual dues for a Player's Membership are determined by the Club's Executive Board and presented for subsequent General Membership approval, as necessary. The Sun City Festival Softball Club Treasurer assesses dues starting October 1 and said dues are effective through September 30 of the following year. Members are considered to be in good standing with the Club at the time their dues are paid in full. Members cannot play in Club games until they have satisfied their club dues requirement. The Club dues payment date is November 1<sup>st</sup> of each year.

**Section F: PLAY LEVELS.** There are currently 3 competitive levels of play in Sun City Festival. Leagues form and play in a winter season and summer season each year. In order to play in ANY SCF softball league, a new player must attend an evaluation session prior to joining a team. Any player that comes to SCF in the middle of a season may be listed as a sub only until that person has attended an evaluation session. Sessions are held throughout the year by the evaluations committee (see below)

Once evaluated, players may play within the league levels specified by their evaluation. The one and only exception is during the summer league, where they can play without being evaluated.

A tier 1 player can play in tier one and in community leagues where all 3 tiers are playing, but will be required to use an ASA (1.20) bat when playing in those community leagues. Tier 1 players may use the hot bat (SSUSA, Senior Softball, or 1.21) when playing in Community Leagues limited to Tier I and Tier II players or Tier 1 Leagues.

Tier 2 players may play in tier 2 OR in tier 1 if asked, and may use a hot bat (SSUSA, Senior Softball, or 1.21) in those leagues. If a tier 2 player plays in a community league where all 3 tiers are playing, they are required to use an ASA (1.20) bat.

Tier 3 players may play in tier 3 and above (if asked). Tier 3 players may use any of the bats listed in Tiers 1 and 2.

### **League Formation and Drafts**

Any and all team drafts must be conducted with the presence of one board member and the chairman of the player evaluation committee or an evaluation committee member appointed by the chairman.

### **ARTICLE III - OFFICERS**

**Section A.** The Executive Board shall consist of a President, Vice President, Secretary, and a Treasurer. The latter two offices may be combined into one, dual-functioning position with the consent of a majority of the membership.

**Section B.** All officers are elected by a majority vote of those present during an annual meeting once a quorum has been established. Officers serve without monetary compensation

**Section C. Terms of Office and Responsibilities:** All officers are elected for a one-year term and can succeed themselves provided they receive a majority vote of those in attendance at the election. Terms of office are one year starting the first day of January and lasting the last day of December. Executive Board members shall not serve as League Commissioners or as Committee Chairpersons during their board tenure except as required under Article VI Section C.

\* **President** - Presides over all club meetings and is accountable for the administration of all club business. The incumbent acts as the principal liaison between the club and the Association, and appoints members of all committees that have been authorized. The President ensures the membership selects managers and subordinates who oversee all functions related to their respective activities. This relationship is depicted on the Club organizational chart.

\* **Vice President** - Performs all duties of the Club President in the event of his/her absence or inability to perform. Assists in the conduct of periodic meetings and performs random assessments of committees and managers to assure smooth operations. The Vice President initiates action to resolve problem areas and issues.

\* **Secretary** - Maintains club records, issues notices of for all meetings, and publishes and distributes meeting minutes to all club members and the Association's Lifestyle Director. The Secretary is the administrative focal point for all correspondence between the Club and the Association. He/She provides administrative support to each team manager and subcommittee coordinator. The Secretary shall work with the board, when needed, to help develop materials to help inform residents of club activities. The club secretary also works with the club's webmaster to make sure all pertinent information is posted on the club's website.

\* **Treasurer** - Receives and deposits all monies due to the club and pays all obligations that may be incurred by the club in the regular course of its business. The incumbent maintains an up-to date ledger of all financial transactions and provides financial reports as may be required at Club meetings. The Treasurer prepares and coordinates with Club President, and submits Year End reports as required by the Association.

**Section D. Nomination and Election Procedures:** A nominating committee may be appointed by the Club President and if so appointed will solicit nominations during October of each year. New officers shall be installed in January of each year.

**Section E. Vacancies and Recall of Officers:** In the event an officer is not able to perform his/her duties, a replacement shall be appointed by the Club Executive Board.

#### **ARTICLE IV - MEETINGS**

**Section A. Types and Frequency of Meetings:** Meetings are held as determined by the Club Executive Board. General membership meetings will be held not less than three times per year; the time and place of such meetings to be determined by the Club Executive Board. This may include, if needed, virtual meetings due to extenuating circumstances. Club members will be expected to attend meetings whenever possible.

**Section B. Conduct of Meetings/Parliamentary Procedures:** Issues involving policies, procedures, elections, and events that affect the membership as a whole will be presented for a vote during the business portion of each general meeting using *Roberts Rules of Order* as a guide.

**Section C. Voting and Quorum Procedures:** Any item proposed for a vote during a scheduled meeting will require that a quorum is in attendance. A quorum is a minimum of 25 members present at a club meeting. Only members in good standing are permitted to vote. Once a quorum has been established, the passage of a subject up for vote will require a simple majority approval. Annual election of club officers will only be by means of a written, secret ballot for those Club Executive Board Offices where more than one candidate has accepted nomination. Otherwise, Club Officer approval and all other issues or topics requiring a membership vote will be by a method designated by the Club President (voice, show of hands, email or written ballot).

**Section D. Records:** The Secretary maintains copies of meetings minutes for the current and seven previous years of the Club's operations.

#### **ARTICLE V - FINANCIAL**

**Section A.** The Club Treasurer maintains all financial records for the current and seven previous years of the Club's operations.

