CHARTER CLUB BYLAWS
of the
Sun City Ballroom Dance Club
Revision 2, 11-04-2007

ARTICLE I – GENERAL

Section A. Name of Organization
The name of this organization shall be the **Sun City Ballroom Dance Club**, hereinafter referred to as the "Club".

Section B. Purpose of Organization
The purpose for this Club will be to:
1. Sponsor ballroom dances with primary emphasis on recorded music.
2. Provide dance rhythms to include, but not be limited to: fox trot, waltz, swing, 2-step, and all the popular Latin dances.
3. Encourage members to enhance their dance skills through continued instruction and proper dance etiquette.
4. Encourage fellowship among the club members, and
5. Promote ballroom dancing for all interested residents of Sun City Texas.

Section C. Compliance
These bylaws willfully comply with the Association's Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these ByLaws and the Documents, or Rules, the Document or Rules will prevail.

Section D. Type of Organization
This organization shall be operated as a non-profit association in accordance with applicable statutes and the Associations Documents.

ARTICLE II – MEMBERSHIP

Section A. Non-Discrimination
Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Section B. Preconditions

There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C. Guest Privileges

Club functions are generally for Club members only. Guests will be welcomed at no charge, in the following instances:

1. Sun City resident guests will be admitted a maximum of three (3) times before membership is required.
2. Relatives and close friends of club members that are not Sun City residents may be admitted from time to time, but this privilege shall not exceed three (3) times.

Section D. Dues

Annual dues shall be set by a majority vote of the Executive Board of Directors at a duly convened meeting of the Executive Board. Dues are payable on a calendar year basis.

For new members, a full year's dues shall be owed if joining at any time during the year. However, if membership is paid in October, November or December, it will be good for the following calendar year.

For renewing members, dues are payable on the first day of the calendar year. Dues not paid by January 31 shall be deemed delinquent and the member shall be dropped from the rolls. Such members may subsequently rejoin during the year, but must pay a full year's dues no matter when they renew.

The Executive Board may establish fees for participation in special activities to defray costs, as provided for in the Sun City Texas Chartered Club Rules and Procedures, and for use of Club facilities and equipment. A differential fee may be established for participating guests.

Section E. Conduct.

Members are expected to behave in a respectful manner toward other members. If a member behaves in such a manner as to impact another member's enjoyment of a Ballroom Dance Club meeting or event, the Club may take steps to ensure that this doesn't happen again. Steps may include restriction from Ballroom Dance Club meetings or event or removal from the Club.

ARTICLE III – OFFICERS

Section A. Executive Board of Directors

There shall be an Executive Board of Directors (hereinafter referred to as the "Board") consisting of: President, Vice President, Secretary**,** and Treasurer. The immediate Past President shall be a non-voting member of the Executive Board. In case of a tie vote, the immediate Past President shall cast the deciding vote.

Section B. Officer Election

All officers shall be elected by a vote of the general membership and shall serve without compensation.

Section C. Terms of Office and Responsibilities

The Executive Board shall be elected annually as provided in Section D below. The term of office begins January 1 and ends December 31. Upon election, incoming and outgoing Executive Board members shall work together to achieve a smooth transition.

President shall preside over all Club meetings and be responsible for the administration of all Club business, act as the principal liaison between the Club and the Association, and ensure the financial and administrative integrity of the Club.

Vice-President – shall perform the duties of the President in the latter's absence and perform such other duties as may be requested by the President.

Secretary – shall keep all records and minutes of the meetings of the Membership and Board, conduct all correspondence relating to the Club and furnish the Association with such reports as may be necessary. The Secretary will ensure that the Secretary's records are retained for three years and, upon leaving office, will pass the records to the successor Secretary.

Treasurer – shall prepare an annual budget to be presented to the Board, receive dues from Membership or Hospitality Chairs and other monies paid to the Club, including those monies paid to Committee Chairs for planned activities, disburse funds in timely payment of all bills owed by the Club, maintain appropriate books, ledgers and other accounting records reflecting the financial transactions of the

Club and its current financial condition, furnish the Association with such reports as may be called for and report to the Membership on the financial condition of the Club at the last business meeting of the calendar year and at other such times as the President shall direct. The Treasurer will ensure that the Treasurer's records are retained for seven years and, upon leaving office, will pass these records to the successor Treasurer.

Standing Committee Chairs – will represent their Committees at Board meetings, provide updates of their committee activities; account for any monies collected and expended by their committees, and at the end of their terms provide vendor evaluations, and member participation and suggestions to their successor Chairs.

