

# Chinese Heritage Club Bylaws

## ARTICLE I GENERAL

### **Section A: Name of Club**

**Chinese Heritage Club (CHC)**

### **Section B: Club Purpose**

The purpose is to sponsor and support group events and other social activities focused on learning, and celebrating, promoting and preserving Chinese culture, heritage and values. CHC will provide opportunities and forums for its members and guests to gather, to network, to mentor, to discuss, to teach, to learn, and to address issues of mutual interest.

CHC welcomes all members of the Sun City Anthem Association to participate in its club activities and events.

CHC will use English as its official primary language for its official club meetings and all membership communications.

### **Section C: Compliance**

These by-laws fully comply with the SCA Association's Governing Documents, and the Chartered Club Guidelines and Rules (CCG&R's). In the event of a conflict between these by-laws and the Governing Documents or CCG&R's, the latter will prevail. Future changes to the CCG&Rs shall be incorporated by reference as though set forth in full herein.

### **Section D: Authority**

The Club shall be operated under the authority and control of the SCA Association in accordance with applicable statutes and the Association's Governing Documents.

## ARTICLE II MEMBERSHIP

### **Section A: Membership**

Membership is open without discrimination to any occupant of a Sun City Anthem home who holds a valid Sun City Anthem Community Association (SCACA) Activity card. There shall be neither precondition for membership nor the requirement for subsequent membership in an affiliated national, state, or regional organization. Any such affiliation would be **optional on the part of the individual club member**.

### **Section B: Guest Policy**

Eligible residents and non-resident guests may be extended privileges as long as they meet the Chartered Club Guidelines and Rules of the Association.

Eligible Resident Guests are permitted to attend functions a maximum of five (5) times per year and must then become members in order to continue enjoying benefits.

Non-Eligible Guests do not qualify for membership, must be accompanied by a member at all times, and not attend more than five (5) functions per year. Such guests may be charged a fee.

### **Section C: Suspension, Expulsion, Recall**

1. The relevant sections of the Chartered Club Guidelines & Rules of the Association apply to disciplinary actions.
2. The Board recognizes that grievance issues involve confidential matters. It will take every step to insure the confidentiality of the grievance process

## Chinese Heritage Club Bylaws

3. A grievance may be brought by any member about another for activities allegedly detrimental to the Club. These may ultimately warrant warnings, suspension or expulsion. Such activities may include, but are not limited to, excessive disruptive behavior; physical violence; abusive or obscene language; sexual harassment; unauthorized use of Club equipment; damage to fixtures and/or equipment; or, action in violation of these Bylaws.
4. Such a grievance should be brought within 30 days and must be submitted with particulars, in writing, to any Officer or Director and forwarded to the President. Grievance details will include the name of the party or parties involved and a complete description of the alleged incident or activity. If the grievant is unwilling to make a written grievance because of personal concerns, the club officer should document the grievance in writing with details about the action taken. ([See 2.10.M, (Club Files) for retention requirements.])
5. Within 14 days of receipt of a written grievance, the President will consult with the Board to determine action on the grievance. If the grievance includes a Board Member, then that member will be excluded from the review. If the Board determines the grievance does not create the need for a Club Inquiry, a club officer will advise the grievant, documenting the decision in writing with details about the action taken and reporting the same to the club's Community Lifestyle Committee (CLC) liaison along with all documentation.
6. If the Board finds the nature of the grievance requires further investigation, it will, in writing, notify the member(s) involved of an informal Club Inquiry. Notice will include all pertinent details of the allegations. The Board may appoint one or more uninvolved members-at-large to assist in the investigation of the grievance and be a part of the Club Inquiry.
7. After the Club Inquiry is completed and reported to the Club Board, the Board may dismiss the grievance, advise the involved parties of that decision, and make a written record of the findings; or, it may request an appearance of the parties involved before the Board for a closed Club Hearing. The CLC liaison will be notified in writing, with detail, about the decision for a hearing.
8. The Hearing will:
  - a. Be scheduled within 14 days, with immediate written and verbal notice to all parties of interest and witnesses. Only members of the Club Board will represent the club and be involved in a decision. The hearing will be scheduled to accommodate the schedules of those who need to appear.
  - b. Include an agenda for evidence from both sides and independent witnesses, allowing sufficient time for participant testimony and review of documents.
  - c. Result in written findings of fact by the Board within 72 hours, including a recommendation for disposition of the grievance. The report will be sent to the club's CLC liaison with copies of all written documents used at the hearing. Any recommendation for suspension, expulsion or recall will include this statement to the member: "This decision will be reviewed by the CLC Committee unless you notify the CHC Board in writing of your acceptance of this decision. Your failure to appear, after notice, at the scheduled CLC review will be viewed as acceptance of the club's recommendation."
9. Any written material used by the club as documentation of the charges must be provided to the affected member at least ten (10) days before the hearing. The recommendation for disposition will be one of the following:
  - a. Dismissal of grievance: If the hearing finds no reasonable justification for the grievance, it will be dismissed.



