

**BYLAWS  
OF  
SUN CITY HOME OWNERS ASSOCIATION, INC.**

**ARTICLE 1 – PURPOSE**

The Sun City Home Owners Association (SCHOA) has the right, but not the obligation, to assist members and other residents with problems they bring to the organization's attention concerning their homes and their grounds. It may create and support programs which benefit the community, specifically in the matters of safety, security and quality of life. Attempting to preserve property values by enforcing the deed restrictions (CC&Rs), advocating for Sun City residents with county and state officials, representing Sun City as a community in political and governmental activities in the West Valley, generating sufficient income to carry out and support SCHOA programs and engaging in all other activities permitted under Arizona law may be considered as parts of the purpose of the organization.

**ARTICLE II – MEMBERS**

**Section 1 – Classification**

There shall be the following classes of members.

A. Regular members:

1. A Sun City resident or property owner may join the association by applying for membership at any meeting of the association or by paying the prescribed dues either at the office or by mail.
2. Membership shall be for one year and shall commence immediately upon receipt of a signed application along with the appropriate fee and is renewable upon payment of succeeding annual dues.

B. Business members:

- 1.) A business may join the association by applying for membership at the association office and paying the annual dues.
- 2.) Each business member shall have one vote to be cast by the principle executive officer.

**Section 2 – Resignations and Terminations of Membership**

A. Members may resign at any time by submitting a letter to the association with their request.

B. Membership may be terminated for cause following a majority vote of the board of directors.

C. No portion of the dues is refunded because of either resignation or termination of membership.

**Section 3 – Membership Rights and Responsibilities**

A. Sun City residents and businesses who are members in good standing shall be entitled to a vote in SCHOA elections, have unlimited use of the vendor referral program, receive copies of plot maps and have full access to all of the other services provided by the association.

- B. Residents who are not members may be listed in the Sun City Directory and may purchase services provided by SCHOA for fees established by the board of directors.
- C. It shall be the right, but not the obligation, of all Sun City residents, whether association members or not, to report violations of the CC&Rs to the association.

## **ARTICLE III – DUES, FEES AND FINANCES**

### **Section 1 – Dues**

- A. Annual membership dues for residents and businesses will be reviewed and set by the board of directors during the budget process.
- B. Annual dues shall be payable on or before the membership anniversary date each year. The association shall send the annual notice prior to expiration along with appropriate payment information.

### **Section 2 – Fees**

- A. Fees for special services performed by the association shall be determined by the board of directors.

### **Section 3 – Budget**

- A. The treasurer shall submit a proposed budget at the October meeting of the board of directors for its consideration and approval.
- B. Committee chairs may submit budget suggestions and requests anytime during the fiscal year but prior to October 1 of each year.

### **Section 4 – Audit**

- A. The board of directors shall have the association's financial records reviewed for correct accounting procedures and verification of accounts at the end of each fiscal year, and it may require an audit or financial review at any time it deems necessary.

### **Section 5 – Fiscal Year**

- A. The fiscal year for the association shall be from November 1 to October 31.

### **Section 6 – Compensation**

- A. Directors, officers and committee members shall serve entirely as unpaid volunteers.

## **ARTICLE IV – OFFICERS**

### **Section 1 – Officers**

- A. The officers of the association shall be a president, vice president, secretary and treasurer.

### **Section 2 – Election of Officers**

- A. Officers shall be elected by the new board of directors consisting of continuing directors and those newly elected.
- B. An outgoing member of the board of directors shall be asked to conduct the election of officers.
- C. New officers shall assume their duties immediately after election.

### **Section 3 – Term of Office**

- A. Officers shall serve for a term of one year or until their successors are elected.
- B. No director shall hold the office of president for more than two consecutive years.
- C. All officers shall retain their full responsibilities as directors.

### **Section 4 – Vacancies in Office**

- A. A vacancy in any of the elective offices shall be filled for the unexpired term by a

majority vote of directors present at the next regular meeting after the office is vacated.

### **Section 5 – Duties of Officers**

Officers shall perform the duties as are prescribed for their offices in these bylaws and in the adopted parliamentary authority.

