

# **BYLAWS OF SUNDANCERS SQUARE AND ROUND DANCE CLUB OF SUN CITY TEXAS**

[updated December 2018]

## **ARTICLE I – GENERAL**

Section A. Name of Organization. The name of this organization shall be Sundancers Square and Round Dance Club of Sun City Texas, hereinafter referred to as the Club.

Section B. Purpose of Organization. The objectives of this organization shall be to:

1. Sponsor regular dances and other activities for Club members and others interested in square and round dancing,
2. Encourage fellowship and friendship among Club members and others interested in square and round dancing, and
3. Promote square and round dancing as a recreational activity within Sun City Texas.

Section C. These Bylaws of the Club (Bylaws) willfully comply with the Sun City Texas Community Association's (the Association) Governing Documents (Documents), and Administrative Policy for Chartered Clubs (Policy). In the event of a conflict between the Bylaws and the Documents or Policy, the Documents or Policy will prevail.

Section D. The Club shall be operated as a non-profit organization in accordance with applicable statutes and the Documents.

## **ARTICLE II – MEMBERSHIP**

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

1. Club membership is limited to dancers that: (a) have completed a set of square dance and/or round dance lessons held by a square dance caller and/or round dance cuer within the past year, or, (b) have been an active square and/or round dancer during the past year; and have paid club dues for the current year. Any exceptions concerning sub-paragraph (a) or sub-paragraph (b) must be approved by the Club's Executive Board (Board).

2. Applicants that do not meet the square or round dance experience criteria of Section A.1 but are otherwise eligible for membership will be accepted as associate members during their enrollment and participation in Club-sponsored square or round dance lessons. Membership is dependent upon successful completion of the class, and payment of dues. Unless authorized by the Board, the participation of associate members in Club activities and meetings is limited to the classes in which they are enrolled.

3. There shall be no precondition for associate membership, nor will members be required to join any national, state, or regionally affiliated organization.

4. All members shall understand and accept the Bylaws and accept the Policies established by the Association. All members shall conduct themselves in accordance with the basic rules and traditions of square dancing, including refraining from using intoxicating beverages before or during dance. While members may choose to wear appropriate casual attire at regular Club dances, at special dances when guests are anticipated, members are encouraged to wear square dance attire or attire suited for the event theme. All members shall purchase and wear the Club badge at Club functions or when representing the Club at any function.

5. Club members who subsequently end their Sun City Texas residency will have their membership immediately terminated and a pro rata portion (based upon number of whole months remaining in the Club's fiscal year) of their dues refunded.

#### Section B. Guest Privileges

1. Resident Guest. Association members in good standing with current square or round dancing experience are qualified to join the Club. Until they choose to do so, they are considered resident guests. Resident guests may participate in Club activities three (3) times before membership is required.

2. Non-Resident Guest. Non-residents of Sun City Texas with current square or round dancing experience who are accompanied by an Association member, or are otherwise sponsored by an Association member, are considered non-resident guests and do not qualify for Club Membership.

3. All guests may participate in Club dances and workshops to the extent permitted by the Board. Guests that fail to conduct themselves in accordance with Section A.4 above will have their guest privileges revoked.

#### Section C. Dues and Fees.

1. Annual dues for associate and full membership in the Club shall be recommended by the Board. Membership annual dues shall be determined by vote of the membership. Cost of membership badges shall be over and above membership dues. Monies derived from the collection of dues shall be used to defray the cost of operating the Club as well as Club activities.

2. Membership annual dues shall be due and payable the first scheduled dance in January. Dues not paid within thirty days following this date shall be deemed delinquent and the member may be dropped from the roster. Dues may be waived by approval of the Board.

3. Renewing members will pay the annual dues in full. The dues for a new member making application for membership or a graduating associate member shall be prorated according to the number of whole months remaining in the year.

4. Donations to offset expenses will be accepted at all Club dances from both members and guests. The suggested donation amount for both members and guests shall be determined by vote of the membership. Monies collected from donations shall be used to remunerate the caller and cuer as applicable.

5. The Board may establish additional fees for participation in special dances and activities to defray costs.

### **ARTICLE III – OFFICERS**

Section A. The Board shall consist of the offices of President, Vice-President, Secretary, Treasurer, and immediate Past President. The Board may also include an optional office known as Member-at-Large. Each office shall be filled by one to four individuals working together. The Club shall endeavor to have an odd number of voting officers so as to avoid the possibility of tie votes.

Section B. All officers, with the exception of the immediate Past President, shall be elected annually by a vote of the general membership. Officers shall serve without compensation. All officers must be members in good standing in the Club.

