

# WESTERNERS SQUARE DANCE CLUB OF SUN CITY WEST BY-LAWS

As adopted by the membership

## Article I - General

### Section A — Name of Organization

This nonprofit organization shall be known as “THE WESTERNERS SQUARE DANCE CLUB OF SUN CITY WEST”

### Section B — Purpose of Organization

The purpose of this club is to promote fellowship, entertainment and sociability through square dancing and providing instruction in the various dance levels.

Section C — These Bylaws willfully comply with the Recreation Centers of Sun City West, Inc. Articles of Incorporation, Bylaws, and Rules, Regulations and Procedures 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 By-Laws of the Recreation Centers.

### Section E - Club Policy

1. No alcoholic beverages shall be brought in by individuals at club events.
2. The Club shall maintain current approved copies of the By-Laws for all interested members. The same shall apply for current membership lists.
3. Membership may elect to have its Board bonded at Club expense.
4. Computer cards may be used at workshops and regular dances.
5. Each member of the Club will be expected to volunteer for Club activities during the year.

## 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, Section 2 (a)(b)(c)(d)

#### Club Policy - Non Recreation Card Holder Guests

(Non Recreation Card Holder Guests participation is important to the club because it enhances the experience of the club members.

There shall be no limitation to the number of non recreation card holder guests per event that an individual may host.

There shall be no limitation on how many times a non recreation card holder guest may be a guest at a club function.

A non recreation card holder guest must be accompanied by a club member host.

Section D - Dues - 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. Dues are for the calendar year and are due before February 1<sup>st</sup>, those paid after July 1<sup>st</sup> dues are half the annual amount. Beginner's dues are due by December 31 for the following year.

Section E — Other (e. g. disciplinary actions). The following are recommended for Club disciplinary actions.

1. First Offense — a written warning from the Club,
2. Second Offense — a short term suspension by the Club,
3. Third Offense — a longer term suspension by the Club, and
4. Fourth Offense — termination recommended by Recreation Centers General Manager to the Governing Board.

Any suspended or terminated Club member has the right to appeal to the Governing Board. (See Chapter 2, Paragraph 2 d. of the Rules, Regulations and Procedures).

Section F — Admission fees for members and guests attending Club events shall be established by the Board of Directors.

### **ARTICLE III - Officers**

Section A — The Executive Board shall consist of ten (10) voting members:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 1. President                      | 6. Assistant Treasurer                |
| 2. 1 <sup>st</sup> Vice President | 7. Director of Publicity              |
| 3. 2 <sup>nd</sup> Vice President | 8. Director of Special Functions      |
| 4. Secretary                      | 9. Director of Reception and Goodwill |
| 5. Treasurer                      | 10. Immediate Past President          |

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 Senior Manager-Leisure Services.

Section B -The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Section 5 m).

Section C — Terms of office and responsibilities of officers. Board members shall be elected for a term of one (1) year commencing January 1 and ending December 31. Any Board member who shall have served two (2) consecutive terms in the same office shall not be eligible for reelection to the same office until expiration of a one (1) year period. The board shall be responsible for the overall operation of the Club with due diligent attendance at all Board and membership meetings. Board members are also responsible to work the attendance desk at all dances and events. Board members may delegate this responsibility to qualified members, providing they have been adequately trained. Specific duties of the Board members shall be:

1. **PRESIDENT**

- a) Preside at all meetings of the Club and the Board
- b) Appoint Committee Chairpersons
- c) Appoint a Club Auditor and Safety Person
- d) Appoint a Nominating Committee of three (3) members, one of whom shall be the Immediate Past President who shall be chairperson
- e) Represent Club at meetings of Presidents of Chartered Clubs and other Recreation Center related events.
- f) Call special meetings of the Board or Membership when deemed necessary.

2. **FIRST VICE PRESIDENT**

- a) Assume responsibilities of the President in his/her absence.
- b) Approve all contractual agreements for callers

3. **SECOND VICE PRESIDENT**

- a) Maintain an up to date listing of members in good standing
- b) Chair the Membership Committee
- c) Conduct new member registration and annual renewal of dues
- d) Annual reconciliation of membership for compliance with Recreation Center requirements
- e) Preparation and distribution of Club membership booklet and current roster to Board members
- f) Assume the duties of President in the absence of the President and First Vice President.

4. **SECRETARY**

- a) Keep minutes of all regular and special meetings of the Club and the Board
- b) Be Club Correspondent
- c) Maintain Club correspondence and meeting minutes for a minimum of three (3) years.

