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CHARTERED CLUB BYLAWS

COUNTRY WESTERN DANCE CLUB

Document Change Control

DOCUMENT TYPE	CLUB BYLAWS	DOCUMENT ID	01	REVISION	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Update Article V – Meetings - Section A & G	4/17/2024	Kasey Huhta RM	N/A
2	Article IV Officers – Section A Club officers	7/31/2024	Maureen Riter	9/30/2024
3	Article VI Financials - Section B Spending Limits	7/31/2024	Maureen Riter	9/30/2024
4	Article VII Committees - Section F Other	7/31/2024	Maureen Riter	9/30/2024

Use of a superseded or obsolete document is prohibited.
 The reader is responsible for verifying that this document is current prior to each use.
 Refer to Appendix B – Bylaws Amendments on page 21 for amendments made to this document.

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Sun City West Country Western Dance Club

Section B - Purpose of Organization

To promote fellowship, entertainment and sociability through Country Western dancing and by providing instruction for such.

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, 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 Center’s documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to six (6) times annually before they are required to join the Chartered Club.

A Club Member may host up to six (6) different Recreation Card Holder Guest/Visitors annually.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to six (6) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a

quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Section I – Club Monitoring

The board is responsible for monitor schedule and duties

Article III – Code of Conduct

Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Article IV – Officers

Section A – Club Officers

The club board must consist of (at a minimum) four officers: President, Vice President, Secretary, and Treasurer. New Officers shall take office on January 1st.

Additional officers, with voting rights, for this club are: Publicity, Hospitality, WEB Master, and the immediate past president, who may serve for one year.

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation.

Section C – Club Officer Verification

Newly elected or appointed officers, shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

Section D – Responsibility to Submit Annual CR-15 Report

The Vice President or Secretary if Vice President is not available shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

Term shall be from January 1 through December 31 of each year. There currently is no term limit, however, it is recommended that after three years, the officer step down. An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

An active member shall be selected by the President, approved by the board, and appointed to the position to serve the unexpired term.

Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section H – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures information (which can be found online at www.scwclubs.com) onto their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club’s Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert’s Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert’s Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert’s Rules of Order for parliamentary procedures).

Article VI – Financial

Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

Section B – Spending Limits

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed five hundred dollars (\$500.00). Expenditures over five hundred dollars (\$500.00) per occurrence: Shall require approval of the general membership, except for membership parties such as Christmas Party.

Section C – Club Member Compensation

No member shall receive 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 reviewed by the Recreation Manager.

Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for approval. (Refer to RR&Ps).

Section G - Treasurer’s Duties and Responsibilities

- See Assume responsibilities during absence of the President.
- Maintain an updated listing of members in good standing.
- Maintain an updated email listing of members.
- Oversee and conduct new member registration.
- Oversee the annual renewal of dues and the audit of membership for current Rec Centers membership.
- Submit CR-15 membership to Rec Activities Manager by Feb 15th yearly.
- Schedule monitors for registration at the dances and lessons.
- Ensure needed signs and registration table materials are provided.
- Other duties as requested by the president.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 9).

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

Section D - Duties of the Safety Committee

- Ensure onsite safety personnel is available at all events.
- In the case of an accident, talk with persons involved, call 911 if necessary. Attempt to get permission from the injured person. Establish cause of injury and names and phone number of witnesses.
- Complete and submit Accident/Incident Report to the club president and to the Activities Manager within 24 hours.
- Other duties as requested by the club President.

Section E – Audit Committee/Chairperson Duties and Responsibilities

- The President will assign a non-Board member to conduct a financial audit of the club's income and expenses to ensure all are club-related and books are balanced with bank statements.
- Report in writing any discrepancies to the club President. Once the club president has reviewed and corrected (or explained) discrepancies, the audit person shall write a final report which will be submitted to the club board and at the general membership meetings.
- Audits shall be performed every 6 months, or at least yearly.
- In January Submit a year- end report to the Activities Manager after approval by the president for the previous year. This shall be done before books are turned over to the new Treasurer.

