

BYLAWS

SUN CITY TUCSON HAVURAH

ARTICLE I

NAME

NAME: The name of this organization shall be Sun City Tucson Havurah, a Non-Profit Organization, hereinafter referred to as Havurah.

ARTICLE II

OBJECT

OBJECT: The object of Havurah shall be to promote an understanding of Jewish heritage and holidays, to help keep abreast of current Jewish affairs, and to promote fellowship among its members.

ARTICLE III

AUTHORITY AND LIMITATIONS

The Havurah will OPERATE AS AN INSTRUMENTALITY OF SUN CITY VISTOSO COMMUNITY ASSN., INC. HEREINAFTER REFERRED TO AS SCVCAI IN COMPLIANCE WITH ITS BYLAWS AND REGULATIONS, BUT WILL NOT CONDUCT BUSINESS OR OBLIGATE FUNDS IN THE NAME OF SCVCAI.

ARTICLE IV

MEMBERS

Section 1. MEMBERSHIP SHALL BE OPEN TO ANY PERSON (MAN/WOMAN) HAVING A CURRENT SCVCAI MEMBERSHIP CARD, WHO desires to support the objective of Havurah. NO ELIGIBLE PERSON (MAN/WOMAN) SHALL BE DENIED MEMBERSHIP BECAUSE OF RACE, COLOR, RELIGION OR NATIONAL ORIGIN.

Section 2. Dues shall be determined annually by the Board of Directors (hereinafter referred to as "the Board"), as established in ARTICLE VII, to support the operational budget of the Havurah meeting schedule. Dues are payable on or before November 30. Dues are delinquent on December 31.

Section 3. ANY MEMBER SHALL BE ENTITLED TO VOTE AT ANY REGULAR OR SPECIAL MEETING OF THE CLUB, AND TO PARTICIPATE IN ALL CLUB EVENTS UPON COMPLIANCE WITH ALL ADOPTED REGULATIONS. CLUB BUSINESS SHALL BE DECIDED BY A MAJORITY VOTE OF THOSE PRESENT AND VOTING.

Section 4. Guests: Resident guests (a resident of Sun City holding a Community or Renter's activity card, but has not joined Havurah) may participate in Havurah activities subject to availability of facilities and resources. Household guests (individuals who temporarily reside with a Sun City Vistoso resident), likewise may participate in Havurah activities subject to availability of facilities and resources. Community guests (individuals who reside in neighboring communities) may also participate in Havurah activities subject to availability of facilities and resources. Guests must be accompanied by a Havurah member. Household and community guests may voluntarily contribute funds to Havurah. All guests shall be assessed funds to support Havurah activities they attend. The amount of such funds shall be the same amount charged members. No category of guest is authorized a Havurah vote nor may a guest be a member of the Board.

ARTICLE V

OFFICERS

Section 1. The Officers of Havurah shall consist of the following: President, Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary.

Section 2. TERM OF OFFICE: All elected officers shall hold office for a term of one (1) year and may be elected to the same office for not more than two (2) consecutive terms. No member shall hold more than one (1) office at a time. Appointed officers (i.e. appointed to replace an elected officer) shall be considered to have served for one (1) year regardless of the actual number of months served.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1. Annually, prior to the month of March meeting, the Board shall appoint a Nominating Committee Chairperson. Four additional members shall be elected, by and from the membership, to serve on the committee. Upon the selection of nominees, and the election of officers, the Nominating Committee shall be disbanded.

Section 2. THE SLATE OF OFFICERS PROPOSED BY THE COMMITTEE SHALL BE POSTED in the Tipster or the Social Hall, or distributed to the membership AT LEAST TWO WEEKS PRIOR TO THE ELECTION MEETING. The election meeting shall be held annually in April. (See Article XI).

Section 3. Nominations may be named from the floor with the consent of the nominee. Write-in nominations, having the consent of the nominee, and received by any member of the board prior to the election will be accepted.

Section 4. A majority of those members present and voting shall elect. In the case of multiple candidates for a given office, the vote shall be by secret written ballot.

ARTICLE VII

GOVERNING BODY

Section 1. The governing body of Havurah is the Board of Directors, which consists of the five officers and three members-at-large. In addition, at the completion of one (1) term or two (2) consecutive terms, the President shall become an ex officio, voting member of the Board, serving primarily in an advisory capacity, for a term not to exceed one year. Term limitations and election procedures for members-at-large shall be the same as for officers (See ARTICLE V and ARTICLE VI.).

Section 2. It shall be the duty of the Board to conduct, manage and control the affairs and business of the club between membership meetings.