## Chinese Heritage Club Bylaws

- b. If the Board determines the grievance does not create the need for a Club Inquiry, a club officer should so advise the grievant, document the decision in writing with details about the action taken and report same to the club's CLC liaison along with all documentation.
  - c. Warning: If the hearing finds complete or partial justification of the grievance, the Board will issue a written warning and caution that any future disciplinary issues may result in Suspension or Expulsion. **If within one year of a written warning, there is no further conduct of a similar nature by the member, the written record will be destroyed.**
  - d. Suspension: If the hearing finds that the circumstances require a suspension of the member's club participation, the Board can recommend suspension for a period ranging from one month to a year. During suspension, the member may not participate in club functions, have access to dedicated club rooms, or attend club meetings.  
**Note: CLC approval is required if this action is taken.**
  - e. Expulsion: If the hearing finds the proven circumstances egregious enough to recommend expulsion, the Board may so recommend. However, the club is aware that approval of such a recommendation by the CLC will receive the most careful scrutiny before such approval. Upon review, CLC may recommend a lesser sanction. After 2 years, the expelled member may seek to rejoin with the approval of the Board.
  - f. The affected member may, at any time, forgo the appeal procedure and accept the Board's recommendation. This can be by written notice of acceptance to the CLC or by failure to appear at the subsequent CLC review.
10. Officer or Director Recalls for cause (including such activities as listed in the first paragraph of this Section) follow the same procedure above.

### **Section D: Dues**

The annual dues are established at a range of \$5.00 to \$25.00 per member annually, as determined by the Board. Dues are payable in December for the following year. The deadline each year for renewal of dues is the end of February. Members not paid up by this date will be removed from the membership roster. They may rejoin after paying the dues. Dues are non-refundable and will not be prorated. Fees may be charged for special activities, parties, classes or forums.

## ARTICLE III OFFICERS and CLUB BOARD

### **Section A: Board Members (Officers and Directors) Terms**

The CHC Board shall consist of five to seven (5-7) Board members, a President, a Vice President, a Secretary, a Treasurer, an Activity Director, a Communication Director and a Membership Director. **Some of these positions may be combined if necessary or desired.**

Board members shall be elected by club members present at the General Membership Meeting on an annual basis as put forth in ARTICLE III, Section E and shall serve without compensation of any kind. Board members shall be elected for a one year term, and may be re-elected to serve a maximum of two (2) consecutive years in the same position. Board members can be elected to serve on the Board up to four (4) consecutive years in different positions. However, after an absence of a minimum of one year, he/she will again be eligible to run for any office as put forth and governed by this paragraph. Members of the same household cannot serve simultaneously on the Board.

## Chinese Heritage Club Bylaws

### **Section B: Club Board**

The club may expand or reduce the number of Board members between five to seven (5 – 7). All board members shall be elected by club members as put forth in the election of Board members in the above paragraph. All board members, officers and directors alike, shall have equal voting right.

Elected Board members shall take office on January 1 of the following Year. The Board shall specify the scope and function of each individual position.

The Board shall set policies for the Club, address issues of importance to the Club, and propose resolutions for the membership to consider and approve. The Board may create sub-committees to handle specific tasks and approve sub-committee chairpersons on a permanent or as needed basis. The Board decides the scope and function of each sub-committee.

All such committee/sub-committee and activities shall be self-supporting without CHC subsidies except on occasions specifically approved by the Board. All committee/subcommittee members shall serve on a voluntary basis without compensation of any kind.

### **Section C: Officers' Responsibilities**

#### **President:**

The President shall preside over all Club General Membership meetings and meetings of the Club Board; be responsible for the administration of all Club business; shall act as principal liaison between the Club and the Association; and shall ensure the financial and administrative integrity of the Club.

#### **Vice President:**

The Vice President has the customary role of standing in for the President in her/his absence, and keeping the President informed on all aspects of club business conducted in his/her absence. The Vice President shall perform other duties as assigned by the President.

