

SUN CITY IPPA CLUB

(Instrument Playing Performing Artist)

BYLAWS

ARTICLE I – GENERAL

Section A. The name of this organization shall be “Sun City IPPA (Instrument Playing Performing Artist) Club.” Hereafter referred to as the Club or “IPPA”.

Section B. IPPA is a group of like-minded and enthusiastic musicians, performers, and songwriters. Our purpose is to expand musical opportunities in Sun City by providing a platform for expression and continuing education for our members and fun and enriching entertainment options to the greater community.

Section C. These bylaws will comply with the Sun City Texas Community Association (“CA”) Governing Documents (“CA Documents”) and the Policy for Chartered Clubs (“CA Policy”). In the event of a conflict between these bylaws and the CA Documents or CA Policy, the CA Documents or CA Policy shall prevail.

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

ARTICLE II – MEMBERSHIP

Section A. Membership shall be open to any CA member or renter in good standing without discrimination as to race, religion, color, sexual orientation, or national heritage.

Section B. There shall be no precondition for membership, nor will members be required to join any affiliated national, state or regional organization(s).

Section C. Residents, Non-Residents and Developer guest may attend meetings and social events and they may also participate in up to three (3)

scheduled events during the year unless earmarked only for members and significant others, prior to membership being required.

Section D. Dues for individual members will be determined annually by the IPPA Executive Board. Initial dues for implementing the founding Charter shall be \$10.00 per year.

ARTICLE III – OFFICERS AND EXECUTIVE BOARD

There shall be an Executive Board (“Board”) which has the responsibility of overseeing all aspects of the Club’s operation and administration.

Section A. The Executive Board shall consist of five **(5)** officers. **1:** President, **2:** Director, Operations, **3:** Director, Marketing and Communication, **4:** Director, Finance and **5:** Director, Development and Education.

Section B. All officers shall be elected by an electronic vote of the general membership and/or by written vote in the event the member has no access to electronic submission and shall serve without compensation. Each officer is elected to serve a one-year term, beginning each January 1st, with no term limits.

Section C. *Officer Responsibility.*

President: Leads the board and ensures that it fulfills its governance responsibilities. Serves as liaison to the IPPA board of advisors (BA), Sun City Community Association (CA) and outsides groups and other Sun City Charter Clubs. Provides strategic direction and accountable. Assist board members and committee chairs with fulfillment of their objectives. Recruit board members and committee chairs as necessary.

Director, Operations: Ensures the efficient running of IPPA, including scheduling events and meeting facilities, maintaining the master calendar, and working with the Director, Finance to allocate resources effectively and ensure financial accountable and sustainability. Monitor key performance indicators (KPIs) established by the Executive Board.

Director, Marketing and Communication: Responsible for outreach to club members and the greater community. Promote the IPPA mission in order to grow membership and increase awareness. Crafts outbound messaging and manages social media and promotional channels such as Facebook, E-mail, the CA sponsored website and any other internet presence.

Director, Finance: Operates as Club Secretary/Treasurer. Maintains board records including meeting minutes to comply with legal and procedural requirements as well as any CA requirements. Oversees IPPA finances and produces necessary financial reports. Maintains CA generated financial documents. Manages the creation and execution of the organizations budget, ensuring the responsible allocation of funds.

Director, Development and Education: Responsible for providing opportunities for members and the greater community to grow, expand and refine their musical knowledge and performance abilities. Establish goals for educational outreach and membership enhancement.

Section D. A nominating committee of three members of the Club in good standing, to be chaired by the Immediate Past President and chosen by the current Club president will be formed in October of each year for the purpose of naming a slate of potential officers to populate the Executive Board. Said selections will be submitted to the current Executive Board and be voted on by the Club members by December of the current year. Write-in nominations may be added prior to the December vote. Executive Board members will be elected by a simple majority vote of the members.

Section E. Vacancies and Recall of Officers.

1. Should the office of the President become vacant, the Director, Operations will succeed to that position.
2. Should any other office be come vacant, the Executive Board will appoint a Club member to fill the unexpired term of that office.

