



ABCs Bylaws
Policies & Procedures

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ARTICLE I – Name of Organization

Section A – Official Name

The name of the organization will be the “Sun City West ALLIANCE of Business and Community, Inc.”

Section B – Additional Names

We will also be known as the “SCW ABCs” or simply the “ABCs”.

ARTICLE II– Purpose of the Organization

Section A – Type of Organization

The Sun City West ALLIANCE of Business and Community, Inc. (“ABCs”) is a non-sectarian, non-partisan, and non-profit community service organization

Section B – Mission

1. To work as an advocate for our community to strengthen the well-being of Sun City West by networking with and promoting the use of our local businesses and organizations within our community that will enrich the lives of Sun City West residents.
2. To create greater awareness of the various member organizations located within Sun City West through collaborative promotional and educational efforts.
3. To promote the advantage of utilizing our members’ offerings and services to the betterment of the Community at large.
4. To foster positive cooperative opportunities in all endeavors undertaken by the ABCs, including the sponsoring of networking and professional development events.
5. To protect the unique quality of life we enjoy here as change and growth comes to the West Valley, thereby preserving and enhancing the community pride and spirit within Sun City West.

Section C – Purpose

1. Promote the business, service, and civic organizations of Sun City West, AZ, through networking sessions.
2. Provide professional development/training opportunities for local business leaders. We will do this by incorporating selected classes offered by business educators or faculty from local colleges, universities, or private sector.
3. Sponsor community events wherein contributions received will be distributed to local charities that serve the residents of Sun City West, AZ.
4. Hold community events as a way of thanking our residents for their support of Sun City West business and service providers.

Section D – Fiscal Year

1. The fiscal year for the ABCs will be from January through December of each year.

ARTICLE III—Membership

Section A – Types of Membership

1. Regular Membership: Open to all retail, service, non-profits, or professional organizations serving a significant clientele of Sun City West residents. Exceptions must be brought to the Board of Directors for consideration and approval.
2. Friends of the ABCs: Open to all civic-minded residents of Sun City West and bordering communities who wish to support the Mission Statement of “Enriching Lives and Strengthening Community.” This class of membership will have no voting rights. However, if a member of this class is either appointed or elected to the Board of Directors, they will have voting rights while serving in this capacity.

ARTICLE IV– Board of Directors

Section A – Board of Directors

1. *The Board of Directors will consist of thirteen (13) Directors who will be elected to a term of three (3). Each year, three new Directors will be elected.
2. Members of the Board of Directors will be elected by a majority vote of those present, after a Quorum is established, at the annual meeting.
3. *There are no term limits for directors.

Section B – Election of Officers

Following the election of the Board of Directors by the membership, the then sitting Board of Directors will nominate and elect the offices of the President, Vice-President, Secretary and Treasurer who will serve one-year terms.

Section C – Board of Director’s Vacancy

Should a vacancy occur on the Board of Directors, the replacement will be filled by the majority vote of the remaining Directors to fulfill the remaining term of the vacancy.

Section D – Board of Directors and Officer Removal

1. The Board of Directors may remove any Officer or Director whenever, in the judgment of the Board, the best interests of ABC will be served.
2. Removal shall occur only upon a two-thirds (2/3) vote of the Board members, exclusive of the person being removed, and after the person being given an opportunity to be heard by the Board.
3. The replacement will serve until the next regularly scheduled election.

ARTICLE V– Duties of the Board of Directors and Officers

Section A – Duties of the Board of Directors

The Board of Directors shall have the following responsibilities:

1. Elect the Officers
2. Set Policy and Procedures of the Organization
3. Approve the annual budget and financial statements prepared by the Treasurer
4. Approve contracts and purchases

Section B – President’s Responsibilities

The President shall have the following responsibilities:

1. Oversees the day-to-day operations of the ABCs.
2. May designate, with Board approval, ad-hoc committees, each of which will consist of at least one member of the Board who is designated as Committee Chair.

Section C – Vice President’s Responsibilities

The Vice President shall have the following responsibilities:

1. Shall assume the duties of the President in the event of the resignation, absence, or unavailability of the President.
2. Perform any special assignments as directed by the President

Section D – Secretary’s Responsibilities

The Secretary shall have the following responsibilities:

1. Will keep complete minutes of all Board Meetings and distribute copies as directed by the Board of Directors.
2. Will keep complete minutes of General Membership Meetings and distribute copies as directed by the Board of Directors.
3. The Secretary will prepare and transmit various correspondence, media, and other documents as directed by the Board of Directors.
4. Will maintain a complete file of all secretarial documents and records of the ABCs.