Section 3. MEETINGS:

- a. The Board shall meet within the confines of Sun City Vistoso, at the call of the President. The time and place of the next board meeting shall be announced at the regularly scheduled monthly meeting.
- b. There shall be a joint meeting of the outgoing and the incoming boards held soon after the Election meeting and before the start of the next fiscal year.
- c. Havurah members shall be permitted to attend Board meetings. Havurah members shall be provided the opportunity to speak on any Havurah matter to the Board at a scheduled Board meeting.
- d. The minutes of Board meetings shall be available to the general membership for one year.

Section 4. QUORUM: Five (5) members of the Board shall constitute a quorum.

Section 5. VACANCIES occurring on the Board, other than the presidency, shall be filled by presidential appointment, with the approval of the Board of Directors. If the office of the Presidency is vacated, the Vice-President shall automatically assume that office for the balance of the term (year).

Section 6. All board members, upon vacating office, shall deliver all records, and other property belonging to Havurah to their successor.

ARTICLE VIII

DUTIES OF THE BOARD OFFICERS

Section 1. PRESIDENT: The President shall be the chief administrator of Havurah and shall preside over all Regular and Board meetings; shall be ex-officio a member of all committees, except the Nominating Committee; shall appoint, with Boar approval, the Chairpersons of Committees, and at the direction of the Board, shall appoint Special committees; AND SHALL APPOINT A COMMITTEE OF (3) TO AUDIT THE OUTGOING TREASURER'S BOOKS. In addition, the President shall schedule facilities usage with the Activities Director, negotiate for Havurah contracts and sign for contracts (with the approval of the Board of Directors) in addition to the SCVCAI representative. The President shall prepare an agenda for each scheduled meeting of Havurah.

Section 2. VICE-PRESIDENT: The Vice-President shall assist the President and shall, in the absence of the President, perform the duties of the President. The Vice-President shall perform other duties as directed by the President.

Section 3. RECORDING SECRETARY: The recording secretary shall record the minutes of all meetings. In the absence of the Treasurer, the Recording Secretary shall read that report. The Recording Secretary shall be in charge of all records of Havurah, other than the financial records held by the Treasurer. The Recording Secretary SHALL MAKE AVAILABLE ANY REPORTS REQUIRED BY SCVCAI.

Section 4. TREASURER: The Treasurer is the chief financial officer and shall be responsible for securing and properly accounting for club revenues and expenses; for collecting the annual dues of the members and other monies, to include assessments for social events. The treasurer shall pay all bills owed by Havurah; and shall present a financial report each meeting to the Board and membership. The Treasurer shall also maintain a list of dues paying members by which member status can be verified and maintain the Havurah check book. The Treasurer SHALL PRESENT THE CLUB FINANCIAL REPORT TO SCVCAI AT THE END OF THEIR FISCAL YEAR (JUNE 30TH). BY JULY 15TH.

Section 5. CORRESPONDING SECRETARY: The Corresponding Secretary shall be responsible for correspondence as required by members of the Board. The Corresponding Secretary also shall be responsible for providing written information for all publication of Havurah activities (e.g., e-mail notice, Tipster articles and Website Inputs).

Section 6. MEMBERS-AT-LARGE: the members-at-large shall assume responsibilities as specified by the president. Responsibilities may include chairs of major committees.

ARTICLE IX

COMMITTEES

Section 1. The appointed committees may include any or all of the following, in addition to others as may be required:

- Communications
- Mitzvah/Caring
- Parliamentary Responsibility
- Programs/Events
- Membership

The chairpersons of these committees shall be appointed by the President, with Board approval, and shall serve at the pleasure of the President.

Section 2. Members of each committee, with the exception of the Nominating Committee, shall be appointed by the committee chairperson. Members of each committee listed in Section 1, shall serve at the pleasure of the appointing Chairperson.

Section 3. Each committee shall maintain an up-to-date operational guide which shall describe the duties of the Chairperson and the committee, a copy of which shall be provided to the Board

ARTICLE X

FISCAL AND FINANCE

Section 1. THE FISCAL YEAR SHALL BE JULY 1ST THROUGH JUNE 30TH.

Section 2. AN ANNUAL AUDIT OF THE TREASURER'S BOOKS SHALL BE MADE BY A COMMITTEE OF THREE (3) APPOINTED BY THE PRESIDENT. THE AUDIT SHALL BE MADE BY THE END OF THE FISCAL YEAR AND SHALL BE REPORTED TO THE MEMBERSHIP AT THE NEXT REGULAR MEETING.

