



CHARTERED CLUB BYLAWS

Spanish Club SCW (Club Español Sun City West)

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1.	Article I - General Section B Purpose	12-16-2022	Mimi Williams	2-13-2023
2.	Article IV - Officers Section D Responsibility	12-16-2022	Mimi Williams	2-13-2023
3.	Article VI - Financial Section B Spending	12-16-2022	Mimi Williams	2-13-2023
4.	Article VII - Committees Section F Education	12-16-2022	Mimi Williams	2-13-2023
5.	Article VII - Committees Section G Fiesta	12-16-2022	Mimi Williams	2-13-2023
6.	Article VII - Committees Section G Technology	12-16-2022	Mimi Williams	2-13-2023
7.	Appendix A Club Officers Section H Club Officer Description	12-16-2022	Mimi Williams	2-13-2023

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The reader is responsible for verifying that this document is current prior to each use.
Refer to Appendix B – Bylaws Amendments on page 24 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Spanish Club SCW (Club Español Sun City West shall be the alternate name of the club)

Section B - Purpose of Organization

The purpose of this Club shall be to learn and explore the Spanish language and Hispanic history, culture and traditions through education, cultural events and travel.

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to three (3) times annually before they are required to join the Chartered Club.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

Persons who do not hold a current Sun City West Recreation Card cannot join the club or register for classes. Both resident and non-resident guests may occasionally attend Club Español events, if invited and accompanied by a club member. Occasional attendance is defined as no more than three 3 times per year.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Section I – Club Monitoring

Each club member is responsible for monitoring at club facilities per club bylaws.

Article III – Code of Conduct

Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer. This Board will also include a Member-at-Large who shall be elected and have the same voting rights as other board members.

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

Section D – Responsibility to Submit Annual CR-15 Report

The Public Relations/Membership Chair shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and Responsibilities descriptions.

Terms of office and responsibilities of Officers. The term in office of the elected officers will be one (1) calendar year. Normally, officers may serve a second year in the same position. They may not serve additional consecutive terms unless other nominees are not available.

Section F – Filling a Board Vacancy

In the event an officer is unable to serve throughout the term of office, the Club Board (by majority vote) will appoint a member to fill such vacancy for the remainder of the term. The President will place the name of the member appointed before the Club Members for ratification at the first available general membership meeting where there is a quorum.

Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section H – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at www.scwclubs.com) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty (20) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

Article VI – Financial

Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

Section B – Spending Limits

- The Club may authorize the Treasurer to disburse funds up to \$2,500.00 as required to support costs for items and social expenses in conjunction with general membership meetings.
- Any individual expense in excess of \$2,500.00 must be approved by the general membership.
- When the Treasurer is unavailable, the club checkbook should be left with a ranking officer.
- The President or Treasurer can sign club checks and can pay for club supplies or events with the club debit card. The club does not use petty cash.

Section C – Club Member Compensation

No member shall receive compensation or financial award from Club funds for contributions or service to the Club. The only exception is when a member has an independent contractor agreement reviewed by the Recreation Manager.

Section D – Financial Record Audits

Financial records must be audited annually by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

Section G - Treasurer's Duties and Responsibilities

role description in the Appendix A – Club Officer Role Descriptions on page 17.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see on page 9).

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

Section D - Duties of the Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F – Education Committee Duties

The Education Committee functions to oversee the Spanish language element of the Club. It develops the sequential learning idea helping the Club's students have a cohesive approach to learning Spanish that can be built on from class to class. It recommends textbooks for core learning, interviews new teacher candidates and acts to provide language learning vision for class offerings. The chairperson of the Education Committee is the Language Class Administrator.

Section G – Fiesta Committee Duties

The Fiesta Committee works with the Club's Fiesta Chair to organize and to optimize our social gatherings to be pleasurable social gatherings.

Section H – Information Technology Committee Duties

The Information Technology Committee functions as a means for members to provide their technological expertise and experience in support of the Club's purpose and to do so in a coordinated manner. Its goal is to ensure that appropriate and optimal technical support is available to serve the purpose of the Club. The chairperson of this committee is the Information Technology Administrator.

Article VIII – Amendments

Section A – Amending These Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

Section B – Amendment Review Requirements

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section D – Revised Bylaws Review Requirement

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

Article IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(7)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

Appendix A – Club Officer Role Descriptions

President

Preside over all the general activities of the Spanish Club sew. Responsibilities and duties include, but are not limited to the following:

