



## PROCEDURE

### Revising GVR Club Bylaws

Based on the GVR Corporate Policy Manual (CPM) - Club Bylaws are the governing documents for the club. It is important that they be kept up-to-date and current with club's activity. Club Bylaws shall be resubmitted to GVR no less than every five years, or earlier if amended.

Clubs are encouraged to use the template but may edit as they see fit as long as it does not contradict the CPM.

- \_\_\_ 1. Club Board of Directors suggests changes
  - Review CPM to confirm changes do not conflict with CPM.
- \_\_\_ 2. Club President submits revisions to GVR Club Liaison.
  - Using most recently signed Club Bylaws and current Bylaws Template, submit redlined copy showing changes.
- \_\_\_ 3. Club Liaison forwards redline to GVR management for review/edit only to ensure the bylaws fit within the Corporate Policy Manual (CPM) and returns to club.
- \_\_\_ 4. Club adds GVR edits, if any, and submits final redline to Club Liaison if necessary.
- \_\_\_ 5. Club Liaison forwards approval of final redline to Club President if necessary.
- \_\_\_ 6. Club members vote on proposed changes.
- \_\_\_ 7. Club President removes redline and submits Bylaws signed by Club President to Club Liaison, noting date of club vote.
- \_\_\_ 8. Club Liaison submits new Bylaws to CEO for signature.
- \_\_\_ 9. GVR CEO signs Bylaws.
- \_\_\_ 10. Club Liaison provides fully executed copy to Club President and retains original in Club File.
- \_\_\_ 11. Club President makes copy available to all club members.

# The GVR \_\_\_\_\_ Club Bylaws

## **ARTICLE I - Name**

The official name of the organization shall be the GVR \_\_\_\_\_, hereinafter known as the Club.

## **ARTICLE II - Purpose**

The purpose of the Club shall be: to provide an opportunity for GVR members to \_\_\_\_\_ and meet socially. All activities conducted by the Club and its members shall be in accordance with the GVR Bylaws, Corporate Policy Manual and GVR Code of Conduct.

## **ARTICLE III - Membership**

A. All members holding GVR membership or tenant cards in good standing with GVR are entitled to join and participate in any meeting or activity, until the maximum capacity of the facility being used is reached. Membership shall not be denied to GVR members in good standing.

B. Any member who has not paid dues, fees or assessments to GVR or the Club as of the time such payment becomes delinquent shall be removed from the Club’s roster.

C. For the safety of users and the protection of GVR property, proficiency training or demonstration of proficiency may be required by the Club.

D. The Club shall not grant honorary membership or the equivalent to anyone NOT a GVR member.

E. Guest policies and guest cards are privileges extended to GVR members to use all GVR facilities subject to the current rules and regulations put forth through Board policy and as defined in the GVR Bylaws. Up to two eligible guests may accompany a Club member only one time during a calendar year.

F. A GVR member may attend a Club activity one time prior to joining the Club.

G. All members and guests shall abide by the published GVR Rules and Regulations and the member Code of Conduct. Violations will jeopardize the privileges of the offending individual through removal from the Club’s membership roster and/or possible GVR suspension procedures.

## **ARTICLE IV - Board of Directors**

A. The governing body shall consist of four (4) Directors who are elected by the current members. The Officers shall perform duties as prescribed by these Bylaws and by the parliamentary authority adopted by this Club. The Board shall handle the general supervision of the affairs of the Club between Annual meetings, fix the hour and place of the Annual meeting, make recommendations to the membership and perform other duties as desired by the Club.

B. The Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer and shall be elected by a majority vote of the members in attendance at the Annual Meeting. The Board shall enforce the Club's Rules and Regulations, the Club's Bylaws, GVR Bylaws, the Corporate Policy Manual and GVR Club Rules and Regulations.

C. The initial Directors of the Club shall be determined in any manner necessary to establish the Club and shall serve until the first Annual Meeting. Thereafter, the term of each Director shall be for no more than three years starting at the close of the Annual meeting at which they were elected. The first Board of Directors to be elected shall be composed of the President serving a one-year term, the Vice President serving a two-year term, the Secretary serving a three-year term and the Treasurer serving a two-year term. Each term will be in addition to the partial term from the date of organization to the first Annual meeting. No Director shall serve more than two consecutive terms. All elections shall take place at the Annual Meeting and shall be by closed ballot. Nominations for election to the Board of Directors may be made by any member in attendance at the Annual meeting.

### D. Responsibilities of Officers:

President. The President shall preside at all meetings of the Club and shall carry out all orders and resolutions of the Club. The President shall be the executor of all Club funds and may approve all individual expenditures up to \$100.00. Expenditures over and above this amount must be approved by a quorum of the Board of Directors. (See last paragraph in this section for Board quorum).

Vice President. In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all powers of the President.

Secretary. Prepares minutes of the Annual Meeting. Must retain routine correspondence and other administrative records per the Clubs Records Retention Schedule. The Secretary shall sign all formal written communications.

Treasurer. Makes all authorized disbursements, records and deposits in the bank accounts all monies of the Club, prepares a current financial report for the Annual Meeting, prepares a year end financial report on an annual basis and has books, records and papers available upon request of any member.

E. A quorum for transaction of business at a Board meeting shall be three (3) directors.

### **ARTICLE V - Committees**

A. The President, with the approval of the Club’s Board of Directors shall appoint any Committee deemed necessary.

### **ARTICLE VI - Membership Meetings**

A. The Club’s Annual Meeting shall be during the month of November of each fiscal year.

B. Notice of the Annual Meeting shall be made by mail at least fourteen days in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.

C. A quorum for transaction of business at the Annual Meeting shall be one-tenth or 10% of the entire membership in good standing.

D. Robert’s Rules of Order shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Club’s Bylaws or any special rules of order the Club may adopt.

### **ARTICLE VII - Dues and Fiscal Period**

A. The fiscal year shall be January 1 through December 31. The Club shall prepare a year end financial statement within 30 days following close of the fiscal year. Such statement shall be available to all members at any reasonable time.

B. The Board of Directors shall recommend an annual budget with final approval from the general membership at the Annual Meeting.

C. Dues shall be due by January 1st. Non-payment of dues shall result in removal of the member’s name from the Club’s membership roster.

### **ARTICLE VIII - Vacancies**

The Vice President shall perform the duties and exercise the powers of the President during absence or disability. If any other office should become vacant, the remainder of the term shall be filled by appointment by the President with approval from the Board of Directors.

**ARTICLE IX - Amendments**

The Board of Directors of the Club may make amendments to these Bylaws with a majority affirmative vote of the membership. The Club must submit any amendments proposed to GVR staff for approval, prior to adoption.

**ARTICLE X - Monitoring**

An effective monitoring system shall be maintained by Club Officers to ensure that only members and eligible guests are in attendance at meetings and activities of the Club. All participants shall register using an attendance system provided by GVR each time they attend any meeting, program or activity. Club Monitors at GVR serve as host/hostess to members, guests and visitors. Monitors are empowered to enforce all Club and all GVR rules and regulations.

**ARTICLE XI - Dissolution**

Upon dissolution of the Club all assets, after all bills are paid, shall be transferred to GVR.

**ARTICLE XII - Bylaws**

A copy of these approved Bylaws shall be available to the general membership at the Annual Meeting. All elected Officers and Committee Chairpersons shall be furnished with a copy of the GVR Bylaws and the current approved Club Bylaws after each election.

Approving signatures:

**GVR Club**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name – please print

**Green Valley Recreation, Inc.**

\_\_\_\_\_  
Signature - CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name – please print