

# Stardust Theatre Council Bylaws



## *Article I - General*

**Section A**-The name of this unincorporated organization shall be the STARDUST THEATRE COUNCIL, hereinafter referred to as the STC.

**Section B** -The purpose of the STC shall be to provide a venue wherein those Chartered Clubs who routinely use the Stardust Theatre, may coordinate events and resolve mutual problems. The board shall designate an individual to create the Stardust Theatre Calendar, wherein the coordination of events and scheduling the use of the Theatre can be documented.

**Section C**-These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and 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 Recreations Centers' documents shall prevail.

**Section D** -The Chartered Clubs shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

The Chartered Clubs belonging to the STC shall be operated as a non-profit organization.

**Section E** -The fiscal year shall be the calendar year.

## *Article II - Membership*

**Section A** - Membership shall be open to all members in good standing of the Recreation Centers.

Membership in the STC shall consist of the six (6) Charter Club Presidents, and one (1) member of the respective Club President's choosing, i.e., two each from the following Charter Clubs:

DanceSensations	(OS)
Friends of the Library	(FL)
Music Club	(MC)
Photography West	(PW)
Theatre West	(TW)
Westernaires Chorus	(WE)

The representatives shall be the President of each Club and their designee (a current member). The (12) representatives will vote on bylaws, elections, and budgets. The six (6) club Presidents will vote on all other issues.

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

**Section C** - Guest privileges are specified in the Recreation Centers RR&Ps, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

**Section D** - The amount of dues for each club will be determined annually on the recommendation of the Board and approved by a majority vote of the board members attending the meeting, after a quorum has been established. A regular quorum is four (4) voting members.

**Section E** – Maintaining a Club Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
  - 1. Membership participation is the action of taking part in club activities.
  - 2. 75% of a club's membership must have participated in club activities at least once within annual membership period.
  - 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

**Section F** - Each club member is responsible for monitoring at club facilities per club bylaws.

**Section G** - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders. Page 2

**Section H** – Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissensions among club members, club, or the association in general, may have their membership suspended (up to two (2) weeks) by the club.

**IMPORTANT:** All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
  - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
  - b. Appeal will pause suspension until ruling, member rights, and privileges continue until ruling complete.
  - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
    1. Member in question and Club President or presiding officer shall present their case.
    2. Ruling will be made based on majority consensus
    3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
  - a. General Manager may suspend a member up to sixty (60) days.
  - b. Club termination may be recommended by the General Manager to the Governing Board.
  - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., Suspension of the RCSCW Recreation Card).

5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

### ***Article III - Officers***

**Section A-** The board must consist of (at a minimum) four officers: a president, a vice president, a secretary, and a treasurer. The board will also have a parliamentarian appointed by the President and approved by the Board, who will act as an ex-officio officer without a vote.

**Section B** - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's RR&Ps for Chartered Club by signing Form CR-5 (Affirmation Report). The board President will forward the CR-5 to the office of the Recreation Activities Manager.

**Section C** - The board shall be elected by a majority vote of those present at the Club's annual meeting after a quorum is established and shall serve without compensation. An officer normally may not serve as an independent contractor (refer to the Recreation Centers RR&Ps, Chapter 4, Article VI, L).

Nominating Committee will be appointed each year, by the president, during the September meeting. Nominees who are members of the STC will be elected by a majority vote during the December meeting. New officers will assume office in

January.

**Section D** - The Secretary is responsible to submit the CR15 membership report to the Recreation Activities Manger by February 1<sup>st</sup> of each year.

**Section E** - Terms of office and responsibilities of elected officers are for two calendar years. 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. An officer may be re-elected once as an incumbent and will not serve more than two terms in succession on the board.

Responsibilities of elected officers are:

**President:** Presides at all meetings, establishes the agenda, exercises general supervision and direction of STC affairs and activities, handles liaison with Recreation Center's management and makes annual reports as required. Sees that the CR-5 Form (New Club Officers/Affirmation Report) is completed and forwards to the Recreation Centers Activities Manager.

**Vice-President:** In the absence of the president, performs the same duties as the president, with the same authority. Performs assignments as required by the president.

**Secretary:** Records the proceedings of STC meetings and performs administrative tasks as required. Preserves records for at least three years. Shall complete Form CR 15 (Annual Membership Roster) as of December 31<sup>st</sup>. and forwards to the office of the Recreation Activities Manager no later than February 1<sup>st</sup>.

**Treasurer:** Collects receipts and handles disbursements of board managed funds, maintains those funds and gives a financial report when required. Preserves financial records for seven (7) years. Shall complete Form CR7 (Annual Financial Statement) for the preceding calendar year and forward to the office of the Recreation Activities Manager no later than February 1<sup>st</sup>. Shall keep an updated inventory of theatre equipment, as of December 31<sup>st</sup>. and submit to the Recreation Centers Activities Manager no later than February 1<sup>st</sup>.