Section C. Terms of Office and Responsibilities.

1. Officers shall serve for one full year, or until their successors are duly elected and installed.

2. No member may hold the same office for more than ~~two~~ five consecutive years.

3. The PRESIDENT shall serve as the general spokesperson and representative of the Club with following duties:

- a. Officiate at all dances and meetings of the Club.
- b. Call meetings of the Board and the Club as necessary to conduct the Club's business.
- c. Coordinate with other Club officers to assure timely execution of their duties.
- d. Appoint chairs for the positions and standing committees as identified in the Bylaws and for any special committees the president establishes to serve the Club's best interest.
- e. Make room reservations for the following calendar year in accordance with the Association schedule.
- f. As directed by the Board, annually execute an Association Contract for Service agreement between the Club and the caller and the cuer describing services required and financial agreements.
- g. Coordinate with the Club caller and cuer in arranging for a substitute caller or cuer when needed. The Club caller or cuer, however, has the primary responsibility for arranging for a substitute.

4. The VICE PRESIDENT shall assist the President and/or act as substitute as required. In addition, the Vice President shall be responsible for:

- a. All arrangements for Club dances and functions, including refreshments and decorations as required.

- b. Maintaining an inventory of Club property and its current possessor or location.
- c. Other special duties as assigned by the President.

5. The SECRETARY shall be responsible for the general administrative functions of the Club and shall serve for the President and or Vice President in their absence. Specific duties shall be to:

- a. Handle all official Club correspondence.
- b. Record and publish minutes of the proceedings of all Board and Club meetings.

6. The TREASURER shall be responsible for the general financial functions of the Club and shall serve for the President, Vice President, and or Secretary in their absence.

Specific duties shall be to:

- a. Collect and maintain records of all membership dues, dance donations, class fees, and other income.
- b. Disburse and maintain records of all Club expenditures.
- c. Set up and maintain guest and member registers at all Club dances.
- d. Order and purchase Club badges as required.

7. The Board may appoint an Assistant Treasurer to serve during temporary absences of the Treasurer. The Assistant Treasurer shall not be a member of the Board but may attend Board meetings. The Assistant Treasurer's term shall coincide with that of the elected officers.

8. A MEMBER-AT-LARGE may be elected in order to achieve an odd number of voting officers on the Board. A Member-at-Large will have such duties as assigned by the President.

#### Section D. Nomination and Election Procedures

1. A Nominating Committee consisting of the current President and four members active in the Club appointed by the President, shall nominate candidates for each office. The selected slate of officers must be furnished to the Club at least fourteen days before the Annual Meeting. Additional nominations will be accepted at the Annual Meeting.

2. The election of officers shall occur during the Annual Meeting held in December of each year. Installation of officers will be held during the first dance in January.

#### Section E. Board Meetings, Quorum, and Voting Procedures

1. The Board shall meet at least quarterly at times and places designated by the President. The designated places must be public and large enough to accommodate Club members who wish to address the Board.

2. The President may call other meetings of the Board, and must call such meetings when directed to do so by a majority of the Board.

3. The As determined by the President, either the President or the Secretary shall provide written notice of all business meetings of the Board to members ten days in advance.
4. The proceedings of all Board meetings shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be made available to the membership and to the Association upon request.
5. All meetings shall be conducted in an informal but businesslike manner. Robert's Rules of Order shall govern the conduct of meetings except when they conflict with the Bylaws.
6. When deemed appropriate by the President, issues requiring immediate resolution may be voted on via electronic communication (e.g., e-mail) so long as a majority of the members of the Board, constituting a quorum, can be reached.
7. A quorum for actions at Board meetings shall consist of a majority of the Board. A majority vote of the total of those voting, either in person or by electronic communication (e.g., e-mail), is required to resolve any matter on which the Board votes.

#### Section F. Vacancies and Recall of Officers

1. Should the office of the President become vacant, the Vice President shall succeed to that position. Should any other office, with the exception of the immediate Past President, become vacant, the President shall fill the vacancy by appointment from the membership, subject to approval by a majority of the Board. If the office of the immediate Past President becomes vacant, that office shall remain vacant until the newly elected President takes office.
2. Any Officer or Chairperson who fails to fulfill the responsibilities of the office as defined in the Bylaws may be replaced by a majority vote of the Board whenever, in the judgment of the Board, the best interest of the Club will be served. Prior to any such dismissive action, the noted delinquencies shall be formally documented in a written format, and the Officer/ Chairperson in question shall be allowed the opportunity to rebut all claims.

