

DanceSensations Club

POLICIES AND PROCEDURES

Established: October, 2023

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I CLUB BOARD RESPOSIBILITIES

1. To provide suitable instruction in dance and dance related exercise by qualified instructors.
2. To negotiate fees and make contracts with qualified instructors as necessary.
3. To propose a budget to cover the necessary expenses of the club at the January General Meeting
4. To establish committees for: Safety (required), Audit (required), Show Director(s), Nominations, Publicity, Membership Programs, Sunshine, Web Site Content Manager, and others as deemed necessary.

II MEMBER RESPONSIBILITIES

Rules and Regulations

1. Shall treat each other as equals and with respect.
 - a. Shall conduct themselves in a business like, polite manner during class, at meetings, on stage and other venues.
2. To check-in on the Rec Center computer and the Club Computer (or sign the attendance sheet) for all classes and practice sessions.
3. To check the studio bulletin board for important announcements and information.
 - a. A calendar is provided in the dance studio with significant dates marked (meetings, practices, rehearsals, and show dates).
4. To participate in shows, a sincere commitment to class attendance and class practice sessions, both on and off-site, is necessary.
5. Attend all general meetings.
6. To take a DanceSensations class a person must be a paid member and complete a registration form for a specific number of classes as noted on the registration form.
 - a. Payment must be made in advance **of the beginning of the class session.**
7. To submit new session registrations at least one week prior to the start of that session. Additional registrations may be accepted during the session with the consent of the Instructor.
8. To conduct a class or practice session in the dance studio, a minimum of two (2) resident members is required and at least one must have a mobile phone.
9. Many people have allergies to perfumes/colognes. Please, refrain from wearing fragrances in the Studio or at any club venue
 - a. Hairsprays and other types of spray should not be used inside the dressing rooms.
10. Members are not required to perform but may participate in classes, social functions and assist with shows and performances.
 - a. All Members are eligible to serve on committees, hold office, and to vote.
11. For safety reasons, no gum will be allowed in the Dance Studio or on stage.
12. No weapons are allowed on any Recreation Center property.
13. Observe the instructor's requested dress code for class.
14. Appropriate dance shoes must be worn in class and on stage.
 - a. Avoid wearing street shoes on the dance floor. Whenever possible, change out of street shoes in the lobby.
15. Practice is not allowed in the lobby areas or bathrooms.
16. Corrections to dancers during class should be given **ONLY** by the instructor or, in their absence, the Teaching Assistant.
17. Responsible for any and all bills connected with an injury. Neither the Recreation Center Association nor the club will bear any financial responsibility.

Code of Conduct (Bylaws: Article III – Section A)

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 Rec Center's RR&Ps for full disciplinary procedures.

III PERFORMANCE REQUIREMENTS

General Requirements

1. All members who wish to perform in the club shows will be required to attend no less than 75% of the total classes given per session (semi-annually), as measured at the end of each session.
 - a. Failure to meet this requirement automatically disqualifies the dancer from performing, but not from the session.
 - b. Two practice sessions with a Teacher's Assistant will equal one class session.
 - c. The instructor may override this attendance requirement.
2. To maintain dance standards, the instructor will be given the responsibility to determine performance readiness. If a dancer is determined to be unprepared, the Instructor, after notifying the Board, will advise the dancer of the decision.
 - a. To achieve performance readiness, the dancer will be required to attend every class and practice session available until the show and may be asked to attend extra practice with a mentor during that time.
 - b. A final decision on a dancer's appearance in the show will be made two (2) weeks prior to show week.
 - c. If a dancer is excluded from the performance, costume costs will not be refunded by the club.
3. All members who wish to perform in the shows must meet mandatory attendance requirements. Those requirements include studio and stage rehearsals.
 - a. If unable to attend a mandatory rehearsal due to prior commitments, illness or family emergency, the Show Director(s) and the Instructor must be notified prior to that rehearsal.

Club Shows

1. The purpose of DanceSensations shows is to raise funds for the club's operational expenses and to showcase all club performance dance classes.
2. Each instructor will be given two (2) free tickets, along with a DVD of the show.
3. The instructor will make the final decision on costumes.
 - a. Members are required to pay for their own costumes.
4. Other than wedding rings, no jewelry may be worn during performances unless designated as part of the costume by the instructor.
 - a. Only clear or neutral nail polish is allowed on stage.

