

Sun City Theatre By-Laws 2023

ARTICLE I GENERAL

Section A. The name of the club is the Sun City Theatre, hereafter referred to as SCT.

Section B. The purpose of the club is to provide and promote opportunities for participation in all phases of theater activities for the enjoyment of the community. It will also encourage, support, and do all things necessary to advance the continuing development of the club, its members and objectives.

Section C. These By-Laws willfully comply with the Sun City Community Association's (hereafter referred to as "Association") Governing Documents ("Documents"), and Chartered Club Rules and Procedures ("Rules"). In the event of a conflict between these By-Laws and the Documents or Rules, the Documents or Rules shall prevail.

Section D. This Organization shall be operated as a Non-Profit Association in accordance with applicable statutes and the Association's Documents.

Section E. Sub-groups, i.e., special interest groups, music interest groups, chapters may be formed as needed. See Club Operations 3.3

ARTICLE II - MEMBERSHIP

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. Members are required to present their Activity Card or member number when joining the Club and at each membership renewal.

Section B. There shall be no precondition for membership, other than every member must submit a valid CA number. If a particular skill is required, the club must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

Section C. Guest privileges. Guests may be either non-member residents or non-resident guests. Guests may attend a maximum of three meetings per year as a non-member. Thereafter, a resident shall be required to become a dues' paying member. Non-resident guests may visit three times in one year, but not in any subsequent year. Non-resident guests may not become members of any club.

Section D. Dues shall be paid annually for the calendar year January 1 through December 31. Dues will be assessed at a rate recommended by the Executive Board, on or before September 30 of each calendar year. Persons becoming members on or after the first day of October shall be considered paid-up members through the end of the next calendar year. Any increase in dues shall be approved by the general membership.

ARTICLE III -- OFFICERS

Section A. The Executive Board is the governing body of the club. The Executive Board shall be composed of the Immediate Past President; eight officers, President, Vice President, Secretary, Treasurer, Director of Member Services, Director of Production Services; and two Members-at-Large. Any one member may not hold more than one position on the Executive Board. No two members of the same household may serve on the Executive Board.

Section B. The Executive Board Members shall be elected by a vote of the general membership, shall serve without compensation and shall be considered the governing body of the Club. The newly elected officers (or appointed officers, in case of a vacancy), shall attest that they have read and understand and will abide by the club's by-laws, the Association's Chartered Club Rules and Procedures, and the Schedule of Fees and Community Rules. They do this by signing the New Club Officer's form CC 50 and forwarding it to the Lifestyle Services by December 1st.

Section C. Terms of Office and Responsibilities.

The Executive Board shall review and approve all matters referring to additions and changes to club policy, and will review and recommend approval of the club's annual budget and approve production plans. Members of the Executive Board shall serve two-year terms, and no officer shall serve more than two consecutive terms in the same position. The election of Officers shall alternate bi-annually, so that in one-year elections are held for the positions of President, Director of Production Services, Director of Member Services and one Member-at-Large, and the following year for Vice President, Secretary, Treasurer, and the other Member at Large.

Further, members of the Executive Board shall be responsible for assuring compliance with the rules and regulations of the community, and with the production and operating budgets. Board members shall review, on submission by the Producer and the Director of Production Services, financial reports and summaries for each ticketed production.

The Executive Board shall act on all questions pertaining to club affairs and the President shall keep the general membership informed.

Specific Responsibilities

The *President of the Sun City Theatre* shall be the executive head of the club and the chairperson of the Executive Board. The President shall preside at all membership and Executive Board meetings, and will direct and coordinate the activities of the club through proper delegation of responsibility to the other elected officers. He or she shall also prepare and distribute agendas prior to each regularly scheduled Executive Board meeting. The President shall be an ex-officio member of all club committees. The President will directly supervise the Ombudsman, should one be appointed.

The *Vice-President* shall act for the President in his or her absence and shall succeed the President until a new President is appointed in the event of resignation or removal. The Vice President shall maintain the club's Standard Operating Procedures and Job Descriptions and ensure that the club By-Laws and procedures are adequately followed. He or she shall also assist in other designated areas as assigned by the President and shall serve, in the President's stead, as an ex-officio member of such committees as are designated by the President.

The Secretary shall be responsible for the taking and distribution of the minutes of all Executive Board and business membership meetings. The Secretary shall also serve as the Board liaison to the Historian, should one be appointed, and to other committees as designated by the President or the Board. He or she shall be responsible for the maintenance of the official files and records of the organization, including the SCT Policy and Procedures handbook. The Secretary and his/her designees, will also work with all committees to coordinate all member communications, including, but not limited to the website, and use of the listservs. The Secretary will also be responsible for maintaining the minutes and saving such approved minutes in accordance with the policies indicated in the Club Rules and Regulations.