Section E – Treasurer Responsibilities

The Treasurer shall have the following responsibilities:

1. Will maintain and preserve a full and accurate record of all financial transactions.
2. The Treasurer will prepare and provide a written financial status report to the Board of Directors monthly.
3. The Treasurer will serve as Chair of the Finance Committee.
4. The Treasurer, with the Finance Committee, will prepare the annual budget.
5. Three (3) months prior to the next fiscal year, the Treasurer will present to the Board the proposed annual budget for:
 - a. Approval of the Board of Directors
 - b. Presentation to the General Membership
 - c. Final approval at the Annual Meeting
6. The Treasurer will complete a financial statement of the preceding year and present document(s) to the Board of Directors. The approved document(s) will be presented to the General Membership at the meeting in the second month of the fiscal year.

ARTICLE VI– Meetings

Section A – Regular Meetings

1. There shall be a minimum of nine (9) general membership meetings per year.
2. One of these meetings shall be designated as the annual meeting.
3. There shall be a minimum of ten (10) Board of Directors meetings per year. All ABC members in good standing are welcome to attend Board Meetings.

Section B – Special Meetings

1. The President, Vice President, or three (3) or more Directors may call a special Board meeting with a minimum of three (3) days advance written or electronic notice.
2. Twenty (20) members in good standing can, for reasonable cause, call for a special Membership Meeting. All members in good standing must be given fourteen (14) days advance written or electronic notice of a Special Meeting.

Section C – Voting and Quorum Requirements

1. Board of Directors Meetings: Simple Majority
2. Membership Meetings: A quorum will be 10 percent (10%) of the active members at the time, however, that number will be no less than twenty (20) or more than one hundred (100). A simple majority of those attending the meetings, after a quorum is established, is necessary to pass issues being voted on, except Bylaws.
3. Voting: On all matters will be by a show of hands. Once exception: If there are more candidates than open elective positions there will be a written ballot.
4. Each individual or entity that is a regular member in good standing shall be entitled to only one (1) vote on each matter submitted to a vote of the members.

ARTICLE VII– Committees

Section A – Appointments

Committees and/or Chairpersons will be appointed by the President, subject to the approval by the Board of Directors

Section B – Nominating Committee

1. This Committee will be formed a minimum of four (4) months prior to the election of Directors.
2. The Committee will consist of 3 (three) members. Two (2) will be members of the board and One (1) member will be selected from the regular membership.
3. The Committee’s purpose is to submit a slate of three (3) or more candidates for the Board of Directors.
4. The proposed slate will be presented to the General Membership one month prior to the General Election Meeting.
5. Additional nominations for Board Members will be accepted from the floor if supported by at least two (2) regular members in good standing.

Section C – Audit Committee

During the first month of each new fiscal year, the President will appoint, with the approval of the Board of Directors, a qualified, non-board member, or a qualified non-ABC member, to review all financial documents to ensure accuracy.

ARTICLE VIII – Amendments

1. The membership shall be given sixty (60) days' notice of any proposed changes to the Bylaws.
2. It requires a two-thirds (2/3) vote of the membership present, after a quorum is established, to amend the Bylaws.

ARTICLE IX – Dissolution

Should ABC dissolve, all assets, after the payment of debts, will be distributed to 501© organization(s) serving residents of Sun City West, AZ by a majority vote of the board.



POLICIES

ARTICLE III – Membership

The Use of ABCs Membership Roster for sales solicitations or political activities is prohibited.

When determining if an applicant for ABC has significant clientele of Sun City West residents, the following guidelines will be considered.

- A. Does the applicant have an office or job present in Sun City West?
- B. Does a significant portion of the applicant's business occur in Sun City West?
- C. To what age group does the applicant direct its advertising and energy?
- D. Does the applicant take part in local Vendor Fairs?
- E. How is the applicant attempting to develop and expand its Sun City West business?
- F. Does the applicant participate in Sun City West events and activities?

If there is any question that the applicant may not have significant clientele of Sun City West residents, the request for ABC membership should be brought to the Board of Directors for consideration and approval.

ARTICLE IV – Board of Directors

Section C – Board of Director's Vacancy

Should the office of President become available in mid one (1) year term, the Vice President shall assume the Presidents responsibilities for the remainder of the one (1) year term.

Should the office of Vice President, Secretary, or Treasurer become available in the one (1) year term, the remaining members of the Board will nominate and elect the replacement for the remainder of the term.

ARTICLE VI – Meetings

Mixer meetings will be held no more than four (4) times a year.

A member of the ABCs can host no more than one (1) mixer a year. An exception can be made with Board approval if the Mixer is used as a training/development opportunity that would be of interest to all ABC members.



PROCEDURES

ARTICLE IV – Board of Directors

Section B – Election of Officers

- A. The previous year's president will preside as the Chairperson of the Board meeting called to elect the upcoming year Officers of ABC
- B. The Chairperson will ask for nominees for the office President.
- C. After each nominee has confirmed that they will accept the nomination, a paper ballot will be given to each Board Member, in attendance, to cast a vote.
- D. The ballots will be counted by the Chairperson and one (1) non-board member of ABC.
- E. After the announcement of the newly elected President, the procedure outlined above, will be followed for the election of Vice President, Secretary, and Treasurer.
- F. After the elections are complete, the Chairperson will turn the meeting over to the new President.