A. The president:

- 1.) shall preside at all meetings of the association and the board of directors,
- 2.) shall enforce all policies and procedures relating to the administration of the association,
- 3.) shall sign contracts on behalf of the association that have been approved by a majority vote of the board of directors, and
- 4.) the president or another designated officer shall be available at all times for consultation or for emergency decisions.

B. The vice president:

- 1.) shall in the president's absence act for the president.

C. The secretary:

- 1.) shall be responsible for the official records of the association,
- 2.) shall have recorded all resolutions and proceedings of the board of directors, of the annual meeting and special meetings of the membership and
- 3.) shall prepare minutes of directors' and members' meetings and authenticate records of the corporation.

D. The treasurer:

- 1.) shall ensure there is an accurate accounting for all association funds,
- 2.) shall ensure that all association funds are deposited or invested in banks and savings institutions designated by the board of directors and/or invested directly in obligations of the United States Government,
- 3.) shall report the association's financial standing at each regular meeting of the board,
- 4.) shall review disbursements for normal operational expenses and additional non-budgeted expenditures approved by the board of directors,
- 5.) shall supervise the preparation of the association's annual budget for presentation at an October meeting of the board of directors for its review and adoption and
- 6.) shall see that the association, its officers, directors, employees, and the association's buildings and equipment have adequate protection against losses.

## **ARTICLE V – ASSOCIATION MEETINGS**

### **Section 1 – Annual Meeting**

A. The president shall call an annual association meeting during the month of January. Notice of the time, date and location shall be posted by the secretary in a local newspaper of general circulation at least ten days in advance of the meeting.

B. The annual meeting shall be held for the purpose of presenting to the association a status report from the board of directors and for consideration of any other business that may arise.

### **Section 2 – Special Association Meetings**

A. Special meetings may be called by the president, be requested by a majority of the directors or be requested in writing to the board of directors and signed by 100 or more association members.

B. Notice of the time and place of special meetings shall be given through local news releases. The notice shall include the stated purpose for the meeting. Except in emergency situations, a minimum of ten days notice in advance shall be given by the secretary.

### **Section 3 – Open Meetings**

A. Except as determined by the board of directors, all meetings of the association, board of directors, standing and ad hoc committees shall be open to the public.

### **Section 4 – Voting**

A. On matters of association business, members may be required to show proof of membership before speaking or voting.

B. Non-members shall have no vote in the business proceedings.

### **Section 5 – Quorum**

A. Thirty-one members shall constitute a quorum at all association meetings.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 1 – Composition**

A. The total number of directors to serve on the board shall be a minimum of seven and a maximum of eleven, with an appropriate amount being elected each year by association members.

### **Section 2 – Nominations and Elections**

A. Recruitment of a sufficient number of candidates to have competitive elections shall be a major responsibility of the planning and elections committee.

B. Prospective nominees shall provide the planning and elections committee with a brief resume of their qualifications for review by the committee.

C. All candidates shall be informed that both nominees and board members are expected to maintain a stance of neutrality at all times regarding incorporation of Sun City.

D. Members of the board who have been appointed for a partial term to fill a vacancy may be elected for two additional three year terms, while those elected are limited to two consecutive terms or a total of six consecutive years of service.

E. Only current members of the association are eligible for nomination or appointment.

F. Biographical sketches of candidates for election, along with their pictures, shall be distributed to the local print media by the planning and elections committee ten or more days before the election.

G. Responsibility for staffing and supervising the election process shall be the responsibility of the planning and elections committee, which shall also determine dates, times, and locations of polling places and methods of voting. The entire election process shall be supervised and approved by the board of directors.

H. With more candidates than positions to fill, a plurality vote will be sufficient to elect.

I. All members whose names are listed on SCHOA's membership roster are entitled to one vote in the election and must cast their own vote.

### **Section 3 – Terms of Office, Vacancies and Revocation of Membership**

A. Newly elected directors shall assume their duties immediately following the conclusion of the regular monthly meeting of the board of directors in December.

B. When a directorship is vacated by resignation, death or physical incapacitation, the board shall determine if the vacancy shall be filled by appointment or whether it shall

remain vacant until the next general election.