**Section B.** Individual expenditures in excess of \$500.00 shall require a majority approval by a vote of the general membership in accordance with the voting and quorum procedures defined in Article IV, Section C of the Club's Bylaws. The results of the vote by the general membership shall be duly recorded in the minutes of the meeting at which the vote occurred. ANY expenditures that require reimbursement from the board under \$500 must be approved by the club treasurer and one other board member before said expenditure is made. Failure to do so will result in the club member(s) assuming full financial responsibility for said expenditure if, after board review, the expenditure is denied.

**Section C.** Financial records shall be certified on an annual basis by individuals other than Club Officers. Annual audits shall be conducted by two Club members, one member who participated in the previous year's audit and one additional member. The audit shall be completed in accordance with the Club's "SCF Softball Financial Audit Procedures". The Vice President will provide and maintain the content of the "SCF Softball Club Financial Audit Procedures and update the procedures as recommended by the Audit Committee. Audit results will be presented to the general membership and duly recorded in the applicable meeting minutes.

**Section D.** All funds/revenue shall be deposited in a bank account established in the Club's name with the Association's designated chartered banking services provider. However, the Club

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may retain up to \$25.00 in petty cash on hand collected from Club dues/activities for cash payments or member reimbursement (with the purchase receipt or invoice retained as the Reimbursement documentation). The Club's bank account shall be maintained through succeeding administrations. Disbursements, other than those made from the petty cash on hand discussed above, should not be made from cash that has not been deposited in the Club's bank account. These disbursements shall be made by Club check. All checks in excess of \$500.00 shall require the written approval and authorization from at least two Executive Board members prior to the check being issued. Inventory control procedures over durable assets shall include periodic physical counts and reconciliations of underlying accounting records. Club inventories are to be performed semi-annually, and maintained and safeguarded to prevent theft, deterioration, etc. The Club shall furnish an updated inventory copy of all durable inventoried assets to the Association.

**Section E.** Semi-annually, the Club will submit the required Membership, Financial and Inventory forms to the Association, as required by the "Community Association Chartered Clubs Rules and Procedures Manual". A copy of the report will be retained in the official Club file, and the original will be forwarded to the Association's Controller for use when preparing and filing the Association's tax return. These reports must be provided to the Association not later than the 15<sup>th</sup> day of January and July, and must be certified by the Club President and Treasurer.

#### **ARTICLE VI - COMMITTEES**

**Section A.** Permanent (standing) committees may include but are not limited Audit, Field Prep, Membership, Player Evaluation, Rules, Safety, SCF Community League Commissioner(s), SCF Tournament Director, Scorekeeping, Umpiring, and West Valley Senior Softball League Commissioner(s)

**Section B.** The chairperson of each committee shall, first, be a volunteer for the position. In the event a volunteer does not emerge, the Club President shall appoint a committee chairperson to serve for a period of not less than six months.

**Section C.** Vacant Chair responsibilities will be performed by the Executive Board until a Chair is appointed. This may include delegating responsibilities as needed for uninterrupted club operations.

**Section D.** Members may serve as Chairperson for only one (1) Committee at a time.

**Section E.** League Commissioners may serve for only one (1) league at a time. They shall not manage teams in their league while serving as commissioner but may manage teams in other leagues.

#### **Article VII -- Playing Rules**

**Section A.** The Executive Board will develop and publish rules that govern the playing of softball that apply across all leagues. The Executive Board may solicit input from League Commissioners.

**Section B.** League Commissioners may supplement club rules with specific league rules by submitting proposed rules to the Executive Board for approval prior to the commencement of league play.

**Section C.** All rules will be published on the Club Webpage.

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**ARTICLE VIII - AMENDMENTS**

**Section A.** To amend these bylaws requires a majority vote of the quorum at a scheduled General Membership Meeting that identifies proposed amendment changes within its advance agenda or at a meeting duly called for such a purpose.

**Section B. Notice requirement and procedure:** Any proposed amendment(s) to these bylaws must be publicized in a written document available to the entire club membership. The proposed amendment(s) must then be presented for discussion and vote at a regular or special club meeting.

**ARTICLE VIX - DISSOLUTION:** Prior to club dissolution, and after all debts are satisfied, all property and assets shall be relinquished to the Association.

**ARTICLE X – DISCIPLINE**

- 1) The SCF softball club will implement a disciplinary action protocol for the 2020/2021 season and beyond. We will employ a 3-step process for discipline:
  - a. The first step, following notification of an infraction, will be a verbal warning from the SCF Softball Board of Directors. An infraction may be forwarded to the board at any time. All such notifications will be kept in strict confidence by the board of directors.
  - b. Step 2: If the infraction continues or is not resolved pursuant to the SCF Softball Club policies and By-laws, a written warning from the Board will be sent to the club member who has committed the infraction.
  - c. A final step will be to elevate the infraction to the SCF HOA for further disciplinary action, if the written warning is ignored.

**FOR THE CLUB:**

MICHAEL T. BRAMAN  
President Name Printed

  
Club President Signature

February 14, 2023  
Date

**FOR THE ASSOCIATION:**

JANET TURNER  
Lifestyle Director Name printed

  
Lifestyle Director Signature

3/12/23  
Date

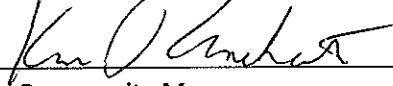
**APPROVAL**

This document supersedes bylaws amended March 8th, 2022 and incorporates all changes approved by membership on February 14<sup>th</sup>, 2023. This Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

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DATED THIS 20 day of March.

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

By:   
Community Manager