#### **Secretary:**

The Secretary will attend all Board and General Membership Meetings, record minutes of meetings, and arrange its distribution to members. The Secretary will maintain and update articles for the Club, will retain an archive of previous minutes, save copies of all email blasts sent to the membership, direct and archive club correspondence as requested by the Club Board and maintain other records of the club.

#### **Treasurer:**

The Treasurer manages the finances of the Club, receives all monies, and pays all bills owed by the Club and insures the Club otherwise follows the financial controls and procedures in Chapter Three of the CCG&R's. The Treasurer keeps records of all financial transactions, prepares financial reports for meetings, and submits required reports to the Finance Committee at year end.

All financial records will be retained for as long as CHC is in existence. The Treasurer is responsible for preparing a budget projecting future funds needed to operate each of the Club's scheduled activities for the following year. This budget report shall be submitted to members at the General Membership Meeting in November for approval and ratification.



## Chinese Heritage Club Bylaws

### **Membership Director:**

The Membership Director maintains a roster of registered and paid up members with their contact information and acts as a liaison between the Club, CLC, SCA Activities Department and all members in providing information regarding club events, functions, available activities as well as any and all matters pertaining to membership. The Membership Director is responsible in collecting membership dues to submit to the Treasurer. He/she is also responsible in maintaining, publishing and delivering Up-to-date Membership Directories periodically to all members.

### **Director of Communication**

The Director of Communication maintains and updates articles for the Club in the SCA Spirit Magazine, retains an archive of previous minutes, saves copies of all e-mail blasts sent to the membership, directs and archives club correspondence as requested by the Club board and maintains other records of the Club. He/She maintains up-to-date contact information including phone numbers and e-mail address of all members, manages announcements to the general membership as necessary as well as release of club information.

### **Director of Activities**

The Director of Activities coordinates the activities planned by the Board, determines space, facilities and needed equipment, organizes functional sub-committees and appoints responsible chairperson as well as workers for each function. All arrangements must be forwarded to the President who submit the event request to the SCA Activities Department for approval.

### **Section D: Nomination and Election Procedures**

A Nominating Committee shall be formed each year and shall consist of one board member and **two (2)** non board members selected (by the President) and approved by the Board. The Nominating Committee should be in place by September of the year and should evaluate potential candidates on criteria set by the Board, except that the Nominating Committee shall exercise its discretion in determining such criteria and shall not consider any person who is an officer or board member of another SCA chartered club. The Nominating Committee shall present a slate of candidates to the Board for final approval in October. The Board shall issue a notice fifteen (15) days prior to the scheduled day of the General Membership Meeting in November.

In addition to the slate, any club member in good standing may be nominated from the floor at the General Membership Meeting for the Election of Officers and Directors. The Board shall exercise its discretion in accepting such nomination and shall not accept any person who is an officer or board member of another SCA chartered club. Voting will be done by show of hands or secret ballot. A simple majority of those present will carry. The election will be held prior to December 1<sup>st</sup>. The Board will report the election result soon after the election to the Activities Department and the CLC.

### **Section E: Vacancies of Officers**

A **Board Member** who resigns or otherwise does not complete the full term of office may be replaced by the President and approved by the Club Board. At the completion of the term, the replacement will have the opportunity to be reelected for a maximum of two (2) full consecutive terms as put forth in **Section A, Board Members (Officers and Directors) Terms**.

## **ARTICLE IV OPERATIONS:**

### **Section A: Type and frequency of Meetings**

An Annual General Membership Meeting will be held in October or November at a time and place to be announced not less than 15 days prior to the meeting. All members in good standing are eligible to attend and vote for the election of Officers and/or Directors. The Board shall convene monthly and has the authority to set other general membership meetings as needed.

## Chinese Heritage Club Bylaws

### **Section B: Conduct of Meetings/Parliamentary Procedure**

Robert's Rules of Order shall govern the conduct of business at all General Membership and Club Board meetings.

### **Section C: Meeting Quorum and Voting Procedures**

A quorum for a General Membership Meeting is defined as the number of members in good standing who attend the meeting. Each attending member will have one vote by show of hands or secret ballot. A simple majority vote will determine the passage of a motion.

A quorum for the Club Board meeting is defined as one-half of the members in good standing who are in attendance at the meeting, plus one. Each Board Member shall have one vote by show of hands. A simple majority vote shall determine the passage of a motion.