- b. The wearing of eyeglasses on stage is discouraged unless it is absolutely necessary.

Other Performances

During the year, the club may be asked to perform at various functions for different organizations. This includes, but is not limited to, outside dance shows and parades.

- a. These performances are done without a fee and donations cannot be accepted.

IV INSTRUCTOR RESPONSIBILITIES

Dance Classes

1. Meet the requirements of the Recreation Center (i.e., show qualification to teach (certificates, experience, etc.) and show proof of liability insurance.
2. Sign into dance studio computer (or attendance sheet) and insure, that all students have signed into both Club and Rec center computer.
3. If absent from a scheduled performance class, provide a make-up session.
4. Make the final decision on costumes.
5. Choreograph one or two routine(s) in each class during Sessions 1 and 2.
6. Provide music for the routines to the Teaching Assistant.
7. Requested to conduct classes (two or three times when possible) at the Stardust Theatre prior to show opening.
8. To advise show committee of music selected as soon as possible.
9. Be trained to operate the sound system.

Fitness Classes

1. Meet the requirements of the Recreation Center (i.e., show qualification to teach (certificates, experience, etc.) and show proof of liability insurance.
2. If an instructor will be absent from a scheduled fitness class, a qualified substitute may teach the class.
 - a. If a qualified substitute cannot be found in time, as in the case of illness or other emergency, the class will be cancelled.
 - b. Substitute must meet the Recreation Center's requirements (i.e., show proof of liability insurance if a non-resident of Sun City West).
3. Instructor must sign into dance studio computer (or attendance sheet) and insure, that all students have signed into both Club and Rec center computer.
4. Be trained to operate the sound system, if needed.

V CLASS VOLUNTEER RESPONSIBILITIES

Class Representative

During the first week of classes, a Board member will meet with each class to ask for a member volunteer to fill this position.

1. Acts as a liaison between the class and the Board.
2. Attend all general meetings and reports back to class.
3. Remind members to sign in for each class.
4. Meets with visitors, handing out literature and answering questions.
5. Assist guests and new members with signing into the computer.

6. When email announcements are sent out, call those members who do not have email service and provide them that information.
7. Complete required accident forms.
8. Report to Sunshine Chair any need for member contact (illness, injury, family death, etc.)..

Teacher Assistant

The instructor may ask for volunteers for a Teacher Assistant (TA) in each class, or the instructor may assign one to a class at his/her discretion.

1. Conduct practice sessions.
2. Conduct regular class as a practice session, if asked, if instructor is not available.
3. Be trained to operate the sound system.
4. Obtain a copy of the current music for the routine.
5. Assist with stage placement at show rehearsals when instructors are not available.

VI ADMINISTRATIVE RESPONSIBILITIES

Board Members

1. Prepare a proposed budget to be presented to the membership at the January meeting for approval.
2. Maintain a minimum amount of monies in the checking account to cover all club expenses.
3. Make Session Registration Forms available in Studio and on Club web site 3 weeks prior to session start.
4. Review and discuss complaints or concerns by members and/or instructors.
5. Inform member TAs regarding their responsibilities and dispense keys to them for the sound system cabinet.
6. Provide a tentative annual calendar of General meetings, Board meeting, shows and other club events at January General Meeting.

President

1. Schedule a time, place and preside at all monthly Board and 3 (minimum) General Membership meetings.
 - a. Present Calendar schedule at January General meeting
2. Preside at all Board and General membership meetings. If president is unavailable, the vice President will preside.
 - a. Solicit and compile agenda for Board meetings and General Membership meetings.
 - b. Prepare, post, and distribute notices and agendas of Board meeting 1 week before and General membership meetings 2 weeks before meeting.
3. When necessary, call special meetings of the officers and/or membership.
 - a. A fourteen (14) day notice must be given to all members if a special membership meeting is called.
4. Maintain the club's Gmail account.
 - a. Conduct all club correspondence.
5. Representative for all dealings with the Recreation Centers.
 - a. May request the company or assistance of other Board members.
6. Representative for DanceSensations club to the Stardust Council.
7. Submit Form CR-5 (New Club Officers) to the Recreation Activities manager within fourteen (14) business days of an election.

