

SaddleBrooke Line Dance Club Charter & Bylaws

ARTICLE I NAME

The name of this organization will be SaddleBrooke Line Dance Club.

ARTICLE II OBJECT

The object of the Saddlebrooke Line Dance Club, hereinafter referred to as “the Club,” will be to provide SaddleBrooke residents with opportunities to have fun through line dancing, learning, practicing and performing. The Club will organize line dancing club practices, and promote club and community dance parties and events.

ARTICLE III AUTHORITY AND LIMITATIONS

The Club will operate as an instrument of SaddleBrooke HOA 1 and HOA 2, hereinafter referred to as SBHOA, and in compliance with its bylaws and regulations, will not conduct business or obligate funds in the name of either SBHOA.

ARTICLE IV MEMBERS

- Section 1. Membership will be open to any person having a current SBHOA membership card (SBHOA 1 or 2 or SaddleBrooke Ranch - provided the reciprocal agreements are still in effect). No eligible person will be denied membership because of race, color, religion, national origin, or marital status.
- Section 2. Annual dues will be \$10.00 payable on or before January 2. Dues are delinquent after January 31. One free session is available to residents trying the Club for the first time.
- Section 3. Lapsed membership through non-payment of dues will result in removal from the active membership list, denial of Club practice attendance, and forfeiture of discounts afforded active members. Dues are **not** pro-rated for partial year membership.
- Section 4. Any member will be entitled to vote at any regular or special meeting of the Club, and to participate in all Club events upon compliance with all adopted regulations and bylaws. Club business will be decided by a majority vote of those present and voting.
- Section 5. Non-residents are ineligible for membership and may attend events only as stipulated in SBHOA rules & regulations. Guest fee of \$5.00 per practice session will be required, and each guest will be limited to three (3) sessions per calendar year. Exception: Member’s house guest may dance as guest of the Club.

SaddleBrooke Line Dance Club Charter & Bylaws

ARTICLE V **OFFICERS**

- Section 1. The officers of the SaddleBrooke Line Dance Club will consist of the following:
- President
 - Vice-president
 - Secretary
 - Treasurer
 - Member-at-large
- Section 2. TERM OF OFFICE: New vice-president will be elected each year. Vice-president will be elected to serve one (1) year as vice-president and second year as president. All other elected officers and committee chairmen, if elected, will hold office for a term of two (2) years and may be elected to the same office for not more than two (2) consecutive terms. Secretary will be elected on alternate year from treasurer, and member-at-large.

ARTICLE VI **NOMINATIONS AND ELECTIONS**

- Section 1. Prior to the annual meeting and election, the SBLDC Board will appoint from the membership a chairperson to head the nominating committee. Chairperson will recruit club members to serve on this committee.
- Section 2. The slate of nominees proposed by the committee will be posted at least 30 days prior to the election meeting.
- Section 3. Nominations may be made by Club members not serving on the nominating committee with the written consent of the person being nominated. These nominations will be made available to the members at least fourteen (14) days prior to the election.
- Section 4. Each nominee will submit a short written position/campaign statement of their goals and plan. All election statements will be distributed to the Club membership seven (7) days prior to the election.
- Section 5. A majority of those members, present and voting, will elect. Election will be by written ballot. Show of hands will be sufficient when only one candidate is nominated for an office.

SaddleBrooke Line Dance Club Charter & Bylaws

ARTICLE VII GOVERNING BODY

- Section 1. The governing body of the Board of Officers, hereinafter referred to as the “SBLDC Board,” will consist of the following elected officers: president, vice-president, secretary, treasurer and member-at-large.
- Section 2. It will be the duty of the SBLDC Board to conduct, manage and control the affairs and business of the Club between meetings of the regular membership.
- Section 3. BOARD MEETINGS:
- a. The SBLDC Board will meet bi-monthly (every other month), or as necessary.
 - b. There will be a joint meeting of the outgoing and incoming SBLDC Boards held after the annual/election meeting, and before the next SBLDC Board meeting.
- Section 4. QUORUM: A majority of the SBLDC Board will constitute a quorum.
- Section 5. VACANCIES occurring in any office, other than the presidency, will be appointed by the SBLDC Board and will serve until the next scheduled election. Should the president resign, the vice-president will automatically assume that office.
- Section 6. All SBLDC Board members, upon retiring from office, will prepare a written report and deliver all records, procedure books and other property belonging to the Club to their successor.
- Section 7. All SBLDC Board members must be full time residents.

ARTICLE VIII DUTIES OF OFFICERS

- Section 1. PRESIDENT: The president will be the chief administrator of the Club and will preside over all regular and SBLDC Board meetings; will be ex-officio a member of all committees, except the nominating committee; will appoint, with SBLDC Board approval, chairmen of committees, and at the direction of SBLDC Board or membership, will appoint special committees; and will appoint a committee of **three (3) persons** to audit the treasurer’s books annually. In addition, the president or designee will schedule facilities usage with the SBHOA events administrator and negotiate and sign for the Club contracts with outside contractors, in conjunction with the SBHOA representative.