- Read and understand the RCSCW Charter Club Rules, Regulations, and Procedures (RR&Ps) which is found online at www.scwclubs.com/documents. This is essential to keep the Club in compliance.
- Complete Report Form "CR-5" and deliver it to the Recreation Manager within fourteen (14) days of taking office.
- Schedule and preside at meetings of the Club Board and the General Membership. These meetings will be scheduled and announced at least one month in advance. These meetings may be combined with a social event.
- Function as the main contact for the RCSCW and attend, when requested, all meetings of the RCSCW governing board.
- Work with the Club Board members and teachers to identify talented Club members for Club leadership roles. Contact them and get them involved by offering an interest in their experience, offering mentoring for Club positions, and inviting them to Board meetings and socials. A slate of willing candidates for election to officer positions will be vetted, approved, and presented at the October Club Board meeting.
- Send Club Board members a Board meeting agenda one week in advance, providing an opportunity for agenda change requests.
- Prior to 1 May, work with the Club Board Vice-President on completion and submittal of succeeding year Room Reservations on form "CR-6".
- Coordinate the distribution of Club information with key Club members to produce flyers, schedules, newsletters, announcements, and website content and to increase Club member participation at RCSCW open house events.
- Maintain a notebook for the purpose of informing the incoming President of their primary responsibilities, including an approximate schedule of significant events. Turn over complete current files and any historical files to the succeeding President. The Club Board aspires to have all Club officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedules of significant events.

Vice President

- Read and understand the RCSCW Charter Club Rules, Regulations, and Procedures. This is essential to keep the Club in compliance.
- Accept and act on all special appointments, assignments, and requests of the President.
- On request, or during the President's absence, preside at all Club General Membership and Club Board meetings or appoint another Club officer to fulfill this responsibility.
- During the President's absence, be the main contact for the RCSCW. Attend all RCSCW governing board meetings and respond to facilitator requests regarding equipment and room usage.
- Prepare and submit the CR-14 Facility Reservation Requests form for room and equipment requirements, including changes and cancellations as required. Review the Club website Events Calendar and website general content for consistency with Club's Events Calendar and Facility reservation requests.
- Prior to 1 May, work with appropriate board members, including but not limited to the Language Class Administrator and Fiesta Chair, and with various Club activity chairs such as Movie Chair, Boo I Club Chair and Mexican Train Chair on completion and submittal of form CR- 6 Chartered Club Activity Calendar.
- Maintain a notebook for the purpose of informing the incoming Vice President of their primary responsibilities, including an approximate schedule of significant events. Turn over complete current files and any historical files to the succeeding Vice President. The Board aspires to have all Club officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary role.

Secretary

- Read and understand the RCSCW Charter Club Rules, Regulations, and Procedures. This is essential to keep the Club in compliance.
- Take and maintain the minutes of all General and Board meetings. Send them to the President for approval. Send them to Board members for review and approval at next Board meeting. File all approved minutes electronically in the Club's cloud storage in our Google account of electronic documents. After any corrections by the President, request that the Club website content manager post general meeting minutes to the Club website for membership access.
- Assist the President and the Club Board in the preparation of correspondence, records, and forms.
- Maintain files of all correspondence and meeting minutes for a minimum of three years.

- Maintain a notebook for the purpose of informing the incoming Secretary of their primary responsibilities, including an approximate schedule of significant events. Turn over complete current files and any historical files to the succeeding Secretary. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Treasurer

- Read and understand the RCSCW Charter Club Rules, Regulations, and Procedures. This essential to keep the Club in compliance.
- Before 15 February, submit forms CR7 (IRS) to the RCSCW.
- Keep accurate accounts and records of all monies received from dues and other sources. Maintain the Club bank account. Provide a monthly financial status report to the Board and file it electronically in the Club's cloud storage in our Google account of electronic documents.
- Disburse funds only as authorized by the President and Club board and in compliance with Article VI Section B.
- Be certain all financial records turned over to you are maintained for a period of at least seven years.
- Working with the Club Data Manager, using Microsoft Excel, provide a list of paid members to the Membership Chair monthly.
- Maintain a notebook for the purpose of informing the incoming Treasurer of their primary responsibilities, including an approximate schedule of significant events. Turn over complete current files and financial history files to the succeeding Treasurer. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Language Class Administrator

The Language Class Administrator is the chairperson of the Education Committee and will perform the following duties, with the assistance of the teaching staff where possible:

- Act as a liaison/communication link between the Education Committee, teachers, and the board.
- Provide administrative assistance to new teachers as appropriate.
- Schedule, prepare agendas, and chair teachers' meetings.
- Represent teachers' issues to the Club Board.