The Treasurer shall be responsible for funds collected by the Club, maintain financial records and accounts at banks designated by the Board, render reports as required, and disburse all approved expenses on a timely basis. The Treasurer, or his or her designees, will provide the primary contact with the Community Association in club matters pertaining to Community Association charges. The Treasurer shall also be responsible for collecting appropriate information from a variety of sources in order to facilitate the preparation of club budgets to be presented to the Executive Board for review and approval at least two months prior to the beginning of the next fiscal year. The Treasurer shall provide oversight on the financial operations of all committees. The Treasurer shall work closely with Box Office Chair in all financial matters regarding box-office operations.

The Director of Member Services shall provide oversight to, and represent on the Board, the following Standing Committees: Administrative Technical support, Event Management (Social), Librarian, Membership, Member Communications, Scholarships, Sunshine, and other temporary or ad-hoc committees as designated by the President or the Board. In such circumstance that no chairperson has been appointed for a listed committee, the Director shall serve in that capacity.

The Director of Production Services shall provide oversight to, and represent on the Executive Board, the following Standing Committees: Audio, Costumes, Lighting, Makeup, Monthly Production, Photography, Play Selection, Ticketed Productions, Program, Props, Publicity, Theater technical support, Videography, and other temporary or ad-hoc committees as designated by the President or the Board. In such circumstance that no chairperson has been appointed for a listed committee, the Director shall serve in that capacity.

The *Members-at-Large* shall be voting members of the Executive Board. In addition to representing the interests of the Club's membership on the Executive Board, they will also act in other designated capacities, such as, but not limited to, chairing certain committees, as designated by the President or the Executive Board.

The *Immediate Past President* is a voting member of the Board and shall act as adviser and counsel to the President and the Board. The Immediate Past President may also act in other designated areas as requested by the President or the Executive Board.

Section D. Nominations and Elections. A Nominating Committee chaired by the Immediate Past President and consisting of three (3) to five (5) members of the Club, shall be appointed by the President and approved by the Executive Board. The members of the Nominating Committee shall be identified to the members of the SCT no later than the October membership meeting. They shall be guided by the advice of current or former Board position holders on the qualifications needed to perform each office. The Nominating Committee shall present a slate of prospective officers to the general membership at the membership meeting, which has been designated by the Board for that purpose, but no later than the November membership meeting.

Additional nominations, supported by signatures of a minimum of ten (10) SCT members, may be submitted in writing to the Secretary no later than twelve (12) days prior to the membership meeting that has been designated by the Board for elections. The Secretary shall promptly notify the membership via e-mail and other appropriate means of any additional nominations.

The election of officers shall take place at a membership meeting that has been designated by the Board for that purpose, but no later than the December membership meeting after the announcement of the recommended slate. Voting may be by a show of hands if uncontested or shall be by secret ballot if more than one member is running for the same office. All elected officers will assume office effective January 1.

Section E. Meetings. The Executive Board shall, at a minimum, hold monthly meetings, unless cancelled by the EB. A quorum shall consist of a majority (51%) of the Board members.

Section F. Executive Board Actions. Decisions by the Executive Board shall be by a majority agreement of those voting. There shall be no secret ballots for deciding Board business. Guests will be required to absent themselves during an Executive Session. A vote on issues will be conducted promptly after the Executive Session has ended.

Section G. Interim Appointments. The President or the Vice President, in the absence of the President, shall make interim appointments with the approval of the Executive Board, to fill unexpired terms of office until the next election.

Section H. Officers (Recall). Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office by a 10% vote of the membership present at such a meeting. The vote shall be by secret ballot.

Section I. End of Term Responsibilities. All Board members, upon retiring from office, shall prepare a written report and deliver all records, historical information and other club property to their successor.

ARTICLE IV – MEMBERSHIP MEETINGS

Section A. Types and Frequencies of Meetings. General membership meetings shall be held monthly. Special meetings may be called by the executive board. All meetings require either

written or electronic notice to *all* members at least two weeks prior to the meeting. An agenda is required to be sent at least one week before the meeting.

Membership meetings shall be held monthly, unless cancelled by the Executive Board. Typically, a brief program of entertainment will be presented following a short business meeting. This format may be changed at the discretion of the Board. Should a special membership meeting be called by the Board, notice to members must be accomplished at least two weeks prior to that meeting via e-mail and (where possible) notification in CA communication vehicles.