5. **TREASURER**

- a) Provide record of all moneys received and disbursed for the Club in a double entry set of financial records
- b) Maintain all financial records for a minimum of seven (7) years
- c) At each dance, be responsible for audit of weekly admission sheets, receive deposit receipts and issue checks to callers.
- d) Reimburse members or vendors for expenses upon receipt of a "Request for Check" form, properly completed, signed by a Board member, and accompanied by supporting documents. Amount in excess of \$200.00 will require approval, if not previously approved by the Board.
- e) Make all disbursements by check only.
- f) Submit monthly and yearly financial reports to the Board and to the Recreation Center
- g) Prepare the reports for the annual audit that is issued to the Board and Recreation Center
- h) Issue form 1099 as required by federal regulations
- i) File timely tax returns covering the prior year using Federal Form 990, For 1096, and Arizona Form 99 as requested.

6. **ASSISTANT TREASURER**

- a) Assist Treasurer in performance of all his/her responsibilities as mutually agreed upon
- b) Act as Treasurer in the Treasurers absence

- c) Schedule Associate Treasurers (persons designated to pick up and deposit moneys after each dance) and coordinate deposits of all funds in a bank designated by the Board in an account in the name of “Westerners Square Dance Club Sun City West”.
- d) Will serve as Chairperson of Club Safety Committee

7. **DIRECTOR OF PUBLICITY**

- a) Provide current and planned dance schedules to local newspapers in a timely manner, monitor publications to assure accuracy of schedules. Take necessary steps to correct any errors.
- b) Create, print, and distribute flyers of Club dance schedules and activities after obtaining Recreation Center approval
- c) Create, print and account for tickets for special events

8. **DIRECTOR OF SPECIAL FUNCTIONS**

- a) For special events obtain and coordinate help i.e.
  - 1. Catering ,
  - 2. Food purchasing
  - 3. Set up
  - 4. Decorations
  - 5. Kitchen
  - 6. Clean up
- b) Coordinate with First Vice President for required refreshments served at special dances
- c) Arrange for dance refreshments as agreed to by the Board

9. **DIRECTOR OF RECEPTION AND GOODWILL**

- a) Chair the reception Committee
- b) Schedule Board members for desk duty assignments
- c) Maintain and provide written instructions and training for desk duty assignees
- d) See that needed signs and reception table materials are provided
- e) Oversee the mailing of appropriate Get Well cards to club members in the hospital or with serious illness.

10. **IMMEDIATE PAST PRESIDENT**

- a) Provide advisory support to the Board of Directors
- b) Serve as Chairperson of the Nominating Committee

Section D - 1. Newly elected officers shall take office on the following January 1

- 2. In case of a vacancy on the Board, an active member shall be selected by the President, approved by the Board, and appointed to the position to serve the unexpired term

**Article IV — Meetings**

Section A - Frequency of Meetings:

There will be a general membership meeting conducted during each quarter of the calendar year. The “Annual Meeting” shall be held in month of November, at which time election of Officers shall be held for the coming year. Other membership meetings shall be held when called

for by the Board of Directors or by a written request of ten (10) members. The Board shall meet monthly, except the summer months (June, July and August). The President may call a “special” Board meeting at any time. The Board may call a special membership meeting at any time with not less than a two (2) weeks notice.

#### Section B - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Board Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

#### Section C - Voting and Quorum Requirements

1. A quorum for Board meetings shall be six (6) members.
2. A quorum for meeting of the membership shall be 10% of the club membership with a minimum of 20 and a maximum of 100.
3. References to Roberts Rules ‘or Order for assistance in parliamentary procedures. Please note that stated Bylaw provisions take precedence over Roberts Rules, i.e., anything not stated in the By-laws shall be referred to Roberts Rules for parliamentary rule.

#### Section D - Nominating and Voting Procedures

1. Members of the Nominating Committee may themselves be eligible for office.
2. With the consent of the nominees to the placement of their name on the ballot, the nominating committee shall prepare a single slate of Officers and Board Members for presentation to the membership a minimum of two (2) times per dance level in the weeks immediately preceding the Annual meeting in November.
3. Following presentation of the slate to the membership at the Annual meeting, the President shall call for nominations from the floor. Any floor nominee must give consent to the placement of their name on the ballot.
4. Voting for the new Officers and Board Members shall then take place. Election shall be by simple majority, contested positions shall be by written ballot.

### **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 in excess of \$1,000.00 must be approved by the general membership. Only expenditures of \$15.00 or less can be paid by petty cash. See Chapter 4, paragraph 4b (1xd).

Section C - 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 D - Only the Treasurer, Assistant Treasurer and President shall be authorized to sign Club checks.

### **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.

**Article VII — Amendments**

To amend the By-Laws 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 amendment(s) 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 By-Laws will be submitted to the Recreation Centers’ Recreation Centers General Manager for final approval. The amended By-Laws 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.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date