

# Washington State Club Bylaws

Revised December 2024

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## Article 1 - **PURPOSE**

The purpose of this club is to provide its members with social activities and with the basis for maintaining an orderly administration of the activities and finances of the Club.

## Article 2 - **MEMBERSHIP**

Membership in this organization shall be open to those residents of Sun City West, Sun City, The Grand, Sun Village and Corte Bella who have resided at one time in the State of Washington, and their spouses/partners, who have paid dues as prescribed by these by-laws.

## Article 3 - **DUES**

The Board of Directors shall establish the dues of this organization.

Article 3.1 – Dues. Dues shall be paid annually (see Article 4.1)

## Article 4 - **CALENDAR YEAR**

The calendar year of the organization shall be from January 1 to December 31 of each year.

Article 4.1- Annual Membership Enrollment period. Board of Directors will conduct an annual membership enrollment period to begin on October 1st. All annual dues paid during October, November or December will be accredited as full payment for upcoming year. Only the Board can make exceptions.

## Article 5 - **OFFICERS**

Article 5.1 - Officers. The officers shall consist of the following: President, Vice President, Secretary, and Treasurer, and shall be elected by a plurality of the membership attending the Annual Business Meeting, to be held in November of each year.

Article 5.2 Position Description. The officers shall have a position description adopted by the Board and published on the website.

Article 5.3 – Officer Terms. The terms in office for the President and Vice President shall be to serve the balance of one (1) calendar year. Treasurer and Secretary shall be to serve the balance of two (2) calendar years. Upon completion of his/her term, the Vice President will move up to the office of President for One (1) year.

Article 5.4 - Replacement of Officers in Term. In the event any officer is unable to complete their terms of office due to:

- Health or personal circumstances
- Removal from office by a unanimous vote of the board (excluding officer/director in question)

the Board of Directors will appoint a person to fill the open position until the next Annual General Meeting election. In the case of the office of President, the current Vice President shall assume the remainder of the Presidents term, and assume the full President term at the next Annual General Meeting. For any other elected officer position, a special nominating committee of three (3) members will submit names of new candidates for a special election to be held at the next Annual General Meeting.

Any officer not choosing to progress to the next office may decline. The nominating committee (see Article 12) will nominate replacement candidate(s).

Article 5.5 - End of Term. At the close of an officer's term, all materials associated with said position shall be returned to the club.

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Article 6 – **STANDING COMMITTEES**. The President shall annually appoint, with the approval of the officers (Vice President, Secretary, and Treasurer) at a regular Board meeting, a member to serve as Event Coordinator and a member to serve as Communication Director whose terms will be one (1) year.

Article 6.1 Position Description. The appointed member shall have a position description adopted by the Board and published on the website.

Article 6.2 Vacation of term. In the event any appointed member is unable to complete his/her term of office due to:

- Health or personal circumstances
- Removal from office by a unanimous vote of the board (excluding the person in question)

the President shall appoint a new person to fill the vacant position, with approval of the Board, for the remainder of the initial term.

Article 6.3 - End of Term. At the close of the Event Coordinator and Communications Director term, all materials associated with said position shall be returned to the club. This should include files, electronic submittal of lists or data, all contact information for events and volunteers, email passwords, etc.

## Article 7 - **BOARD OF DIRECTORS**

The Board of Directors will consist of the President, Vice President, Secretary, Treasurer, Event Coordinator and Communications Director, who shall constitute the Board of Directors.

Article 7.1 President voting criteria. The President is a non-voting member of the Board of Directors except in the case of a tie, where he/she will cast the final vote.

#### Article 8 - **BOARD OF DIRECTORS MEETING DATES**

The Board of Directors shall meet a minimum of once monthly October through April or on dates called at the discretion of the President.

#### Article 9 - **COMMITTEES**

With the approval of the Board, the President shall authorize the formation of special committees and appoint a chairperson for each special committee, as deemed necessary to properly carry out the functions of the club. Each special committee chairperson may appoint such committee members as necessary to achieve the purpose of the committee. The President will be responsible to oversee each special committee and shall serve as voting member on each committee.

#### Article 10 - **RULES OF ORDER**

Rules of Order will be Roberts Rules of Order (Revised) unless they conflict with the by-laws of this organization.

#### Article 11 - **ELECTIONS**

The election for all open or vacating Board positions will be held at the Annual November Business Meeting. A plurality of votes by current members attending the Annual Meeting shall constitute a valid election for each open position.

Article 12 - **NOMINATION COMMITTEE**. Prior to each annual November business meeting, the President, Vice President and Treasurer will serve as the nominating committee to seek candidates, from current members, who are willing and qualified to fill any open or upcoming vacancies on the board. All nominated candidates must agree to serve in the position for the entire term of the position they are seeking (see Article 5).

If the President, Vice President or Treasurer is not available to serve on the nomination committee, Secretary will serve to fill the opening on the nomination committee to reach a minimum of three (3) members.

Nominations shall be called for and accepted from the floor at the annual November business meeting prior to call for vote on all open positions.

#### Article 13 - **DISSOLUTION**

If the club ceases to exist, or the remaining membership, whose dues are paid-up, votes to terminate the existence of the club, all remaining money in the Treasury will be spent on the last social event.

This event will be selected and conducted by the Board of Directors. If such an event cannot be held, the money shall go to a charity selected by the Board of Directors.

**Article 14 -AMENDMENTS TO BY-LAWS**

These by-laws may be amended by a vote of two thirds (2/3) of The Board of Directors at any regular or special meeting.

*Adopted at the Regular Board meeting held on October 30, 2024, superseding all previously adopted bylaws*