**Section F** - In the event of a vacancy, the Board shall elect a successor. Elected successor shall complete the term of the officer who is being replaced.

**Section G** - To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately (the procedure is available from the Recreation Activities Manager).

**Section H** - It shall be the responsibility of the club president to pass the Recreation Centers RR&Ps book on to their successor.

### *Article IV – Meetings*

**Section A** - Frequency of Meetings:

There will be a general meeting conducted during each quarter of the calendar year. One of these meetings shall be designated as the election meeting. The president shall call regular meetings, usually with the Board's agreement at a prior meeting. The president or four (4) board members may call special STC membership meetings. For a grievance or reasonable cause, 4 members are necessary to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

**Section B** - Provisions for Calling and Recording Meetings:

Minutes will be taken by the secretary to document all business sessions, and approved by the board. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes shall be available to the membership before the next general meeting.

**Section C** - Voting and Quorum Requirements:

1. Board Meetings - A quorum is a simple majority of the board.
2. Membership Meetings - Passage of motions at meetings shall require a majority vote. A quorum is the minimum attendance at a board membership meeting necessary to conduct elections, to approve by-laws, to approve budgets, or to conduct other club business that requires a vote. As it pertains to the STC, a regular quorum is four (4) members.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.

4. Refer to "Roberts Rules of Order" for assistance in parliamentary procedures. Any bylaw provisions take precedence over Robert Rules.

## ***Article V - Financial***

**Section A** - Financial records shall be retained for a period of *seven (7)* years(prior to current year).

**Section B** - Individual petty cash disbursements shall not exceed fifty (\$50) dollars. All expenditures *over* \$50 shall be approved by Board vote. Receipts and/or bills shall be presented to the Treasurer for reimbursement/payment. Board financial obligations shall not be permitted to exceed current funds in the treasury. The signature of the Treasurer shall be required on board checks. In the absence of the Treasurer, the President is authorized to sign.

**Section C** - No club member shall receive any compensation or financial reward from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager.

**Section D** - Financial record must be audited on a yearly basis 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

**Section E** - Any commercial advertising or flyers of club activities must be in compliance with Association policies.

**Section F** - Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the Recreation Centers RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

**Section G** - The Treasurer is required to submit Form CR7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1 for the preceding calendar year.

**Section H** - Theatre Equipment:

The purchase of large-scale Stardust Theatre equipment shall be voted on by the board, with a simple majority in approval. The funding of equipment used in the Stardust Theatre will be shared among the chartered clubs represented by the STC, based upon usage of such equipment and/ or the theatre in general. An equipment inventory report, as of December 31, shall be reported to the Recreation Activities Manager no later than February 1.

For those clubs that turn in an inventory, it is important to have a description, serial/model numbers, date purchased and total amount.

## ***Article VI - Committees***

**Section A** - Committees and/or chairpersons may be elected by the general membership or appointed by the Board.

**Section B** - Permanent (standing) committees, at a minimum, include Safety and Audit.

**Section C** - Each chartered club, that is a member of the board, designates a chairman to oversee the safety of their club when using the theatre. It is the duty of each 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). It is also the duty of each club's safety chairman to report any accidents/injuries on Form RC20-5 (Accident/Incident/Injury Report) and submit to the Recreation Center's facility lead. A first aid kit is made available in the theatre and it is the duty of the club having the majority of theatre usage to keep the kit updated and plainly labeled/ visible for quick access.

**Section D** - It is the duties of the Audit Chairman/Committee to audit the annual CR7 (Annual Financial Statement).



## **Article VII - Amendments**

To amend the bylaws of this board requires a two-thirds vote of the membership present at a meeting specifically called for such purpose and a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the board membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the board's bylaws will be submitted to the Recreation Centers' Activities Manager for final review. The amended bylaws require the approval of the Recreation Center's General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

As it applies to the STC, to amend the Bylaws of this board requires a two-thirds vote of the board members present at a meeting specifically called for such purpose. As it applies to this board, there are twelve (12) members eligible to vote on bylaws, budgets and elections. A two-thirds majority of those present would be required for approval. On other matters the previously noted six (6) voting members could vote on the issues with a simple majority to pass.

## **Article VIII - Dissolution**

Prior to Board dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

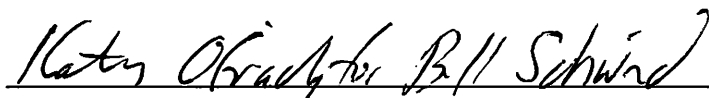


Paulette Halle, President

3-10-2021

Date

APPROVED:



William Schwind, General Manager

3/22/21

Date