SaddleBrooke Line Dance Club Charter & Bylaws

- Section 2. VICE-PRESIDENT: The vice-president will assist the president and will, in his/her absence, perform the duties of that office; will welcome new members by email or letter, and will provide information on how to access the website regarding practice times/locations and any other necessary information.
- Section 3. SECRETARY: The secretary will send out email communications to the membership, will record and publish, with the exception of closed SBLDC Board sessions, the minutes of regular and special meetings of the SBLDC Board and membership and, in the absence of the treasurer, will read that report; other than the treasurer's records, will be in charge of maintaining all Club records, to include Membership/Release of Liability forms; will be responsible for correspondence as required by the members of the SBLDC Board; and will make available any reports required by SBHOA.
- Section 4. TREASURER: The treasurer will serve as the chief financial officer and will be responsible for collecting the annual dues of the members and other monies, as required; will pay all bills owed by the Club; and will present a financial report at each meeting of the SBLDC Board and membership. The treasurer will present the Annual Club Financial Report to the SBLDC Board after conclusion of fiscal year, December 31, and no later than February 15.
- Section 5. MEMBER-AT-LARGE: The member-at-large will serve as SBLDC publicist and submit monthly news articles to SaddleBrooke publications; and will represent the interests of the general membership and conduct projects and accept duties as assigned by the president, with SBLDC Board approval.

ARTICLE IX **COMMITTEES**

- Section 1. The appointed committees serve according to the needs of the SBLDC Board and the membership.
- Audio Visual Committee
 - Dance Committee
 - Instruction/ Leadership Committee
 - Music Committee
 - Program Committee
 - Social Committee
 - Website Committee
- Section 2. Committee chairperson will appoint an acting chairperson during their absences.
- Section 3. Unless otherwise provided for in these bylaws, members of each committee will be appointed by the chairperson from the membership.
- Section 4. Each committee chairperson will provide a mission statement which will describe the duties of the chairperson and the committee and be posted on the Club website. Updates of committee business will be provided to the SBLDC Board at bi-monthly meetings as needed, and the membership at the annual meetings.

SaddleBrooke Line Dance Club Charter & Bylaws

ARTICLE X **FISCAL AND FINANCE**

- Section 1. The fiscal year will be January 1 to December 31.
- Section 2. Annual audit of treasurer's books will be made by a committee of three (3) appointed by the president. The audit will be made after the end of the fiscal year (December 31) and prior to the annual meeting, presented to the SBLDC Board. Annual Financial Report will be presented to the membership at the annual meeting. Annual Financial Report will be made available within ninety (90) days of the close of Club's fiscal year to SBHOA as required.
- Section 3. Expenditures:
- a. No single unbudgeted expenditure in excess two hundred fifty dollars (\$250) will be made without the approval of the SBLDC Board.
 - b. Any member who proposes an expenditure requiring Club funding will submit a written justification for the expenditure and a budget to the SBLDC Board for prior approval.
- Section 4. No member of the Club will receive or solicit compensation for services rendered other than for reimbursement for hard cost expenditures.
- Section 5. If the Club retains a paid instructor and a financial gain is earned while using SBHOA facilities, the profits are subject to required SBHOA fee on those profits.

ARTICLE XI **MEMBERSHIP MEETINGS**

- Section 1. The annual meeting will be held as early as possible after February 15 to allow for completion of annual financial audit and report.
- Section 2. Voting majority: Fifty-one percent (51%) of those members, present and voting.
- Section 3. General meetings will be held yearly to address club business and foster an open exchange of ideas.
- Section 4. Special meetings may be called by the president at any time or by any two (2) members of the SBLDC Board, provided notice of such meeting has been given at least five (5) days prior to the day of such meeting. As an alternative an email vote may be solicited for more timely resolution.
- Section 5. All meetings, unless otherwise designated, will be held at SBHOA facilities.

SaddleBrooke Line Dance Club Charter & Bylaws

ARTICLE XII PARLIAMENTARY AUTHORITY

Roberts Rules of Order will be the authority on all questions of parliamentary procedure unless in conflict with these bylaws, SBHOA, or with the laws of the state of Arizona.

ARTICLE XIII AMENDMENTS

- Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting, annual meeting or by electronic voting, provided written notice of each proposed amendment or proposed new bylaw is given fourteen (14) days prior to the vote date.
- Section 2. All proposed amendments to these bylaws are to be sent to the SBHOA (1 and 2) for review and are subject to final approval.

ARTICLE XIV DISSOLUTION

- Section 1. In the event of dissolution of the Club, all assets will be split 50/50 and donated to both SBHOA (1 and 2).
- Section 2. Dissolution will not be initiated until all outstanding debts are satisfied. The president may direct the use of any and all assets to satisfy outstanding debts, provided a majority of the Club membership has authorized the president to do so.
- Section 3. All members must be advised that they are liable for any debts incurred by the Club and must satisfy them in full prior the Club's dissolution.
- Section 4. If dissolution is contemplated, the membership and SBHOA (1 and 2) must be notified at least fourteen (14) days in advance of the meeting date and time.

SaddleBrooke Line Dance Club Charter & Bylaws

Adopted by Membership: 6/26/2007 under the name of Scootin' and Stompin' Line Dance Club

Amended by Membership: 8/20/2008 under the new name of SaddleBrooke Line Dance Club

Amended by Membership: 2/20/2010 under the name of the SaddleBrooke Line Dance Club

Amended by the Membership: 3/10/2011 under the name of the SaddleBrooke Line Dance Club.

Amended by the Membership: 2/17/2013 under the name of the SaddleBrooke Line Dance Club.

SIGNATURES

Club President (print) (Date)

Club President (signature)

Club Vice President (print) (Date)

Club Vice President (signature)

Club Secretary (print) (Date)

Club Secretary (signature)

Club Treasurer (print) (Date)

Club Treasurer (signature)

Club Member-at-Large (print) (Date)

Club Member-at-Large (signature)

REVIEWER/APPROVED

SBHOA BOARD (print) (Date)

SBHOA BOARD (signature)

02/17/2013