



SUN CITY WEST LINE DANCERS CLUB BYLAWS

Article I - General

Section A – The name of this organization shall be Sun City West Line Dancers.

Section B – The purpose of this organization is to provide instruction in line dancing for members.

Section C - These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document shall prevail.

Section D - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

Article II – Membership

Section A - Membership shall be open to all members in good standing of the Recreation Centers.

Section B - There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

1. A Non-Resident may attend as a guest of a Sun City West Line Dancer Member a total of three (3) times per year.
2. Recreation Card Holder may attend three (3) times as a guest before they are required to join the Club.

Section D - The amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum has been established.

Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets, or to conduct other club business that requires a vote. A quorum shall be ten percent (10%) of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

Section E – Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).

1. Membership participation is the action of taking part in club activities.
 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
 3. Clubs are responsible for recording individual member participation.
- B. A Charter Club is independent on club membership, membership participation, and longevity of existing Charter Club.

Section F - Each club member is responsible for monitoring at the club facilities per club bylaws.

Section G – The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H - Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among club members, clubs, or the Association in general, may have their club membership temporarily suspended (up to two [2] weeks) by the club.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.

1. Member in question and Club President or presiding officer shall present their case.
2. Ruling will be made based on majority consensus
3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
 - a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the
 - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IM PORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

Article III – Officers

Section A - The club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer.

Additional officers for this club may include: Assistant Vice President, Assistant Secretary, Assistant Treasurer, and Membership Secretary, each of whom has voting rights. These officers must be elected by the membership if they have voting rights on the club board.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C - The club board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

Section D – The President is responsible for submitting the CR 15 membership report, prepared by the Membership Secretary, to the Recreation Activities Manager by Feb 1st of each year. Prior to submitting the report, the President will confer with the Treasurer to confirm the report matches the Treasurer's deposited membership fees.

Section E – Elected officers shall hold office for one (1) calendar year unless circumstances prevent them from completing their term of office. Officers can hold office for more than one year; however, they must be voted into office by the membership each year.

a. President: The President shall preside over all meetings and have general responsibility for overseeing the general activities of the organization and seeing that all board members are doing their assigned jobs. The President will be in attendance at all weekly dance classes or will delegate a VP or other board member to attend and be in charge. The President will oversee that all paperwork is filed correctly with the recreation center office and work, when there is a 5th Wednesday in the month, as a monitor at dance class from noon until 1:30 p.m. If cannot be at that class, then must ask another board member or volunteer from the membership to work as the monitor that day.

b. Vice-President: The Vice-President shall perform the duties of the President in the absence of the President. The Vice-President will monitor once a month, as scheduled, dance classes from noon until 1:30 p.m. or ask another board member or volunteer from the membership to work as the monitor that day.

Assistant Vice-President will oversee weekly classes when the President or Vice-President is absent and work once a month, as scheduled, as a monitor at dance class from noon until 1:30 pm. If cannot be at that class, then must ask another board member or volunteer from the membership to work as monitor that day.

c. Treasurer: The Treasurer shall be responsible for all financial aspects of the Club, including maintaining our checkbook and club ledger, paying bills, etc. and Recreation Center and IRS reporting. Work once a month as scheduled, as a monitor at dance class from noon until 1:30 pm. If cannot be at that class, then must ask another board member or volunteer from the membership to work as monitor that day.

d. Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer as needed. Work once a month as scheduled, as a monitor at dance class from noon until 1:30 pm. If cannot be at that class, then must ask another board member or volunteer from the membership to work as monitor that day.

e. Secretary: The Secretary shall keep the minutes of the meetings and perform other secretarial duties as required by the organization, give previous report of minutes during general meetings. Work once a month as scheduled, as a monitor at dance class from noon until 1:30 pm. If cannot be at that class, then must ask another board member or volunteer from the membership to work as monitor that day.

f. Assistant Secretary: The Assistant Secretary shall take over for the Secretary when needed. Work once a month as scheduled, as a monitor at dance class from noon until 1:30 pm. If cannot be at that class, then must ask another board member or volunteer from the membership to work as monitor that day.

g. Membership Secretary: The Membership Secretary shall keep membership up to date on the computer and provide monitors with updates of members. The Membership Secretary should be available to process new members during class or ask another board member or volunteer from the membership to be available to process new members if the Secretary is not available that day.

