

SUN CITY LINCOLN HILLS LINE DANCE CLUB

OPERATING POLICIES AND PROCEDURES

July 3, 2024

GENERAL INFORMATION:

The Sun City Lincoln Hills Line Dance Club will be referred to hereinafter as "The Club".

Membership in The Club is open to and restricted to all residents.

To become a member in The Club, or renew an existing membership, Association residents shall complete and submit a Membership Application (Renewal), along with payment of annual Club dues. Club membership renewals will commence the first week in January each year. Prior year members will be considered delinquent and dropped from membership if they have not completed a renewal application or paid their annual dues by February 16. Members shall be considered "in good standing" with paid dues for the current membership year.

Annual Club dues amount will be reviewed each year by the Steering Committee and adjusted based on budgetary needs.

Communication with Club members will be by broadcast email. Broadcast emails to The Club membership will conform to the SCLHCA policies that include using hidden addresses for emails: Blind Carbon Copy (BCC).

The Steering Committee shall maintain a roster of all Club members which will include Names, Addresses, Contact Information (phone numbers and email addresses), and Birthday Month. The roster will be considered confidential to Steering Committee members only and shall not be used for commercial, political or personal purposes not related to the business of The Club. The membership roster will be updated annually, or at the time that a known change in membership has occurred.

Members shall be ever mindful of what is said or in print with respect to its effect on others of our diverse membership so as to avoid disharmony and ill feelings among The Club members of diverse ethnicities, religious beliefs or orientation. We shall work together as members of The Club in bonds of good fellowship and mutual understanding.

Members deemed to be in violation of The Club or Association Rules and Regulations may have their club membership suspended or revoked. Remedial action is the responsibility of The Club Steering Committee.

LEADERSHIP TEAM:

The Club Leadership Team will consist of the Steering Committee elected by The Club membership and Committee Leaders assigned by the Steering Committee.

The Club Steering Committee members shall number four and consist of the Chairman, Vice Chairman, Treasurer, Secretary.

Steering Committee members will serve a two-year term. Two Steering Committee members will term out, each year, if possible, to maintain a smooth transfer of duties. Steering Committee members may serve a maximum of 4 continuous years, after which they must take at least a one-year break.

In the event that a Steering Committee member will not complete their term, The Steering Committee has the authority to appoint a replacement member to complete that term.

The Steering Committee may direct the expenditure of Club funds up to a maximum of \$250 per single transaction. The exceptions to the \$250 single transaction limit are budgeted Club Dance expenditures which have been approved by the Steering Committee, Workshops, and the setup of a website. General membership approval will be required for all expenditures exceeding these limits.

All dance budgets shall be approved by the Steering Committee.

Committee leaders will be appointed for one year terms by the Steering Committee. There are no term limits for Committee Leaders.

LEADERSHIP TEAM DUTIES:

STEERING COMMITTEE:

All of the following duties, may be delegated as needed, and upon agreement of the Steering Committee. The active help and participation from the general membership should be solicited and encouraged.

CHAIRMAN:

Liaison for The Club with the SCLH Association.

Plan and chair Steering Committee meetings and email agenda first to Steering Committee for additional input, then to club members in advance of the meeting date.

Reserve rooms for dances, meetings, and dance practices with the Association Room Booking and Club Coordinator.

Send dance flyers, and pertinent social events information to members via email.

Host The Club socials, making announcements as needed.

Arrange for ticket sellers to sell tickets to members for club socials, and notify local dance groups.

Responsible for design, creation and printing of The Club dance flyers and tickets.

Oversee Dance Committee Leaders.

VICE-CHAIRMAN:

Attend New Resident Orientation (one per year)

Write articles for the Compass and Sun Senior Times. (once per month)

Coordinate song selections with instructors and prepare the playlist for the teacher led dances.

Prepare open dance play list.
Attend community meetings with or in place of the Chairman as needed.
Email a personal Welcome Letter to every "new" Club member.

TREASURER:

Keep accurate details of The Clubs funds.
Provide a record of financials to the Steering Committee quarterly.
Maintain an Annual summary of actual cost and expenses of events, to be reported to members in January for the year ending December 31 of the previous year.
Maintain Membership dues list, which must agree with the Membership roster maintained by the Secretary.
Collect member dues.