8. Send a welcoming email to all new members.
 - a. If member does not have email, place a phone call.
9. Appoint a Safety Chairperson, an Audit Chairperson and request volunteers for addition committee Chairs as need.
 - a. If no volunteers, with approval of board, appoint further committee Chairs.
10. Contract annually with all instructors and submit contracts to the Recreation Activities Manager for approval.
11. Should a vacancy or resignation of one of the elected officers occurs, the President, with the approval of the remaining officers, will appoint a club member to complete the term of office created by that vacancy, subject to the approval by the general membership.
12. Should that vacancy be the office of the President, the Vice-President will assume the duties of the President.

Vice President

1. In the absence of the President, performs the same duties as those of the President, with the same responsibilities.
2. Performs assignments as required by the President.
3. Insure website is up to date by keeping Content Manager informed of any changes or additions.
4. Monitors attendance for all classes monthly and alerts the board when attendance is not meeting expectations.
5. Schedules special practice sessions at the Palm Ridge Dance Studio.
6. Attend mandatory Rec Center club officer meetings.

Secretary

1. Record minutes from the Board and General Membership meetings.
 - a. Post them on the studio bulletin board and submit to Content manager for posting on the club website.
2. Submit the CR-15 Membership Report (List of membership as of December 31 of the previous year) to the Recreation Activities Manager at or before the due date, in early February. Do this in the format required by the Rec. Center.
3. Submit CR-4 Membership Report (Current year report as of a certain date established by Rec Center) to the Recreation Activities Manager in the manner and time mandated.
4. Manage the registration process for Membership and Classes.
 - a. Prepare and make Session Registration forms available to membership at least 3 weeks before the session.
 - b. Place copies in the Dance studio and submit to the Club's Content manager for publication on the Club's web site.
6. Receive Registrations and see that the information is input into the Club Computer.
 - a. This may be done by either the Secretary or the Computer Monitor.
 - b. Provide the Board with updated Class Registrations as they are received.
7. Notify ClubTrack on a regular basis as members join or renew membership.
 - a. The form is on the SCW Clubs website.
 - b. ClubTrack adds the member names to the Rec Center Computer which is in the Dance Studio.
8. Retain records for a period of three (3) years.
 - a. Turn over all files to the succeeding Secretary

Treasurer

1. Receive and deposit all revenues into the club's bank account.
 - a. This includes membership dues, punch card fees and class registration fees.
2. Pay all obligations incurred by the Club in the regular course of its business.
 - a. Refund members for costs incurred to support the club.
 - b. Receipts, along with an expense voucher are required.
3. Notify and get Board approval before reimbursing an expenditure between \$200 - \$499.
4. Maintain up-to-date record of all financial transactions and report financial status at Board and General membership meetings.
 - a. Includes show expense, incidental expenses, show income and tuition income.
5. Complete the Annual Financial Statement form (CR-7) and submit to the office of the Recreation Activities Manager no later than February 15.
6. Prepare IRS Form 1099 for each instructor and provide them a copy no later than February 1st.
7. Prepare and file the IRS 990N form annually.
8. Retain records for a period of seven (7) years prior to current year.
 - a. Turn over all files to the succeeding treasurer

Committees

1. All Chairpersons shall attend general meetings or have a representative present.
2. Audit: Check the annual financial records after the CR-7 is complete.
3. Safety: Keep first aid kit updated and available in the dance studio.
 - a. Look over the dance studio and the Stardust Theatre for any safety hazards and report them to the Recreation Center's lead individual.
 - b. Advises all Class Representatives of the location of accident reports in the studio and the requirement to use them.
4. Show Committee: Produce and direct Fall and Spring shows.
 - a. Select members for the show committee and delegate their responsibilities as per the "Show Check List".
 - b. Work with instructors to develop show theme.
 - c. Plan the show's Cast Party
5. Publicity: Develop a publicity plan to communicate club information to the communittee. This may include:
 - a. Creating Window Displays in Palm Ridge Hallway & Bulletin Boards in studio and at Stardust Theatre:.
 - b. Prepare posters, photos, and information for publicity for shows, club membership and classes.
 - c. Write and submit newspaper publicity and articles. Submit publicity information to the Rec Center for electronic publicity.
6. Membership Program:
 - a. Develop a campaign to encourage Sun City West residents to join the club.
 - b. Attend Rec Center open house.
 - c. Work with publicity and other committees to help solicit new members.
7. Sunshine: Reach out to members with appropriate cards/messages in the event of illness, injury, or death of a loved one.
8. Web site Content Manager: Maintain and update website in a timely manner.
9. Club Computer Monitor(s): Enter and maintain the records in the Club Computer.

