

Sun City Palm Desert Community Association (SCPDCA)

Bylaws of the Sun City Solos A Chartered Club

Authorized by SCPDCA Board Resolution dated April 7, 2026

Article I-General

Section A-Name of Club. Sun City Solos

Section B-Purpose of Club. The purpose of the Solos Club is to create a social environment for members to meet new people; and to sponsor a variety of year-round activities to celebrate friendships; and participate in the Sun City Palm Desert community.

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 single Residents with a valid SCPDCA membership card or a valid Renter's card. Clubs are responsible for keeping rosters of paid members and submit the Annual Membership Roster Certification (CA-17) annually to the Association. The definition of a single shall be all those persons who (1) are unmarried, (2) are divorced, (3) are widowed, (4) are living singly in the process of being divorced, (5) are separated and living singly, (6) are separated and living singly because they have a spouse living in an assisted living facility, rehabilitation center or any other like facility who is not expected to return to the member's home (7) were single at one point when they joined the club and then married.

Section B-Affiliations. Other than that, mentioned in Section A, there shall be no preconditions for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C-Guest Privileges. Members and their guests, single or married, are welcome to attend all meetings and club events.

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 due on July 1st of each year. Those dues paid after April 1st of that year shall be in effect through June 30th of the next year.

Article 111-Officers and Directors

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 be one year. Terms in office shall begin July 1st and end June 30th.

Section C-Recall. Any one or all officers may be recalled upon presentation of a recall petition signed by at least ten percent 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 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	Conducts meetings and represent the Club to the Association and ensures that the rules are followed. Presides at all meetings of the general membership and the Executive Board and with the concurrence of at least one other Executive Board Member can call special meetings of the membership. Ensures all events are planned and carried out within budget; manages the marketing of club membership and activities; manages year-round activities to benefit members and community; communication with members through flyers, website and HOA publications.
Vice-President-Membership	Assume President's duties as needed, especially in the absence of the President, and assist in other capacities as requested by the President. Maintains the roster of members; emails communications to members; assists with marketing the value of club to the community; maintains attendance information at Special Events.
Vice-President (Special Events- could be 2 or more)	Assist the President in matters concerning meetings/events and other special events.. Schedules food and entertainment; coordinates volunteers; prepares event budgets; coordinates contracts; and selects event themes as approved by the Executive Board.

Secretary	Take and maintains minutes of meetings. Assist with marketing and communication with the community and members.
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget. The treasurer shall present a financial report to board members at each board meeting and to the members at each general meeting, shall reconcile the monthly bank statement; and shall prepare a year end accounting for the finance review committee.

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 how the duties will be assumed and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers or until voted by a majority of members in attendance at a general event or meeting. 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 Section A.

Section F-Directors at Large. The Executive Board may appoint Directors at Large with responsibility for activities within the club. The Directors at Large shall have voting privileges at Board Meetings at the discretion of the Board.

Article IV-Meetings

Section A-Frequency of Meetings. General meetings open to the membership will be a minimum of two-times a year and can be combined with other activities. 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 at least seven days in advance in a timely and broad manner which may include email, the News & Views, and the Club website. The Club may place flyers in the racks in the clubhouses and 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 years (7).

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 or event and is considered to be twenty-five percent (25%) of the entire membership or the majority of the members present if the entire membership was notified at least twice via email or flyers seven days prior to the meeting or event.

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 twenty-five percent (25%) of the entire membership or the majority of the members present if the entire membership was notified at least twice via email or flyers seven days prior to the meeting.

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. 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 the annual budget. The budget must include any expenditure for recognition of officers and/or members. The "budgets 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-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 E-Disbursements. All disbursements must be for Club purposes. 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 (which can be defined as expenses for an event such as food, decorations, entertainment with receipts), disbursements between \$200 - \$500 shall be approved in writing by two (2) Club officers. All disbursements in excess of \$500 shall be approved in writing by the Club's Board and placed in the minutes.
2. If a Club member uses a personal credit card or personal check for Club purposes, other than for normal recurring operating expenses (which can be defined as expenses for an event such as food, decorations, entertainment with receipts), 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.
3. 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 F-Sales Policies. Refer to Chartered Club Rules and Regulations Sections VII and VIII.

Section G- 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 have the designation of Director and will participate in Board meetings. The Executive Board shall appoint them.

Section B-Standing Committees. Permanent (standing) committees will, at a minimum, include Nominating/Election, Communications/Website, Volunteers, and Special Events.

Section C-Nominating and Election Committee the Nominating and 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. The committee shall receive nominations from all interested members from February 1st until Spring General Meeting. The Nominating Committee shall interview each interested member and determine which member is most qualified to act in each office. The Nominating Committee shall then prepare a slate of officers. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented. And the Nominating Committee will present the slate of officers at the Spring General Meeting.

Article VII-Amendments

To amend the Bylaws of this Club at a general membership meeting requires a majority 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: April 2026

Date: 1/19/2026

Club President SALLY HAZZARD [print]
Sally Hazzard

Membership Approval: April 10, 2026

Date: 4/10/26

Club Treasurer JOHN SLATER [print]
[Signature]

Approved:

[Signature]

General Manager

4/10/26

Date

Clint Atherton [print]