SECRETARY:

Keep minutes for The Club meetings and submit to the Steering Committee for any additional changes and approval.
Maintain completed Membership Forms and Membership roster. Update the Steering Committee of members added or deleted. The Membership Roster shall be considered confidential for Steering Committee members only.
Email renewal reminders to members.
Maintain member's birthday month list and email a birthday wish at the beginning of each month.

PUBLIC RELATIONS:

Keep the flyer bin stocked.
Visit all dance classes for distributing "save the date" cards, social flyers, and event ticket sales.
Decorate tables for socials. Clean up when the social ends.
Collect and sell tickets to the event, at the door, on the date of the social or event.

ELECTION PROCESS:

The Steering committee Chairman shall appoint, with the Steering Committee approval, two to three (2-3) members to serve on the Nominating/Election Committee. All appointees must be members in good standing and may serve no more than two (2) consecutive times. The Nominating Committee will identify one or more member nominees/volunteers for each steering Committee office to be vacated. Nominees shall be announced at the August/September Club General Membership social/meeting, at which time additional nominations shall be permitted from the floor, provided consent of those nominees has been obtained. Nominations shall be closed at this meeting, and a vote of the members present, if a quorum is present, shall be called by the show of hands of members in good standing. If there is no quorum present, or if other nominee/volunteers step forward, election will be by ballot. Ballots will be provided to all members, within one week of the meeting/social, by either email or regular mail requesting the return ballots within two weeks of the date posted on the ballot.

MEETINGS:

The Steering Committee will schedule meetings to conduct and communicate Club business. These meetings include Steering Committee meetings, General Membership meetings, and membership meetings coinciding with social events. Members will be provided 14 days advance notice for the above meetings and social events. Club members may attend Steering Committee Meetings but will not be given the floor or participate in motions or voting.

Steering Committee meetings require a quorum of Steering Committee members (50 %+) to conduct Club business. Decisions reached on Club business will be majority vote. Should a vote end in a tie, the Chairman's vote will break the tie. For confidential matters, the Steering Committee may meet in Executive Session without Club member participation. The Steering Committee may meet informally to brainstorm ideas for consideration in subsequent Club Meetings. These informal brainstorming meetings do not require Club member participation.

To conduct Club business (vote on motions) at General Membership meetings or at social events, a quorum of the membership is required. Motions will be passed by a simple majority vote of those present. A quorum is a minimum of 20% of the current membership. If a quorum of members is not in attendance, any voting must be postponed for a later meeting or conducted by ballot made available to all members, sent by email, or regular mail. Ballots will be requested to be completed and returned within one week. Voting conducted by ballot will pass with a simple majority of ballots returned and received.

RECORD KEEPING AND RETENTION:

Financial records will be maintained for seven years to include a detailed account of the Club's receipts and disbursements. Records must be available for view by any Club member in good standing.

Minutes will be maintained for three years for all Steering Committee meetings and Club General Membership meetings.

All incidents at Club activities involving personal injury or property damage occurring in Association facilities must be reported immediately to the Association staff on duty. Within 24 hours, an incident Report must be submitted by a member of the Club Steering Committee to the Association.

GUESTS:

Guests who are residents of SCLHCA may participate in Club activities for a limited time, before joining the Club. The Club limits the number of times non-members may participate in Club activities before joining to three activities.

Non-residents are not allowed to be members of the Club. They may participate in Club activities only by invitation and when accompanied by a resident. In no case shall the participation of a non-resident be the cause for the exclusion of a resident from the activity. The Resident is responsible for Guest fees and conduct of the non-resident for the activity. Resident or non-resident guests do not count for club minimum membership standards.

AMENDMENTS:

All proposed amendments to these Operating Policies and Procedures shall be made available to the entire membership, for comments, two weeks prior to approval. The Steering Committee has the sole authority to amend these Operational Policies and Procedures, by a majority vote.

The Steering Committee shall review these Operating Policies and Procedures annually, each January, to ensure that they continue to promote the mission and efficient functioning of the Club.

Annette Parnes Approved 7/3/24
Paula Ong Approved 7/3/24
Sylvia E. Fra Approved 7/3/24
Dustin Blum Approved 7/5/24