

# **Sun City Palm Desert Community Association (SCPDCA)**

## **Bylaws of the Rainbow Circle of Friends & Family**

### **A Chartered Club**

Authorized by SCPDCA Board Resolution dated February 19, 2008

Revised as of June 7, 2022

#### **Article I – General**

Section A – Name of Club. Rainbow Circle of Friends & Family

Section B – Purpose of Club. To socialize and to affirm the presence of parents, friends and members of the lesbian, gay, bisexual, transgender, questioning (GLBTQ) queer, intersexual/ally+ (LGBTQIA+) community in Sun City Palm Desert.

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. Clubs are responsible for keeping rosters of paid members and shall submit the Annual Membership Roster Certification (CA-17) 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 and fees.

(i) Resident guests. Residents and renters may attend our meetings to obtain information on the benefits of joining the Club. Once Club operations and programs have been explained and understood, the Club requires membership for participation in Club activities.

(ii) Non-Resident guests. Non-member residents or renters may attend one general meeting or event but must join the club to continue attending. A member of the club may invite non-resident/renter guests and will be responsible for them.

(iii) Guests will not be charged a fee when attending the pot-luck dinners with a member. A minimal fee per guest will be charged when food at a general meeting is provided by 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. Membership year is July 1 to June 30. Annual dues shall be paid in full and will not allocated based on partial months membership.

### **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 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 (10%) 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. Reserve rooms and develop the yearly calendar. Provide SCPDCA with any required forms related to Club activities.
Vice-President	Assume President’s duties as needed. Provide assistance to hosts for each member event and maintain and restock inventory of club supplies for reimbursement.
Secretary	Assist President by preparing meeting agendas for Board and General Meetings. Take and maintain minutes of meetings and provide to the Board, membership and SCPDCA when requested. Provide SCPDCA with the annual membership roster.
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, and prepare Financial Reports and annual budget.
Communications Director	Maintain Club website, membership list, communication with members, handle RSVP data for meetings.
Delegates at Large (2)	Support and help with monthly activities and events and substitute for other Board members as needed.

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

#### **Article IV – Meetings**

Section A – Frequency of Meetings. General meetings will be open to the membership and will be held at the discretion of the Board with a minimum of two meetings per year. Special meetings may be called by the Executive Board or by 10% of the membership.

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 seven (7) 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 (25%) percent 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 (25%) percent of the entire membership.
3. Matters to be decided by Absentee Balloting require a quorum being the response of fifty-percent (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.

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.

## **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.

## Required Approvals

Submitted for Approval:

\_\_\_\_\_  
Club President

Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Sheri Holbrook \_\_\_\_\_ *[print]*

Membership Approval:  
Club Secretary

\_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Shellie Pierce \_\_\_\_\_ *[print]*

Approved:

\_\_\_\_\_  
General Manager

Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Clint Atherton \_\_\_\_\_ *[print]*