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# CHARTERED CLUB BYLAWS

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DANCESENSATIONS CLUB

## Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
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<b>REVISION NUMBER</b>	<b>DESCRIBE CHANGE(S)</b>	<b>CHANGE DATE</b>	<b>CHANGE(S) MADE BY</b>	<b>DATE MEMBERSHIP APPROVED</b>
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1.	Article I - General Section - B	7/24/2023	Sandy Gruin	9-21-2023
2.	Article II – Membership Section - F Remove	7/24/2023	Sandy Gruin	9-21-2023
3.	Article IV – Officers Section - E Remove 2 <sup>nd</sup> Paragraph	7/24/2023	Sandy Gruin	9-21-2023
4.	Article VI – Financial Section - B	7/24/2024	Sandy Gruin	9-21-2023
5.	Appendix A - Club Officer Role Descriptions Complete Replacement	7/24/2023	Sandy Gruin	9-21-2023
6.	Update Article V – Meetings Section A & G	04/17/2024	Kasey Huhta RM	N/A

REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
<p>Use of a superseded or obsolete document is prohibited.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 18 for amendments made to this document.</p>				

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Sun City West DanceSensations Club

### Section B - Purpose of Organization

The purpose of this club is to provide classes by qualified instructors in a variety of dance genres and dance related exercise. This may include, but is not limited to, Tap, Jazz, Musical Theatre, Hula, Poms, and Pilates.

### 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.

### 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.



## 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 four officers: President, Vice President, Secretary, and Treasurer. The immediate past President will be an ex officio non-voting Board member 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. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club’s board.

### 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 Secretary shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

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

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and Responsibilities descriptions.

Terms of office and responsibilities of elected officers are for two calendar years. Each officer must be an active member for at least six (6) months before taking office. President and Treasurer shall be elected in odd years and begin serving in even years. Vice-President and Secretary shall be elected in even years and begin serving in odd years. No elected officer shall serve on the Board in the same capacity for more than one (1), two year term or more than two consecutive terms on the Board. In the event a Board position cannot be filled, the member who held that office formerly could be asked to remain.

### Section F – Filling a Board Vacancy

Should the President vacate his or her office, the Vice-President will fulfill the remaining term of that office. Should any other Board member vacate his or her office, the vacancy will be filled by appointment by the majority vote of the remaining Board members and shall require confirmation by a majority vote of the general membership.

**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](http://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).

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## 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

Except for instructor fees, the Treasurer is authorized to spend up to \$200.00 of club funds without Board approval. Expenditures over \$201 to \$500 must be approved by the Board. Approval may be done at a Board meeting or via email between Treasurer and Board members, whichever is more expedient. Any expenditures over \$500.00 must be approved by the membership.

Board financial obligations shall not be permitted to exceed current funds in the treasury. The signature of the Treasurer and/or Bookkeeper shall be required on Board checks. In the absence of both the Treasurer and Bookkeeper, the President is authorized to sign.

### 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 **Error! Reference source not found.** role description in the Appendix A – Club Officer Role Descriptions on page 17.

## 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

The Safety Chairman/Committee is responsible for looking over the condition of the studio to make sure everything is safe and free of hazards. It is also the duty of the Club's Safety Chairman/Committee to oversee the safety of their club when using the Stardust Theatre. It is the duty of the club's Safety Chairman/Committee to report any signs of an unsafe environment to the Recreation Center's facility lead on Form CR12 (Request for Repair to Existing Facilities). The Safety Chairman/Committee shall report any accidents/injuries occurring in the dance studio and/or at the Stardust Theatre on Form RC20-5 (Accident/Incident/Injury Report) and submit same to the Recreation Center's facility lead.

### Section E – Audit Committee/Chairperson Duties and Responsibilities

It is the duty of the Audit Chairman/Committee to audit the annual CR7 (Annual Financial Statement).

### Section F - Other Committees and Their Duties

For special projects, other committees may be appointed by the Board, as necessary.

## 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.

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## Appendix A – Club Officer Role Descriptions

### President

- Preside at all Board and General membership meetings.
- Carry out the direction and policies established by the Board and approved by the membership.
- Act as the principle contact to the liaison appointed by the Chartered Club Committee for the association.

### Vice President

- Perform the duties of the president in their absence or inability to perform.
- Assume the Presidency of the Club for the unexpired term of the President in the event of a vacancy.
- Perform other duties and responsibilities as assigned by the President.

### Treasurer

- Receive and deposit all revenues due to the club.
- Pay all obligations incurred by the Club in the regular course of its business.
- Keep an up-to-date record of all financial transactions and report the financial status at Board and General membership meetings.
- Issue checks monthly to Instructors and maintain 1099 records.
- Complete form CR-7 and submit to the office of the Recreation Activities Manager in the manner and time mandated.
- Retain records for a period of seven (7) years prior to current year and turn over all files to the succeeding treasurer.

### Secretary

- Record minutes from Board and General membership meetings.
- Submit CR-4 Membership reports in the manner and time mandated by the Rec Center.
- Submit CR-15 in the manner and time mandated by the Rec Center.
- Manage the registration process for the Membership and Classes.
- Retain records for a period of three (3) years.

\*Refer to DanceSensations Policies and Procedures for additional details of Officer responsibilities

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

*Jon Cappesault*  
Club President

*2-28-23*

Date

*[Handwritten Signature]*

General Manager

*2-28-23*

Date