Section B. Procedures not covered by these by-laws shall be governed by Robert's Rules of Order. See Appendix C in the CCR&Ps, Parliamentary Procedure

Section C. Quorum. A quorum at a regular or special meeting shall consist of a minimum of 10% of the club's members at that time.

Section D. Voting procedures unless otherwise stated in these by-laws, a 10% vote by show of hands, shall be considered the will of the club.

Section E. INTERVENTION PROCEDURE

If the Executive Board cannot resolve problems within the board members of the club, then a CC130 shall be sent to Lifestyle Services via email. If an issue arises with the club membership, the club member should bring the issue to the club's Executive Board. If a problem arises with a member in a sub-group, it should be dealt with within the sub-group. If it cannot be dealt with within the sub-group it shall come to the club's Executive Board.

ARTICLE V FINANCIAL

Section A. Financial records shall be maintained in accordance with Community Association policy, currently for a period of seven (7) years. The current Treasurer will hold these records.

Section B. Reimbursement Procedures. Requests for reimbursement for expenses must be submitted to the Treasurer on the club's *Request for Reimbursement* form. The form should be signed by the individual requesting reimbursement and approved by the appropriate show producer, for show related expenses, or the appropriate production chair for non-show expenses. Receipts must accompany all requests for reimbursement.

The Treasurer without further approval may pay expenditures of less than \$500. Expenditures of \$500.00 or greater require two signatures on the check. All club expenditures paid by the Treasurer are to be paid from the club bank account or from petty cash.

The Executive Board shall approve a recommended annual budget that will include individual budgets for each ticketed production, and a comprehensive club budget that includes an aggregate sum for monthly productions. The general membership will then give final approval to the annual budget.

Section C. If any financial transactions take place within the club, the records must be certified on an annual basis by an individual(s) other than those elected to the executive board or their immediate family. The results of the certification (i.e., Form CC 90) shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented. If there are special interest or music interest groups, their CC90 must be consolidated into the CC90 of the chartered club.

Section D. Responsibility for cash and inventory control shall be designated to an officer by the executive board. The financial records shall include:

- A record of all moneys collected and dispersed into the club's checking account
- An annual membership list (Form CC 20)
- An annual inventory of all equipment and furniture on (Form CC 95).
- An annual financial report based on a calendar year (Form CC 90). This report shall be submitted to the Lifestyle Services and made available to the general membership.

ARTICLE VI – COMMITTEES

Section A. Standing committees and ad hoc committees shall be created as the executive board deems necessary to promote the objectives of the club.

Section B. Committee chairpersons may be appointed by the president or executive board.

Section C. All Standing Committee Chairpersons, including, but not limited to Administrative Technical Support, Box Office, Event Management, Membership, Publicity, Play Selection, Theater Technical Support, Ticketed Productions, Workshops, shall be appointed for a term of one or two years by the President, with the advice and consent of the Board. The holders of these positions shall report to the appropriate Officer as defined in this document.

Section D. Ad Hoc committees and their Chairs shall be appointed by the President with the advice and consent of the Board, as circumstances present themselves. Sub-committees within standing and/or *Ad Hoc* committees shall be created, chaired and staffed at the direction of the Chairperson of the standing and/or Ad Hoc committee as needed, subject to the approval of the Board.

Section E. The Executive Board will appoint representative(s) to the Performing Arts Council. These representative(s) will be responsible to the Board for the coordination of club issues and positions brought to the Performing Arts Council.

ARTICLE VII – BY-LAW REVISIONS

Section A. Notice requirement and procedure. Proposed by-laws changes shall be approved by the executive board and submitted to the Lifestyle Services for preliminary approval prior to their submission to the general membership for its approval. Club members shall be notified in writing of any meeting to amend the by-laws; such notice shall be a minimum of two weeks prior to that meeting.

Section B. To revise the by-laws of this club requires a majority vote of the membership present at a meeting duly called for such a purpose, a quorum being present, and required notice being given. A complete revised copy of the by-laws will be presented to the club members and, upon a majority vote by the membership, will be forwarded to the Lifestyle Director for final approval.

ARTICLE VIII – DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets under the club control shall be documented and physically relinquished to the Community Association through the Lifestyle Services.

**Name/Signature
PRESIDENT FOR THE CLUB**

Carolin Collins Date 10/30/2023

**Name/Signature
FOR THE COMMUNITY ASSOCIATION**



KJH Date 11.15.23