

**SUN CITY LINCOLN HILLS SINGLES CLUB
BYLAWS AS OF MARCH 2023**

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ARTICLE I. NAME

The name of this group shall be the **SUN CITY LINCOLN HILLS SINGLES CLUB** (hereinafter referred to as the “Club”). The Sun City Lincoln Hills Community Association (SCLHCA) defines our affiliation as a Recognized Club. The Club is organized and will operate in full compliance with the Association’s governing documents, including the Club Information & Guidelines Handbook.

ARTICLE II. PURPOSE

The purpose of the Club is to create an atmosphere in which single people can interact, relate, and socialize in a friendly, safe environment; to encourage a sense of community amongst members; and to develop lasting friendships.

ARTICLE III. ORGANIZATION & MEMBERSHIP

1. General membership in the Club is open to any single person who resides in Sun City Lincoln Hills.
2. A MEMBER IN GOOD STANDING is any member who conforms to the Bylaws and policies set forth herein and whose annual dues are current. Only members in good standing may hold office, cast votes and participate in Club activities.
3. A Board of Directors (hereinafter referred to as the “Board”) consisting of a President, Vice President, Recording Secretary, Treasurer and Membership Chair shall govern the Club. The Board shall be responsible for establishing policies, determining amount of annual dues, preparing a pro forma operating budget for the current year and administering the operation of the

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Club in accordance with these Bylaws and Policies & Procedures.

4. When invited, the immediate Past President and appointed Chairpersons may attend Board Meetings as non-voting attendees.
5. There shall be the following Standing Committees: Activities, Ambassadors, Finance and Bylaws.
6. Ad Hoc Committees shall include a Nominating Committee and an Election Committee.
7. The Club's financial records shall be maintained on a calendar year basis (January 1–December 31).
8. To protect the privacy of the members, the Board shall implement the following policies:
 - a) Lists of members with personal information (e.g. addresses, email addresses, phone numbers, etc., if provided by the member) is the property of the Club. This information is to be made available to all Club members.
 - b) Emails to members shall be sent using the BCC (blind carbon copy) feature.
 - c) Only members designated by the Board shall have the authority to send emails to the general membership.
 - d) Membership addresses and/or email addresses will be used to relay Club-related events and will not be used by any person for commercial or political purposes, or to promote any personal causes not related to the business of the Club.
 - e) On occasion, SCLHCA may request the distribution of an email pertaining to overall association or Club business. The Board may exercise their discretion to forward the email as requested by SCLHCA to the members.

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ARTICLE IV. MEETINGS

1. A business meeting of the Club shall be scheduled no less than monthly at a place and time to be determined by the Board.
2. The Board shall determine Board meeting dates and times.
3. Advance notice of no less than three business days will be given for any change in established meeting dates.

ARTICLE V. VOTING PROCEDURES

1. **Voting:** Only members in good standing may vote.
2. **Officers constituting the Board of Directors:** Shall be elected by the Club's membership annually in May.
 - a) Term of office for each officer shall be one year.
 - b) Officers will be elected by a simple majority of all votes cast by balloting of all members.

However, if **ALL** candidates for office are unopposed, voting by members present at the May business meeting, constituting a **quorum**, will duly elect officers by a hand or voice vote.
3. **Change in Amount of Dues:** Requires a simple majority of all votes cast by balloting of all members.
4. **Bylaw Amendments:** Requires a simple majority of all votes cast by balloting of all members.
5. **All Other Issues:** Constituting a **quorum** requires a simple majority, by hand or voice vote, of members present at business meeting.
6. **Quorum:** Requires 15% of current membership be present at a business meeting.

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7. If balloting of all members is required, the manner of voting shall be online balloting conducted by an independent agency. Members without email addresses will be mailed paper ballots with instructions on voting procedure.

ARTICLE VI. DUES & EXPENDITURES

1. Annual dues are assessed on a calendar basis and shall be payable by January 31st. After January 31st, non-payment will result in member being delinquent, not in good standing and removed from membership roster. Paying the full dues amount will reinstate the member.
2. Based on Board approval, pro forma budgeting and planned activities, expenditures from dues and revenue collected shall be disbursed by the Club Treasurer with proper signatures.

ARTICLE VII. RECORDS & REPORTS

1. The Club is responsible for internal financial transactions and records, including any tax liabilities, and reporting appropriate financial business to its members.
2. All Club governing documents, policies and procedures, meeting minutes and financial records must be available for review by any Club member in good standing.
3. The Club will maintain a current list of at least two Club contacts with phone numbers and email addresses and submit it to the SCLHCA Room Booking and Club Coordinator.
4. Lists containing Club member information shall not be used for commercial, political or personal purposes not related to the business of the Club.

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ARTICLE VIII. CLUB DISSOLUTION

In the event that the Club dissolves, all remaining assets will either be returned to Club Members or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied. Upon dissolution or abandonment of recognized club status, the Club should notify SCLHCA Lifestyle staff of its reasons for dissolution or status abandonment.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws, approved by the membership, become effective immediately after final approval by CCOC and SCLHCA Board of Directors.

ARTICLE X. GUESTS, BEHAVIOR & INJURY

BEHAVIOR: Appropriate behavior shows respect, politeness and kindness to everyone and listens when others are speaking. Inappropriate behavior includes harassment, discrimination or violence of any kind, also misuse of facilities.

GUESTS: Guests shall follow the same behavior rules as members. A member is ALWAYS responsible for the behavior and special needs of their guest.

INJURY: Any injuries occurring during Club functions (on-site or sanctioned events elsewhere) MUST be reported to a Board Member or Event Host immediately.

ARTICLE XI. POLICIES & PROCEDURES

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1. Provides detailed explanation of Club’s business and social meetings, activities, duties of elected Board officers, appointed Committee Chairpersons, Standing and Ad Hoc Committees.
2. Explains Club’s procedures for event and trip reservations.

Bylaw Review Committee 2023: Board of Directors

**(Sarah Lambrose, Linda Bacon, Dennis Doane,
Sue Kuukka and Nancy Nelson) March 2023**

Approved by the Board 2023

Submitted for balloting March 2023

Approved by Club Membership May 2023

Submitted to CCOC March 2024

Approved by CCOC June 4, 2024

Approved by SCLH BOD June 27, 2024