- a. Including Class Registration, payment and attendance, Instructor attendance and hours for payment.

VII STUDIO FACILITIES

1. All members shall have access to use the studio to work on club activities.
2. Classes, practice, and show rehearsals have scheduling priority.
3. Requests for added studio time must be submitted to the Vice President for approval and entry onto the Calendar
4. For safety reasons, there must be a minimum of two (2) club members in the studio at all times.

IX MEMBERSHIP DUES, CLASS SESSIONS, TUITION POLICIES, AND CLASS CANCELATION POLICY

Annual Membership Dues

Changes to annual dues for the following year will be voted on at the fall meeting.

- a. Prorated dues will be half the total amount, rounded up, starting June 1 thru October 31.
- b. Current year dues will not be accepted after October 31st.
- c. Club dues are not refundable.

Tuition Policies

Tuition Dance & other non-performance classes

1. Class fees will be collected prior to each session.
2. Changes to class fees must be approved by the membership.
3. Sessions are determined based on Fall and Spring show schedules.
 - a. Dates are determined by the Board and instructor availability
4. Snowbirds and new members joining a session will be able to deduct the cost of the classes missed, not to exceed the first four weeks of the fall session.
 - a. Snowbirds may choose to pay the entire tuition and receive regular videos of the routines.
5. If the Board receives a written resignation within the first month of the session, tuition fees, less the first month will be refunded.
 - a. If, after the first month, a resignation is required due to medical reasons, a refund of the remaining classes may be considered by the Board, provided a doctor's note is available.
 - b. Refunds due to family emergencies will be considered on an individual case basis.
6. Members may join a dance class after the session has started, but their participation in a routine that has already been started is not guaranteed. It will be the new member's responsibility to learn the routine and the Instructor will make final determination.

Virtual Punch Card Fitness Classes

1. There will be open enrollment for fitness classes throughout the year.
2. Fitness class members will be required to pay Membership dues and purchase a 'virtual' punch card.
 - a. Punch cards do not expire, there will be no refunds on the purchase of punch cards.
3. If a member in a fitness class must resign because of medical reasons or family emergency, a refund of the remaining classes may be considered by the Board. No other refunds or credits will be made.
4. Punch cards may only be used by the purchaser. They are non-transferrable.

Class Cancellation Policy

Session Paid Classes

1. A minimum number of registrations is required to cover Class Instruction cost.
 - a. Current Example: For a performance class the number is 8. For non-performance class the number is 7.
2. If a Class is at 75% of needed registrations, it will be considered for subsidization from the Club budget.
3. Registrants for Classes that are between 50% to 75% of needed registrations, will be offered the opportunity to pay a subsidy to cover the cost to achieve 75%.
4. Classes below 50% of needed registrations, will be cancelled for the session. Unused class fees will be refunded.

NOTE: Beginning Classes will be exempt from this policy for 2 consecutive sessions.

Virtual Punch Card Classes

1. An average of 7 students per all classes must be maintained over a period of 2 months.
2. When average is at 75% of requirement, the Instructor will be notified. Instructor should encourage attendance.
3. For a class with multiply classes per week, the Instructor will be notified if a specific class in the week is routinely below average.
4. If the average falls to 50% of requirement over a period of 2 months it will be cancelled.
 - a. The Instructor will be given the opportunity of choosing to reduce number of class days to achieve the minimum requirement.

Cancellation Policy will be suspended during Summer Sessions, June through August.

X REVISION AND MODIFICATIONS OF POLICIES AND PROCEDURES

1. Any changes shall require the presence of a quorum with a majority vote by the membership. A quorum shall consist of ten percent (10%) of the membership or twenty (20) people, whichever is greater, and maximum established at one hundred (100). The quorum may include club Board members.
2. Any proposed changes shall be posted thirty (30) days before voting. Copies will be distributed through the current board, as necessary.
3. Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions (ie: email voting) and retained in Club records. There will be no proxy votes.