Section F - Other Committees and Their Duties

Nominating Committee

- 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 for presentation to membership. Following the presentation of officers to membership, the president shall call for nominations from the floor.
- Voting for new Officers and board members shall occur at the December Annual Meeting.
- Members of the Nominating Committee may be eligible for office.

Publicity Committee

- Provide monthly dance and weekly lessons publicity in The Independent Newspaper and the Rec Center News.
- Submit current and planned schedules to our monthly community newsletter.
- In a timely manner, monitor publications to ensure accuracy of schedules. Take necessary steps to correct any publications errors.
- Create, print, post and distribute fliers of club dance and lesson schedules and other activities.
- Other duties as requested by the president.

Hospitality

- Arrange for regular dance refreshments as agreed upon by the board.
- Arrange for caterers for special events as agreed by the board.
- Obtain and coordinate kitchen help for all events.
- Maintain kitchen supplies as needed, plates, forks, etc.
- Ensure facilities are cleaned after events.
- Other duties as requested by the president.

Article VIII – Amendments

Section A – Amending These Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

Section B – Amendment Review Requirements

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

Section D – Revised Bylaws Review Requirement

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

Article IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

Appendix A – Club Officer Role Descriptions

President

- Preside at all meetings of the club and board.
- Appoint Committee Chairpersons
- Appoint a club auditor.
- Approve all contractual agreements for the instructors and musicians or other agreements resulting in disbursement in excess of two hundred dollars (\$200.00).
- Provide a copy of all service contracts to the Rec Activities Mgr.
- Appoint a nominating committee of (3) members.
- Represent the club at meetings of presidents of Chartered and other Recreation Center related events.
- Call special meetings of the board or membership when needed.
- Establish, with board approval, all schedules for monthly dances, special events and meetings. Coordinate with the Rec Center Coordinator/Scheduling staff all schedules and changes to assure availability and condition of the hall.

Vice President

- Assume responsibilities during absence of the President.
- Maintain an updated listing of members in good standing.
- Maintain an updated email listing of members.
- Oversee and conduct new member registration.
- Oversee the annual renewal of dues and the audit of membership for current Rec Centers membership.
- Submit CR-15 membership to Rec Activities Manager by Feb 15th yearly.
- Schedule monitors for registration at the dances and lessons.
- Ensure needed signs and registration table materials are provided.
- Other duties as requested by the president.

Treasurer

- Provide a record of monies received and disbursed at Board meetings. Reconcile Bank Statements monthly. Advise President of any discrepancies.
- Maintain financial records for at least 7 years (prior to current year).
- At each event, be responsible for audit of registration sheets, receive monies collected and issue all payments, electronically if possible.
- Deposit all funds in a bank designated by the board, in an account in the name of SCW COUNTRY WESTERN DANCE CLUB.
- Reimburse (electronically) members/vendors for club expenses upon receipt of supporting document.

- **ALL payments or reimbursements must be electronically or check. NO CASH REIMBURSEMENTS.**
- **ONLY the Treasurer, the President and other designated by the President, shall be authorized to issue and/or sign club checks.**
- **Submit Form CR -7 (Annual Financial Statement) to the Office of**
- **Recreation Activities Manager by February 15th (after Audit is completed and approved by the club president) for preceding year. Obtain President approval before submitting.**
- **Assure that at least a yearly audit is performed and issued to the board, after the club president has approved.**
- **Other duties as requested by the president.**

Secretary

- 1. Keep Minutes of all regular and special meetings of club and board.**
- 2. Be club correspondent. Compose and distribute Minutes accordingly.**
- 3. Maintain club correspondence/meeting Minutes for at least 3 years.**
- 4. Take and distribute Minutes accordingly after President's approval.**
- 5. Other duties as requested by the president.**

Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures


Club President

10-4-2024
Date


General Manager

10/1/2024
Date