## ARTICLE V FINANCIAL

### **Section A:**

The club will conform to all requirements of Chapter Three of the CCG&Rs – Financial Controls and Procedures and financial records shall be maintained as long as the Club is in existence. Only the Treasurer will have possession of the check book at all times.

### **Section B:**

The Board shall authorize all expenditures. Checks can only be signed by the Treasurer and cosigned by the President. The individual amount a Board Member is authorized to spend (without membership approval but with Board approval) is \$1,000.00. Any amount exceeding \$1,000.00 must be approved by membership vote and confirmed in club minutes.

Such expenditures will be included in the “**budget**” **projecting funds for the following year** to be presented by the Treasurer to the General membership Meeting in November each year for ratification. All deposits will have line item verification with initials from the treasurer and person presenting the deposit; and the amount using the deposit and reimbursement forms shown in Appendix A. For all reimbursement of expenditures, a completed **Expenditure Reimbursement Form (Appendix A)** with receipt(s) should be submitted.

### **Section C:**

Financial records shall be maintained and reported to the Sun City Anthem Association in accordance with Financial Controls and Procedures as per Chapter Three of the Chartered Club Guidelines.

### **Section D:**

The funds of the Club will be maintained in a bank account at a commercially acceptable and FDIC insured financial institution.

### **Section E:**

The Treasurer's financial report must be certified on an annual basis by individual(s) other than Officers or Club Directors. The results of the certification will be presented at the next Board meeting and duly recorded in the applicable minutes of that meeting.

### **Section F:**

Any SCA resident performing in any CHC sponsored event will not be compensated. Non-resident performers will be compensated according to the negotiated contract made between the coordinator assigned by the board and the performers then approved by the Board President and the SCA Activities Department.



# Chinese Heritage Club Bylaws

## ARTICLE VI COMMITTEES

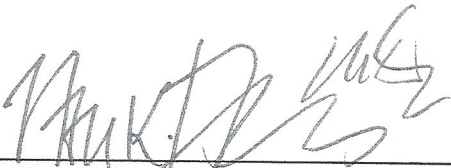
The Board may establish Committees and appoint Committee Chairpersons on a permanent or as-needed basis. The Board decides the scope and function of such committees.

## ARTICLE VII AMENDMENTS

- A. In order to amend these by-laws, a majority vote of the membership present at a meeting duly called for such purpose must be obtained. The required notice for this meeting must be given.
- B. Meeting notices shall be at least 15 days in advance, by email or USPS.

## ARTICLE VIII DISSOLUTION

- A. Officers or members desiring dissolution of the Club must bring a motion of dissolution to the Board. The Board must pass the motion with a two-thirds majority of those present at the Board meeting. The Board shall notify the CLC Liaison of an affirmative vote.
- B. The Board must then notify the membership 15 days ahead of time of a general membership meeting to vote on dissolution. The process to dissolve the Club will commence upon an affirmative two-thirds vote of members present at the general membership meeting called for this purpose.
- C. The Club Treasurer shall reconcile the Club's financial records per Article 3.6 of the CCG&Rs.
- D. Upon written verification from the Finance Committee liaison to the CLC that the financial records are reconciled, the Board will request consideration of a motion to dissolve the Club at the next CLC meeting.
- E. After the dissolution approval of the CLC, all Club property and assets shall be turned over to the SCA Association.



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Name/Signature of Club President  
H.K. Poon

9/19/2016  
Date approved by Membership

Patricia L. Canell  
Signature of Community Lifestyle  
Committee Chair

November 4, 2016  
Date approved

Chinese Heritage Club Bylaws

APPENDIX A

**SCA Chinese Heritage Club  
Expenses Reimbursement Form**

Expenses incurred by: \_\_\_\_\_

DATE	ITEMS	DESCRIPTION	AMOUNT

Total \$ \_\_\_\_\_

**ALL THE RECEIPTS MUST BE ATTACHED HERE.**

Approved by:

\_\_\_\_\_  
CHC President

\_\_\_\_\_  
CHC Treasurer



Chinese Heritage Club Bylaws

**Reimbursed Expenses for Year \_\_\_\_\_**

Date	Purpose	Expenses Incurred By	Amount \$	Check #

Page \_\_\_\_\_

Chinese Heritage Club Bylaws

**CHC Deposits in Year \_\_\_\_\_**

Date	Purpose	Member Dues \$	Tickets Sales \$	Total Amount \$	Initials

Page \_\_\_\_\_