The Executive Board – shall:

1. Endorse the proposed budget to be presented to the membership for approval
2. Set annual dues
3. Review and approve reports prepared by the Treasurer
4. Approve all changes to the budget
5. Appoint chairs for newly formed committees and fill any vacancies
6. Carry out such other duties and exercise such other powers as are normal for the Board of Directors of a non-profit organization.
7. Conduct such activities not specifically restricted or preempted by other articles of the Bylaws or by the Rules of the Association
8. Approve all activities sponsored by Sun City Ballroom Dance Club.

Section D. Nomination and Election Procedures

The Executive Board shall be elected by written ballot at the annual business meeting.

Not less than 30 days prior to the election, the Board shall appoint a Nominating Committee of not less than five members. It shall be the duty of this committee to elect a chair and to propose a slate of Officers for the coming year. The Nominating Committee shall present the proposed slate of Officers to the Executive Board for approval. This slate will consist of one candidate for each office, which will then be duly placed in nomination.

The Secretary shall place the names of the proposed slate of candidates onto the official Club ballot. The ballot shall provide spaces for other names, as well.

At the annual business meeting, the ballots shall be distributed to all Members in attendance. Nominations for additions to the names proposed by the Nominating Committee shall be accepted from the floor. Members shall enter additional names onto their ballots in the appropriate place.

The Secretary shall collect all marked ballots for counting by the Nominating Committee. The results shall be announced before the end of the meeting. If there are no additional names proposed from the floor, the proposed slate shall be elected by acclamation.

Section E. Meetings, Quorums, and Voting Procedures

A simple majority is required to pass motions enacted by the Board. A quorum to enact business by the Board is three Officers, including the immediate Past President. In case of a tie, the Past President will vote.

Section F. Succession Procedure

Should the office of the President become vacant, the Vice-President will succeed to that position. Should any other office become vacant, the President will fill the vacancy by appointment from among the Membership, subject to approval by a majority of the Executive Board.

ARTICLE IV – MEETINGS

Section A. Types and Frequencies of Meetings

1. A business meeting of the Membership shall be held in the last calendar quarter of each year. It shall be for the purpose of electing Officer, receiving and approving the YTD report of the Treasurer, and conducting such other business as may properly come before it.

The President may call other business meetings of the Membership and must call such meetings when directed to do so by a majority vote of the Executive Board. Such meeting shall be held in conjunction with a regularly scheduled social meeting of the Club whenever possible.

The proceedings of all business meetings of the Membership shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be open for inspection by the Membership and by staff members and Directors of the Association.

2. The Executive Board shall meet quarterly at such time and place as designated by the President. A minimum of three Officers must be present in order to meet. The President will also call such meetings as deemed necessary by the President or when directed to do so by a minimum of three Officers.

The proceedings of all Executive Board meetings shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be open for inspection by the Membership and by staff members and Directors of the Association.

Section B. Conduct of Meetings / Parliamentary Procedure
Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings of the Membership and Executive Board meetings.

ARTICLE V – FINANCIAL

Section A. Financial Records
Financial Records will be maintained by the Treasurer for a period of seven (7) years.

Section B. Expenditures
The Executive Board must authorize all expenditures of Club funds, excluding those in approved annual budgets.

Section C. Financial Review Process
Financial records shall be certified on an annual basis by an individual(s) other than those on or elected to the Executive Board, when Club assets exceed $5000.00. In this event, and every third year regardless, financial records are to be reviewed and certified. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

Section D. Cash and Inventory Control Procedures

The reporting year shall be from January 1 through December 31 of each year.

Checks drawn against the checking account established for the Club in excess of $500 and which are not included specifically in the Budget, must be signed by two Officers

ARTICLE VI – COMMITTEES

Section A. Standing Committees

Standing committees shall include (but are not limited to): Finance, Membership, Music, Communications, and Hospitality.

Section B. Appointment of Committees

Committee chairpersons shall be appointed by the Executive Board. Membership on each of these committees may be selected by the Chair from volunteers of Club Members in good standing.

Section C. Mission Statements

All committees will have written mission statements approved by the Executive Board.

ARTICLE VII – AMENDMENTS

Section A. Amendments

The Board shall review the Bylaws of the Club at least annually and recommend any changes to the Membership. Recommended amendments shall require a majority vote of the Membership present at a meeting duly called for such purpose and for which the required notice has been given. A 30 day notice shall suffice.

After Membership approval, amendments must be reviewed by the Association. Upon Association approval, the amendments become effective immediately unless stated otherwise.

Section B. Amendments Proposed by the Membership

Any Member in good standing with the written endorsements of at least four other Members in good standing may

propose an amendment to these bylaws to the Executive Board.

ARTICLE VIII – DISSOLUTION

Section A. Dissolution

Prior to Club dissolution, and after all debts are satisfied, residual property and assets shall be turned over to the Association.

FOR THE CLUB:	**FOR THE ASSOCIATION:**
_____	_____
Name/Signature	Name/Signature
_____	_____
Date	Date