Section 3. BUDGET:

- A. NO SINGLE UNBUDGETED EXPENDITURE IN EXCESS OF TWO HUNDRED FIFTY (\$250.00) DOLLARS SHALL BE MADE WITHOUT THE APPROVAL OF THE MEMBERSHIP.
- b. No member of Havurah may obligate Havurah funds without the permission of the Treasurer.

Section 4. The Treasurer, and at least one other officer shall be authorized to sign checks on behalf of Havurah.

Section 5. NO MEMBER OF HAVURAH SHALL RECEIVE COMPENSATIONS FOR SERVICES RENDERED.

Section 6. Financial operations of Havurah shall be conducted in accordance with Chapter 5, Sun City Vistoso Community Association, Inc. Chartered Clubs Rules and Regulations and Procedures, dated January 25, 1993, or successor documents. Where not specifically stated, Financial operations will be conducted by recognized good business practices.

ARTICLE XI

MEETINGS

Section 1. Meetings shall be held monthly on the third Monday of the month. Exceptions may be made by the President with the approval of the Board to take advantage of Religious celebrations. Meetings shall be conducted according to an agenda in conformance with Roberts Rules of Order and SCVCAI procedures.

Section 2 The Annual/Election meeting shall be held in April. The newly elected officers shall assume their duties in July so as to agree with the start of our next fiscal year.

Section 3. Special meetings of Havurah may be called at any time by the President, or by any two members of the Board provided notice of such meeting has been given by telephone, at least five (5) days prior to the day of such meeting.

Section 4. ALL MEETINGS, with the exception of the Board meetings, SHALL BE HELD AT SCVCAI FACILITIES. Board meetings will be held at Sun City locations as directed by the President.

ARTICLE XII

PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER, SHALL BE THE AUTHORITY ON ALL QUESTIONS OF PARLIAMENTARY LAW UNLESS IN CONFLICT WITH THESE BYLAWS, SCVCAI, OR WITH THE LAWS OF THE STATE OF ARIZONA.

ARTICLE XIII

AMENDMENTS

SECTION 1. THESE BYLAWS MAY BE AMENDED BY A TWO-THIRDS (2/3) VOTE OF THE MEMBERS PRESENT AND VOTING, AT A REGULAR OR ANNUAL MEETING OF THE CLUB PROVIDED WRITTEN NOTICE OF EACH PROPOSED AMENDMENT, OR PROPOSED NEW BYLAWS, HAVE BEEN POSTED IN THE TIPSTER, IN THE SOCIAL HALL, OR DISTRIBUTED TO THE MEMBERSHIP (TWO (2) WEEKS PRIOR TO THE MEETING.

SECTION 2. ALL PROPOSED AMENDMENTS TO THESE BYLAWS ARE SUBJECT TO FINAL APPROVAL BY SCVCAI.

ARTICLE XIV

DISSOLUTION

IN THE EVENT OF DISSOLUTION OF THIS CLUB, ALL ASSETS WILL BE DONATED TO SCVCAI. DISSOLUTION IS MANDATORY WHEN MEMBERSHIP DROPS BELOW THE REQUIRED LEVEL, I.E., 25 PAID MEMBERS FOR CRAFT CLUBS AND 15 PAID MEMBERS FOR NON-CRAFT CLUBS.

DISSOLUTION WILL NOT BE INITIATED UNTIL ALL OUTSTANDING DEBTS ARE SATISFIED. THE PRESIDENT MAY DIRECT THE USE OF ANY AND ALL ASSETS TO SATISFY OUTSTANDING DEBTS, PROVIDED THE MAJORITY OF THE CLUB MEMBERSHIP HAS VOTED FOR THE PRESIDENT TO DO SO.

ALL MEMBERS MUST BE ADVISED THAT THEY ARE LIABLE FOR ANY DEBTS INCURRED BY THE CLUB AND MUST SATISFY THEM IN FULL PRIOR TO THE CLUB'S DISSOLUTION.

IF DISSOLUTION IS CONTEMPLATED, THE MEMBERSHIP MUST BE NOTIFIED AT LEAST TWO WEEKS IN ADVANCE OF THE MEETING DATE AND TIME.

Adopted by Membership: (Date) _____

Amended by Membership: (Date) December 15, 2003

SIGNATURES

Corinne Kulick 2-1-04
Club President (Date)

Carol Rorer 2/1/04
Vice President (Date)

REVIEWER / APPROVED

Steve Z. Doversky
SCVCAI GENERAL MANAGER

2/24/04
(Date)

W. J. [Signature]
SCVCAI BOARD OF DIRECTORS

2/24/04
(Date)