ARTICLE IV – COMMITTEES AND OTHER GROUPS

Section A. Committees

1. In addition to any committee provided for in other sections of these Bylaws, the Executive Board may create a committee for any other purpose it may deem necessary to assist it in the governance of the Club.
2. Any committee is responsible to and shall report to the Executive Board.
3. Any committee may be terminated at will by the Executive Board. Any committee member may be removed by a majority vote of the Executive Board.
4. An “ADVISORY COMMITTEE” (AC) comprised of one member of any established Sun City residing band with said member being designated by the band itself shall be established. A band shall be considered as a band provided the band is comprised of a minimum of three “**performing**” members who are Sun City residents and members of IPPA. In addition, two (2) at large members will be appointed to the committee by the Executive Board. Said Committee is to provide input and suggestions to the Executive Board of areas that would benefit the Club and its Members.

Section B. Special Interest Groups (SIG)

1. Special Interest Groups (SIG) may be created by the Executive Board in order to pursue or promote specific narrower focused areas of interest to members of the Club. A request by members of the club to form a SIG shall be presented to the Executive Board. The Executive Board by a simple majority vote will approve/disapprove the establishment of a proposed SIG.

2. SIGs shall be considered to be committees and subject to Section A of this Article. Participation in any SIG is open to any Club member.

ARTICLE V - MEETINGS

All meetings are open to any club member. Meetings shall be conducted in an informal, but business-like manner. "Robert's Rules of Order, Newly Revised" shall generally govern the conduct of meetings in order to promote an efficient and orderly meeting.

Section A. Executive Board Meetings

1. The Board shall conduct scheduled meeting only as called, but at least yearly at a time and place to be specified by the Board. The meeting schedule and agenda shall be published on the Club's website calendar at least three days prior to the meeting. A quorum shall consist of three officers.
2. An unscheduled meeting may be called by the Club President or a least two other Executive Board members. Notice for such meeting shall be provided as soon as possible.

Section B. Member Meetings

1. Meetings of the membership will be held at least annually, with time and place as determined by the Executive Board. The membership has the authority to elect officers, amend the Bylaws and approve the annual budget.
2. A schedule of the meeting and the subject matter shall be published on the Club's website. When Club business is to be conducted notice shall be provided to Club membership at least seven days in advance.

3. An annual meeting will be held each November for the purpose of electing officers, amending the Bylaws, receiving the report of the Director, Finance (as to a Treasurer's report), and conducting such other business as may properly come before it.
4. An unscheduled meeting of the membership may be called by the President or by a majority vote of the Executive Board. Such meeting(s) shall be held in conjunction with a regularly scheduled meeting of the Club whenever possible.
5. A quorum for actions at a meeting of the membership shall consist of the members present.

Section C. Voting

1. Unless otherwise specified in other sections of these Bylaws, a majority of votes present at a meeting is required to approve an issue properly brought up for a vote.
2. Electronic voting on an issue may, at the discretion of the Executive Board, be permitted. If an electronic vote is held, a quorum consist of the votes cast during the voting period.

ARTICLE VI - GRIEVANCE PROCEDURES

Grievances shall be handled in the manner prescribed in the CA Policy; Section "Grievance Procedures" (currently Section 5.2.4) as may be amended.

ARTICLE VII – FINANCIAL CONTROLS AND PROCEDURES

Section A. Financial procedures for collection, deposit, and expenditures of funds will comply with the procedures described in the CA Policy, Section “Financial Controls and Procedures” (currently Section 5.3), as amended.

Section B. Expenditure Limitations

1. The Executive Board must authorize all expenditures in excess of \$2000.00 of the Club’s funds, including those in approved budgets.
2. The President, the Director, Operations, the Director, Finance and the Director, Marketing and Communication have authority to sign payment request drawn against the checking account established for the Club.
3. Two signatures shall be required on payment request in excess of \$1000.00.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

Section A. Any Club member may present to the Executive Board a proposed Bylaw amendment, change or restatement.

Section B. The Executive Board may create a committee to review, study and recommend such changes to the Boad. If the Board agrees by majority vote as to the recommended Bylaw revision, change or amendment, a vote of the membership will be held at the next membership meeting.

ARTICLE VIX – CLUB DISSOLUTION

Section A. The Club may be dissolved upon two-thirds majority vote of its members at a meeting called by the Executive Board for that specific purpose. Notice for such meeting shall be provided to the membership at least seven days prior to the meeting.

Section B. Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the CA.