Section F – Vacancies in Office – In the event that an officer resigns or can no longer serve, the Assistant Officer for the resigned position shall succeed to the vacated position. For example, the Vice-President would become President and the Assistant Secretary would become Secretary. If the person succeeding to the position cannot assume the position, the Board, by majority vote, may appoint a successor to the position or may leave the position vacant if it is not one of the four main positions: President, Vice-President, Secretary and Treasurer until the end of that term.

Section G - Impeachment

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately.

(The procedure is available from Recreation Activities Manager)

Section H – It is the responsibility of the club president to pass the Rules, Regulations and procedures book on to their successor.

Article IV – Meetings

Section A - Frequency of Meetings:

There will be a general membership meeting conducted during each quarter of the calendar year. One of these meetings should be designated as the election meeting. Which meeting is the election meeting?

Section B - Provisions for Calling and Recording Meetings:

Minutes will be taken by the secretary to document all business sessions and approved by the club president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Special meetings of the general membership may be called by the President as deemed necessary or shall be called upon by written request signed by either one third of the Club Board or one fourth of the Club. Written notice of all regular and special meetings shall be posted on the bulletin board at the R.H. Johnson Social Hall and on the Line Dancing Web Site (14) days before the date of the meeting. The notice shall contain the purpose of the meeting.

For a grievance or reasonable cause 10 to 15 members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

Section C - Voting and Quorum Requirements:

1. Club Board Meetings - A quorum is a simple majority of the board
2. Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club membership; however, a quorum requirement cannot be less than twenty (20) members. A club could have in excess of 100 at a meeting, but the top required limit is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records. Ballots will always be used for the election of board members for positions where there is more than one member running for the same office or where voter privacy should be maintained due to the nature of the matter being presented to the membership.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert Rules, i.e., anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V – Financial

Section A - Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B – Any expenditure of Club funds exceeding \$200.00, except payment for instructors and Recreation Centers Fees must be approved by a vote of the general membership. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.

The Treasurer, Assistant Treasurer and President have check-signing authority. In the event that all three board members will be absent at the same time for a period of time, the Board may add an additional Board member to the bank signature card to ensure that the Club's business may continue. One signature is required on checks and no board member with check-signing authority will sign a check written to themselves.

Section C - No club member shall receive any compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager.

Section D - Financial records must be audited on a yearly basis by individuals other than those elected to the club board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E - Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to The Recreation Activities Manager for approval.

Section G - Treasurer's responsibility – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

For those clubs that turn in an inventory list, it is important to have a description, serial/ model numbers, date purchased, and total amount.

Article VI – Committees

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by the club board.

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C – The board members will serve as members of the Safety Committee. At least one such member will be available during each class. Safety Committee members ensure that there are no obstructions on the dance floor, report slick floors to the maintenance staff and otherwise seek to ensure a safe dance environment. Safety Committee members also ensure that any injuries during class are handled appropriately and the RC20-5, accident/Incident/Injury Report, is filed with the Recreation Center Office.

Section D – The Treasurer, Assistant Treasurer and President will make up the audit committee and will appoint a club member, who is not a member of the board, to audit the club’s financial records on an annual basis.

Section E – A nominating committee (if needed) will be appointed by the Club board for the election of officers for the ensuing year.

Article VII - Amendments

To amend the bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers’ Recreation Activities Manager shall review the proposed amendments prior to submittal to the club Membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the club’s bylaws will be submitted to the Recreation Centers’ Recreation Activities Manager for final review. The amended bylaws require the approval of the Recreation Centers’ General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

Article VIII – Dissolution

Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

Martha Williams 3/22/21
Martha Williams, President Date

Approved:

Kate Oring for Bill Schwind 3/24/21
William Schwind, General Manager Date