- Organize descriptions of teachers' classes.
- Work with the Club Board to develop learning opportunities for the Club and recruit facilitators for the same.
- Prepare and transmit all information pertaining to language class schedules and class descriptions to the Club website Content Manager. Periodically review language instructor biographies and portraits for accuracy. Work with the Club website Content Manager to have all teacher information displayed on the Club website archived on the Club's Google account cloud storage. Periodically review the external language learning links on Club website Learn Spanish Language Learning page, revising, when necessary, in consultation with the Education Committee.
- Maintain a notebook for the purpose of informing the incoming Language Class Administrator of their primary responsibilities, including an approximate schedule of significant events. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Public Relations/Membership Chair

- Assume responsibilities for Club outreach including RCSCW open houses and be the public contact for questions about the Club.
- Reply to emails sent to the Club email account regarding membership questions.
- Coordinate annual membership sign up with the Club website Content Manager and the internet payment software technical support to create an available electronic membership form for the year. Ensure that paper forms are available as needed.
- Maintain the official Club membership roster. Verify periodically that all Club members' RCSCW dues are current and file the required CR15 with the RCSCW by February 15th every year. Update the RCSCW with Club Track data provided by the Data Manager for new members and other changes as they occur.
- Use the Club email account to announce upcoming Club events such as fiestas, travel, or guest speakers to the Club membership.
- Provide Class Coordinators with timely information regarding Club activities to inform language class attendees with brief announcements.

- Ensure pertinent and consistent information on the Club website, bulletin board, and in the print media outlets.
- Ensure availability of printed material near the Club bulletin board at the Beardsley Rec Center and at the PORA facility.
- Prepare articles for the RCSCW News, The Independent, and the Property Owners & Residents Association (PORA) publications. Submit articles to President, Vice President, and Language Class Administrator-whomever is appropriate -for proof reading before release.
- Promote special events like movies, speakers, travel, etc.
- Maintain an address/phone list of PR contacts, as a source for a future PR representative.
- With the Language Class Administrator periodically assess the language learning program.
- Maintain a notebook for the purpose of informing the incoming Membership/ Public Relations Chair of their primary responsibilities, including an approximate schedule of significant events. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Fiesta Chair

- Create and oversee a fiesta committee to provide four (4) fiestas per year: November Fall Fiesta, December Holiday Fiesta, February Valentines Fiesta, and the April Spring Fiesta.
- Be the communication link between the Board and the Fiesta Committee.
- Arrange entertainment for each fiesta, if needed. Oversee the fiesta item purchasing and submit the bill to the treasurer for payment.
- Work with the PR representative to promote the fiestas well in advance: Include what, when, where, cost, date, registration, and any other pertinent information. Make flyers available near the Club's public bulletin board, ensure fiestas are promoted on the Club website, and send email announcements/flyers to all members of record.
- Arrange for set-up and clean-up teams.

- Create, maintain, and use the fiesta checklist to be certain all work is completed.
- Oversee the stocking of the supply cabinet at the Beardsley Rec Center.
- Maintain a notebook for the purpose of informing the incoming Fiesta Chair of their primary responsibilities, including an approximate schedule of significant milestone steps appropriate for fiesta events.

Information Technology Administrator

The IT Administrator is the chairperson of the Information Technology Committee and will perform the following duties alone or in conjunction with other information technology-related roles defined by the Club;

- Ensure that the content and operation of the Club website serves the purpose of the Club's organizational purpose consistent with RCSCW website maintenance requirements which requires a properly trained and authorized person designated as the Club website Content Manager and identified in the necessary CR-5 document to perform the activity defined here (Note that in the absence of other members performing activities enumerated below, the Club website Content Manager is ex officio the IT Administrator);
- Ensure appropriate technical support for the internet reservation and payment software (Corsizio);
- Ensure appropriate technical support and licensing for remote meeting software (ZOOM) used for conducting Club language classes, Book Club meetings, Board meetings and other Club activities;
- Ensure appropriate Club technical capability and on-going technical support including a Data Manager to maintain a Club membership roster based on online membership software (Corsizio), to maintain Club group mailing lists and to provide current Club Track data input to RCSCW;
- Ensure appropriate technical support to ensure that Club digital documents (whether textual, image or other types) are stored in an orderly manner utilizing cloud storage in the Club's Google account of electronic documents;

- Ensure availability of a Club member to digitally record images of Club activities (Volunteer Photographer) and to store such images in the cloud storage in the Club's Google account of electronic documents;
- Ensure availability of appropriate technical support available to utilize digital projection equipment for Club activities such as language class presentations, general membership meetings and Movie Night.
- Coordinate communication and cooperation of persons performing the above activities with the Club Board.
- Report to the Board periodically about the status of technical support for the above enumerated activities.
- Investigate any technological issues and appropriate new technology which might serve the purpose of the Club as directed by the Board.
- Maintain a notebook for the purpose of informing the incoming IT Administrator of their activities. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Member At Large

- Assist other Board members as needed and perform such duties as assigned by the President.
- Maintain a notebook for the purpose of informing the incoming Member At Large of their previous responsibilities. The Board aspires to have all officers utilize cloud storage in the Club's Google account of electronic documents according to their ability for the purpose of informing incoming officers of their primary responsibilities, including approximate schedule of significant events.

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Mimi Weisner

Club President

11-10-22

Date

William Schwind

William Schwind, General Manager

11-7-22

Date