

**WESTERNERS SQUARE DANCE CLUB OF SUN CITY WEST
BYLAWS**

Article I - General

Section A - This nonprofit organization shall be known as "THE WESTERNERS SQUARE DANCE CLUB OF SUN CITY WEST".

Section B - 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 will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association 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 Bylaws 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 Bylaws 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 III.

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

Club Policy – Guests

The following is the club guest policy for non-members and visitors:

1. A club member may host a non-member recreation card holder guest (i.e. a Sun City West resident) up to 4 dances.
2. A club member may also host a guest visitor (a non-Sun City West resident) up to 4 dances.
3. Note that all non- members must pay at least \$1.00 more per person per event than club members.

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.

1. Dues are for the calendar year and are due before February.
2. Those paid after July 1 are half the annual amount.
3. Beginners dues are due by December 31 for the following year.

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

Section F – Each Club member is responsible for monitoring at 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.

***Quorum is the minimum attendance at a club 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's membership. However, a quorum requirement cannot be less than 20 members or more than 100 members**

Section H – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or 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. Appeal will pause suspension until 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 Governing Board.
 - 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.

IMPORTANT: 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 will consist of at least a President, a Vice-President, a Secretary and a Treasurer.

In addition to the above the club board may have the following:

1. 2nd Vice President
2. Assistant Treasurer
3. Director of Publicity
4. Director of Reception and Goodwill
5. Director of Special Functions

The immediate past President will be ex-officio member for the club board for one year. All club board members shall be voting members.

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 B - The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum¹ 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 5k.)

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 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 Board
- b) Appoint Committee Chairpersons
- c) Appoint a Club Auditor
- 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 the 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

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 the Recreation Center
- g) Prepare the reports for the annual audit that is issued to the Board and to the Recreation Center
- h) Issue Form 1099 as required by federal regulations
- i) File timely tax returns covering the prior year using Federal form 990, Form 1096, and Arizona Form 99 as requested
- j) Prepare and submit the Recreation board Annual financial Statement (CR-7) in a timely manner.

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 (person 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 the Club safety Committee

7. DIRECTOR OF PUBLICITY

- a) Provide current and planned dance schedules to local newspapers in a timely manner, monitor publications to insure 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 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 1st

- 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.

Section E – Any commercial advertising or flyers of club activities must be in compliance with the Rules, Regulations and Procedures (Chapter 3, paragraph 4.f.1&2).

Section F – All contracts for instructors must be handled in compliance with the Rules, Regulations and Procedures (Chapter 4, paragraph 5.a through 1). Each contract must be reviewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

Section G – To impeach an officer or fill a vacancy, Robert's Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the 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.

The "Annual Meeting" shall be held in the 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 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) week 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 membership meetings is defined as follows:
A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets. A quorum shall be 10 percent of the Club membership, with a minimum of 20 and a maximum of 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
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.

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 (20 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 nominations 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 once a quorum has been established.
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 expenditures of Club funds in excess of \$1000.00 must be approved by the general membership. Only expenditures of \$25.00 or less can be paid by petty cash. RR&Ps 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 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.


Paul Van Rooy, President 3/22/21
Date

Approved:


William Schwind, General Manager 3-12-21
Date