

# **Sun City Lincoln Hills Ballroom Dance Club**

## **Bylaws as of August 31, 2016**

### **Article I. Name**

The name of this group shall be “SCLH Ballroom Dance Club”, hereinafter referred to as “the Club”.

### **Article II. Purpose**

- 1. The purpose of the Club is to promote Ballroom Dancing.**
  - a. The Club will provide social events and opportunities for dancing.**
  - b. The Club will help beginners get started and can help experienced dancers improve.**
  - c. Having a healthy, fun activity is our primary goal.**
- 2. The Club is organized and will operate in full compliance with the governing documents of the Sun City Lincoln Hills Community Association, hereinafter “Association”, including the Club Information & Guidelines Handbook.**

### **Article III. Membership**

- 1. Membership in the Club is open to all Association residents.**
- 2. After three (3) complimentary visits to the regularly scheduled weekly meeting, a resident will then be asked to join the Club, if they wish to continue to attend.**
- 3. Non-Resident Guest Policy:**
  - a. A resident member of the Club may sponsor a non-resident guest to allow the resident to participate in this partnered activity.**
  - b. A resident member couple of the club cannot sponsor a non-resident couple.**
  - c. The resident member will be responsible for his/her guest who will be their dance partner.**
  - d. A member may sponsor only one non-resident guest at a time.**
  - e. The resident member must fill out a non-resident guest form and pay the non-resident guest fee.**
  - f. The non-resident guest may not attend Club meetings, social events, or lessons without their resident member sponsor.**
  - g. Non-resident guests will not be counted as Club members and have no voting rights.**

4. **Members deemed to be in violation of Club or Association Rules and Regulations may be subject to the following disciplinary process:**
  - a. **The Chairman and/or other Steering Committee member will speak to the individual privately, with at least one other member of the Steering Committee present. If a second Steering Committee member is not available, then another regular club member may be present to act as a witness.**
  - b. **If a remedial/disciplinary process needs to be taken to the next level, a second private meeting with the individual(s) and the Steering Committee will be scheduled.**
  - c. **All verbal discussions will be documented and become part of the Club's documentation.**
  - d. **If a resolution still cannot be obtained, then the matter will be decided by a quorum vote of the Steering Committee. Resolution could include restriction of membership privileges or membership revocation. The definition of a Steering Committee quorum vote is defined in Article V. "Voting".**

#### **Article IV. Meetings**

**Members will be provided advance notice for the time and locations of all general membership dance class, practice, and social events.**

#### **Article V. Voting**

1. **Voting for Steering Committee members will be conducted in the following manner:**
  - a. **At least a 30 day notice will be given to the general membership.**
  - b. **A quorum is defined as members attending the noticed meeting with a minimum of 20% of the total membership as of the day of the voting.**
  - c. **Results will be by a show of hands and determined by a simple majority of members attending.**
2. **General membership voting for all other matters:**
  - a. **At least a 15 day notice will be given.**
  - b. **A quorum is defined as members attending the noticed meeting the day of the voting.**
  - c. **Results will be by a show of hands and determined by a simple majority of members attending.**
3. **A Steering Committee quorum vote must include at least 3 members of the Steering Committee.**

**Article VI. Steering Committee Members**

- 1. The Steering Committee members shall number 3 to 5 and consist of at least the following key positions: Chair, Secretary, and Treasurer. Steering Committee members at large may include up to 2 additional members.**
- 2. Steering Committee members will serve a 2 year term. They can serve a maximum of 4 continuous years, after which they must take at least a one year break (unless an exception is granted by the CCOC).**
- 3. The Steering Committee shall be as follows:**
  - a. Chairperson: Oversees the management of the club and has authority to delegate club responsibilities to other Steering committee members or non- Steering Committee special appointees.**
  - b. Treasurer: Maintains the Club's checking account, generates monthly financial reports, and generates semi-annual Club financial statements for reporting to the Association.**
  - c. Secretary: Generates minutes of all Steering Committee meetings.**
  
- 4. In the event that a Steering Committee member resigns or is unable to complete his/her term, the process for filling the vacancy shall be as follows:**
  - a. The Steering Committee will interview candidates from the general membership and approve an appointment by a majority oral vote of the Steering Committee.**
  - b. The Steering Committee also has the option to fill or not fill a vacancy.**
- 5. Removal of a Steering Committee member before the completion of his or her term may include the following reasons:**
  - a. Unprofessional conduct;**
  - b. Unwillingness to take on and complete job assignments;**
  - c. A general inability to work with other Steering Committee members.**
- 6. The process for confirming removal of a Steering Committee member, who has the option to be present, shall be by a simple oral majority vote at a Steering Committee meeting.**
- 7. The Steering Committee will notify the removed person by letter. If the person being removed is on the Club and Group Contact Form, a revised update form will be sent to the Association's Senior Director of Lifestyle.**

**Article VII. Instructors or Other Special Appointments**

- 1. Dance Instructors may or may not be Steering Committee members.**
  - a. They will be appointed and approved by the Steering Committee;**
  - b. They function in an entirely voluntary capacity;**

- 2. In the event that a volunteer instructor becomes a paid provider of the Community Association, the Steering Committee will have the authority to remove that individual as a volunteer instructor.**

#### **Article VIII. Dues**

**The amount, period covered, and collection of annual per person dues shall be set by the Steering Committee.**

#### **Article IX. Records and Reports**

- 1. Financial records will be maintained to include a detailed accounting of the Club's receipts and disbursements. Financial Records will be kept for a minimum of 7 years, and club minutes will be kept for a minimum of 3 years.**
- 2. The Club Officers will sign and file the semi-annual Association Financial Report with the Association's Director of Lifestyle.**
- 3. Minutes will be maintained for all Steering Committee meetings and for other meetings where Club business or elections are conducted.**
- 4. The Club will provide Steering Committee member election results on the Club Contact Form, along with the related Club meeting minutes, to the Association's Senior Director of Lifestyle.**
- 5. Lists containing Club member information shall not be used for commercial, political, or personal purposes not related to the business of the Club. Control, distribution, and use of the lists, including email or other communications to members, will be used strictly for Club related events and business.**
- 6. On occasion, the SCLH Community Association may request the distribution of an email pertaining to overall association or Club business and the Steering Committee may exercise their discretion to forward the email as requested by SCLHCA to the membership.**

#### **Article X. Club Dissolution**

**In the event that the Club dissolves, all remaining assets will be either transferred to the Association or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied.**

#### **Article XI. Amendments**

- 1. The process for amending these Bylaws shall be as follows:**

- a. **Changes to these Bylaws must be approved by the Steering Committee and by a majority vote of the members present at a regular weekly meeting, with one month advance notice.**
- b. **Any changes must conform to SCLH Association Governing Documents.**
2. **An amendment to the Bylaws will become effective after the process described above is complete, and they have been reviewed by the CCOC and approved by the Association's Board of Directors.**

**Revisions:**

- 1) **Name changed from Group to Club 8/31/2016 (No membership approval necessary per Jeannine Balcombe email dated 8/30/2016 SA)**