### **ARTICLE IV – MEMBERSHIP MEETINGS**

#### Section A. Type and Frequency of Meetings

1. Dances. The Club shall hold dances every Monday. The Board may cancel or reschedule Club dances because of holiday conflicts or conditions beyond its control.
2. Classes. The Club shall periodically sponsor organized square dance classes based on the current Callerlab list of Basic and Mainstream square dance calls. Based upon demand, the Club shall sponsor organized Plus level square dance classes, and round dance classes based on the current Roundalab list of Phase II moves.

3. Workshops. The Club shall conduct regular square and round dance workshops through which members may improve their skills.

4. Business Meetings of the membership.

- a. An Annual Meeting of the Club shall be held in December for the purpose of electing officers, receiving the report of the Treasurer, setting membership dues for the following fiscal year, and conducting such other business as may properly come before it. The time and place of this annual meeting shall be determined by the Board, and notice given to members at least twenty-eight days in advance.
- b. Additional business meetings of the Club shall be held as deemed necessary by the Board but no more often than once a quarter unless extenuating circumstances dictate, with notice given at least fourteen days in advance.
- c. Roberts Rules of Order Newly Revised shall govern the proceedings of all business meetings of the membership.
- d. A quorum for actions at business meetings of the membership shall consist of ten percent of the members in good standing. The total number of members present at the meeting shall be used to determine that a quorum has been established
- e. Members attending the Club's business meetings shall vote as individuals, each having one vote. A majority vote of the total of those voting is required to resolve any question on the publicized agenda.

## **ARTICLE V – FINANCIAL**

Section A. Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Administrative Policy for Chartered Clubs.

Section B. The Board must authorize all expenditures of Club funds.

Section C. All expenditures over \$2,000 must be voted on by the membership. Any expenditure not for Club use (e.g., donations) shall be approved by a vote of the membership.

Section D. The accounting year shall be from January 1 through December 31 of each year.

Section E. The Vice-President(s) shall maintain a listing of Club property having a value of \$100.00 or more, other than consumable items such as cups, plates, candy, etc. The listing shall include the current person holding the property and/or its current location. The outgoing and incoming Vice-Presidents shall inventory the Club property annually. This annual inventory shall be conducted as near as possible to the date this record is to be transferred to the incoming Vice-President(s). The results of the inventory shall be reported to the Board and duly recorded in the minutes of the meeting at which presented.

## **ARTICLE VI – COMMITTEES**

Section A. The Board may make standing and temporary appointments as necessary to perform special functions such as Publicist or Historian or to coordinate special activities such as lessons, special dances, elections, etc. Such appointees shall serve for the current year or for a specific period, depending upon the function, and shall be responsible to the President for their activities. All such appointees will be provided with written mission statements prior to appointment. Appointees may form a committee to assist in the performance of their duties.

Section B. If requested, appointees will attend Board meetings to provide reports of their activities, and account for any monies collected and expended by their Committee.

## **ARTICLE VII – AMENDMENTS**

Section A. Any member may propose an amendment to the Bylaws. Proposals to amend must be submitted to the Secretary in writing, must be signed by the submitter, and must be accompanied by a statement of the rationale for the amendment.

Section B. As determined by the President, either the President or the Secretary shall provide a copy of the proposed amendment(s) and an accompanying statement of the rationale to members at least fourteen days prior to the date of the meeting designated for the proposed vote.

Section C. To amend the Bylaws requires a two-thirds vote of the membership present at a meeting duly called for such purpose, a quorum being present, and required notice having been given.

Section D. Amendments shall become effective upon approval by the Association.

## **ARTICLE VIII -- DISSOLUTION**

Section A. A two-thirds vote at a meeting duly called for such purpose, a quorum being present and required notice being given is required to dissolve the Club.

Section B. Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

## **ARTICLE IX -- MISCELLANEOUS PROVISIONS**

Section A. Membership in the Club is open to all members of the Association, subject to certain very limited restrictions on eligibility such as, chartered clubs can be segregated for males and females (like the women's and men's golf club), provided that each gender has the same opportunity (e.g., there could not be a women's golf club without a men's golf club being in place).

Section B. Neither the Association nor any chartered club performs background checks or other screening for chartered club eligibility, other than to confirm membership or residency in the Association. It is every member's responsibility to perform whatever due diligence and take any measures the member believes appropriate. For example, and without limitation, members put in the situation of interacting one-on-one with other members of chartered clubs should perform whatever due diligence they believe appropriate for safety reasons.