

Sun City Palm Desert Community Association (SCPDCA)

Bylaws of the Sun City Palm Desert Hiking Club A Chartered Club

Authorized by SCPDCA Board Resolution dated 2006

Revised as of December 6, 2016

Article I – General

Section A – Name of Club. Sun City Palm Desert Hiking Club.

Section B – Purpose of Club. To promote and organize hiking by SCPDCA residents.

Section C – Compliance. These Bylaws will fully comply with the SCPDCA Articles of Incorporation, Bylaws, and Chartered Club Rules and Regulations. In the event of a conflict between these Bylaws and the above-stated governing documents of the Community Association, the SCPDCA documents shall prevail.

Article II – Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters of paid members shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges. Resident guests may participate in one hike before joining the club. Non - resident guests may participate in two hikes provided that they are sponsored by and accompanied by a member. All guests must meet the hike readiness criteria of the Club.

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the SCPDCA Board of Directors.

Section E – Dues shall be collected annually from each member. Dues shall be set by vote of the Executive Board of the Club.

Section F – Other. – Members and guests must be willing to observe the Club hiking policies to remain eligible to participate in hikes organized by the Club. Hike leaders will make these available to the hikers.

Article III – Officers

Section A – Election. On expiration of terms, all officers will be elected by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time. A quorum as defined in Article IV Section E.1 or Article IV Section E.3 must participate in the election process.

Section B – Terms. Terms of office shall be one year. Terms in office shall begin July 1 and end June 30.

Section C – Recall. Any one or all officers may be recalled upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. A recall election must be held within forty-five days of receipt of the petition. The majority vote at a recall meeting or the majority vote of responders to a recall by Absentee Balloting will determine if the recall is successful. A quorum as defined in Article IV Section E.1 or Article IV Section E.3 must participate in the recall election process.

Section D – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described.

Officers	Responsibilities
President	Conduct meetings and represent the Club to the Association.
Vice-President	Assume President's duties as needed.
Secretary	Take and maintain minutes of meetings.
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget.
Hike Schedule Coordinator	Coordinate planning and preparation of monthly hike schedule. Email schedule to all members and distribute to clubhouse carousels.
Two Members Elected at Large	Represent the general membership. Perform duties assigned by the President.
Webmaster	Maintain and update the Club website on a current basis.

Section E – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Until appointees are confirmed by the vote of the membership, they may attend the board meetings, but may not vote. Confirmation of the appointment will be conducted by a vote of the membership in accordance with Article III Section A.

Article IV – Meetings

Section A – Frequency of Meetings. General meetings open to the membership will be held semi-annually. Special meetings may be called by the Executive Board or by 10% of the membership. The hike leaders will normally meet monthly during the hiking season.

Section B – Provisions for Announcing Meetings. Notice of general meetings shall be given to the membership in a timely and broad manner which may include email, the *News & Views*, and the Club website. Clubs may place flyers in the racks in the clubhouses and also request the Events Office to post flyers in the display cases in the clubhouses.

Section C – Minutes. Minutes will be taken to document the business segment of all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the SCPDCA.

Section E – Voting and Quorum Requirements.

1. A quorum is required to conduct an election or a recall or to amend bylaws at a general membership meeting, and is considered to be twenty-five percent (25%) of the entire membership.
2. Business items at a general membership meeting shall be approved by a majority vote of those members in attendance, a quorum being present. A quorum to conduct business is considered to be twenty-five percent (25%) of the entire membership.
3. Matters to be decided by Absentee Balloting require a quorum being the response of 50% of the entire Club membership.

Article V – Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the SCPDCA, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the SCPDCA Federal Identification number 943200731. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the SCPDCA Finance Department.

Section C – Budgets and Financial Reports.

1. The Club Treasurer is responsible for preparing an annual budget. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.
2. On a fiscal year basis, the Financial Report (form CA-11) of this Club shall be submitted to the SCPDCA Finance Department. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended in

accordance with planned operations. If the Club has need to carry forward funds in excess of \$500.00, the Club must notify the SCPDCA Finance Director.