C. Any director may be removed with or without cause by a vote of eighty percent (80%) of the entire board. A vacancy created by removal can only be filled by an election of the association members at a special association meeting, the annual meeting, or during the regular election process. The replacement director will serve the remainder of the un-expired term.

#### **Section 4 – Duties of the Board of Directors**

A. The business and affairs of the association shall be supervised by the board of directors.

B. The board of directors shall:

- 1.) establish and approve all policies and procedures for the association,
- 2.) approve all contracts, the annual budget, all non-budgeted expenditures, and
- 3.) approve suggested appointments by the president and the hiring and termination of association employees.

#### **Section 5 – Meetings of the Board**

A. At a time determined by the board of directors, a regular monthly meeting shall be held each month except during July and August.

B. Special meetings of the board may be called by the president or by a majority of the board members. Except in cases of emergency, notice of special meetings shall be given to board members not less than 24 hours before the meeting. The purpose of the meeting shall be stated in the call.

#### **Section 6 – Quorum**

A. A majority of directors shall constitute a quorum for all board meetings.

### **ARTICLE VII – COMMITTEES**

#### **Section 1 – Committee Requirements**

A. Minimum requirements include:

- 1.) all permanent, special and ad hoc committees shall meet as often as necessary to accomplish their assigned missions,
- 2.) shall keep accurate minutes of all meetings and submit a copy to the office staff on a timely basis for duplication and distribution to members of the board of directors,
- 3.) shall maintain a permanent record of their minutes and other documents in the association's files as an ongoing record for future use,
- 4.) shall determine the appropriate number of committee members necessary to work effectively,
- 5.) shall recruit their own members, and
- 6.) shall work closely with the office staff to keep the membership information, meeting times, and contact information current.

#### **Section 2 – Standing Committees**

A. The names of the standing committees of the association shall be charter amendments and bylaws; water, environmental and consumer protection; land use; membership; public relations; government affairs; planning and elections; and the transportation committee.

B.) Committee chairs will assume their responsibilities immediately after appointment by

the president and confirmation by a majority vote of the board.

**Section 3 – Other Committees**

A. There shall be such other committees, standing, special or ad hoc as the board of directors shall deem necessary.

**ARTICLE VIII – HEADQUARTERS OFFICE**

**Section 1 – Location**

A. The association office shall be located at 10401 West Coggins Drive, Sun City, AZ 85351.

**ARTICLE IX – INDEMNIFICATION**

The association shall indemnify and save harmless all directors and officers from and against any claims of liability for any acts or omissions undertaken or not undertaken while acting within the scope of their duties for the association.

**ARTICLE X – PARLIAMENTARY AUTHORITY**

Rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state statutes or special rules of order the association or board may adopt.

**ARTICLE XI – AMENDMENT OF BYLAWS**

**Section 1 – By Board of Directors**

A. The association bylaws may be amended by a two-thirds (2/3) vote of the directors at any regular or special meeting, provided that notice was given to the board members at the previous regular meeting.

**Section 2 – By Petition**

A. Suggested bylaw changes may be initiated by the general membership via a petition signed by a minimum of 300 current members setting forth the suggested change(s) and sent to the association headquarters via U.S. certified mail, return receipt requested.

B. The president shall notify the membership of its receipt within 30 days thereafter by mail or news release. If the proposal to revise is not adopted by the board, the members shall vote on the proposal at the next membership meeting.

**Section 3 – Publication of Changes**

Information as to all changes in subject matter shall be published in the minutes of the board of directors. Copies of amended bylaws shall be distributed to the board of directors and shall be made available without charge to association members at the SCHOA office.

**Amended:**

10-07-61	10-28-75	10-14-86	05-12-92	02-13-01
11-01-62	11-01-77	12-09-86	05-11-93	10-08-02
07-29-63	06-05-78	06-09-87	05-18-95	01-12-04
10-04-65	11-22-83	12-08-87	04-09-96	09-08-04
12-15-70	12-18-84	05-14-91	06-11-96	10-10-06
06-20-72	05-14-85	03-10-92	11-10-98	05-21-08
10-19-73	09-10-85	04-14-92	11-09-99	