3. On a calendar year basis, the Disbursement Recap (Form CA-12) shall be submitted to the SCPDCA Finance Department by January 7th of the following year. A form W-9 (Taxpayer I.D. Number) must be obtained from each payee who receives \$600 or more for services within a calendar year, and submitted along with form CA-12

Section D – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section E – The SCPDCA and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section F – Disbursements. All disbursements must be for a Club purpose. All payments, whether for goods or services, shall be made by check, debit card or from an approved petty cash fund, with purchase receipt or invoice retained with documentation. Disbursements shall not be made from cash which has not been deposited in the Club's account. Debit cards may only be issued to Club officers who are signers on the Club's checking account, and may only be used for a Club purpose, not for personal use. All disbursements must be approved as follows:

1. Other than normal recurring operating expenses, disbursements between \$200 - \$500 shall be approved in writing by two (2) Club officers.
2. All disbursements in excess of \$500 shall be approved in writing by the Club's Board and placed in the minutes.
3. If a Club member uses a personal credit card or personal check for Club purposes, other than for normal recurring operating expenses, he/she must obtain prior written approval (in accordance with paragraph 1 above for disbursements between \$200 - \$500 and with paragraph 2 above for disbursements in excess of \$500), and must submit the purchase receipt or invoice with documentation in order to receive reimbursement from the Club.
4. All offsite trips must be (i) related to a Club purpose; (ii) be open to all Club members; and (iii) all offsite trip expenditures must be approved by the Club's Board and placed in the minutes. All club expenditures for offsite trips must be supported by backup documentation (such as receipts). Club trips and travel expenses are not considered to be normal recurring operating expenses.

Section G – Sales Policies. Refer to Chartered Club Rules and Regulations Sections VII and VIII.

Section H – Contracts. All clubs must use an approved contract form, either CA-13, Service Provider Agreement, CA-14, Artist Provider Agreement, or CA-15, Instructor Agreement, for all outside services. The SCPDCA General Manager must countersign all contracts with a value of more than \$5,000.00, and determine insurance requirements.

Article VI – Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Nominating/Election Committee, a Safety Committee, and a Hike Leaders Committee.

Section C – Nominating/Election Committee. The Nominating/Election Committee Chairperson shall select a committee to establish a slate of officer candidates for election and to assist in counting the votes when Absentee Balloting is used. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented.

Section D – Safety Committee. The Safety Committee will follow procedures as outlined in the Chartered Club Rules and Regulations. The Club President will establish a Safety Committee from the general membership, with term of office at the discretion of the Club President. The Safety Committee will meet at least once per year to review Club policies with regard to safety and to update Club policies, if a safety hazard not covered by existing Club policy, is identified.

Section E – Hike Leaders Committee. Candidates for hike leaders shall be interviewed/approved by the Executive Board based on current Club policies.

Article VII – Amendments

To amend the Bylaws of this Club at a general membership meeting requires a two-thirds (2/3) vote of the members present at a meeting specifically called for such purpose, a quorum as defined in Article IV Section E.1 being present. To amend the Bylaws by Absentee Balloting requires a two-thirds (2/3) vote of the members polled by absentee ballot who responded, a quorum of members as defined in Article IV Section E.3 having responded. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

Article VIII – Dissolution

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the SCPDCA or in accordance with the wishes of the Club and with the approval of the SCPDCA Board of Directors.

Submitted for Approval:

Required Approvals
Anna Thomas

Club President

12-14-16
Date

[print]

Membership Approval:
Club Secretary

Heather Gehring

12-13-16
Date

Heather Gehring [print]

Recommend Approval:

OP Bailey
Association Documents Committee
12-21-16
Date

Approved:

Don Bailey [print]
Steve Campbell
General Manager
12-15-16
Date
Steve Campbell [print]