

QUAIL CREEK BALLROOM DANCE CLUB

BYLAWS

Article I – Name & Purpose:

The name and purpose of the club shall be **Quail Creek Ballroom Dance Club**, organized to provide formal dinner dance evenings for its members.

Article II – Authority and Limitations:

Section 1: These Bylaws will fully comply with the Quail Creek Articles of Incorporation, Bylaws, and Club Rules, Regulations and Procedures. In the event a conflict between these Bylaws and the above stated governing documents of the Property Owners Association, The Quail Creek Property Owners Association documents shall prevail.

Section 2: This organization shall be operated as a non-profit association in accordance with Arizona statutes, and Bylaws of the Property Owners Association.

Article III – Membership:

Section 1: Membership shall be limited to a set number of couples as determined by the Board of Directors. There are two types of memberships: Regular and Associate

- a) All Regular Members shall be Residents of Quail Creek.
- b) Associate Memberships will be allowed on an annual basis, providing there is no Waiting List of Quail Creek residents, and the number of Regular Members and Associate Members does not exceed the set number of memberships available for the current dance season.
- c) The number of Associate Memberships may be limited as determined by the board.

Section 2: Reduction of the membership shall be determined only by the Board of Directors and shall be done only by normal attrition.

Section 3: New members will be invited chronologically from the dated Waiting List held by the Membership Chairperson of the club. Couples waiting for a Regular Membership will have priority over Associate Memberships.

Section 4: Single persons may become members by obtaining a couples membership and may bring a guest to each dance.

Section 5: No member couple may send another non member to fill their place at a dance. In the event of illness, a member may bring a guest if the other member of that couple is unable to attend.

Section 6: Memberships may not be shared, pooled, transferred or given away.

Section 7: Waiting List

- a) A Membership Form shall be submitted by prospective members. If there is no vacancy in the Club, the couple's names will be added to the Waiting List.
- b) The QCBDC Waiting List is used only for members interested in obtaining a membership in the Club.
- c) While on the Waiting List, a couple may be called to replace a member couple who cannot attend a dance. The replacement couple will pay a dinner amount as determined by the Board of Directors. The replacement couple will abide by all the rules and bylaws of the Club.
- d) When offered a membership in the QCBDC, should the membership be turned down, the couples' name will be removed from the Waiting List.
- e) Current members who have **medical problems** that prohibit them from a full membership shall be placed at the top of the Waiting List. When their health improves they will notify the Membership Chair for reinstatement in the Club.

Article IV – Officers:

Section 1: The Board shall consist of the following officers: President, Secretary, Treasurer/Expo Business Manager, Membership Chair, Food & Beverage Chair, Music Chair, Social Chair, Publicity Chair, and Expo Sales Manager. Each of the nine Board members will have one vote on all matters before the Board (President votes only to break a tie and the Advisor does not have a vote (as per Section 4-Responsibilities of Officers, Advisor).

Section 1.1: The term of each Board member shall be two years in one position, with no one person serving more than 4 consecutive years in two different positions.

Section 1.2: Vacancies on the Board shall be filled by the Board from the Club membership. A Board member who misses 50% of the Board meetings within one dance year will be dismissed from the Board.

Section 2: A nominating committee comprised of 3 Board members shall recommend other club members for various open board positions. The Board shall vote on the new Board and present them to the membership at the last dance of the season.

Section 3: Associate Members may not serve on the Board. They may participate on Committees.

Section 4: Responsibilities of Officers:

The **President** is responsible for the overall club organization, management and administration. President shall preside at all Board meetings and any general membership meetings. In addition, the President shall appoint all committees subject to ratification by the Board.

The **Secretary** is responsible for taking minutes of all meetings in a form suitable for presentation at meetings and maintains all such minutes and attachments for future reference. Correspondence of the Club shall be prepared by the Secretary and presented to the designated correspondent for signature and mailing when required.

The **Treasurer/Expo Business Manager** is responsible for maintaining the bank accounts and the financial books and records of the Club, and for developing the budget that is to be presented to the Board each dance year. These records are subject to oversight by the Audit Committee and the Property Owners Association. Additionally, the Treasurer will provide financial assistance i.e. invoicing and financial reports for the Expo.

The **Membership Chair** is responsible for stimulating interest in the Club and is the primary contact with residents interested in membership. The Membership Chair will maintain a roster of all members as well as keep a dated Waiting List of residents interested in joining the club. Additionally, the Membership Chair is responsible for soliciting the seat assignments and dinner choices of the members for each dance.

The **Food & Beverage Chair** is responsible for designing the theme and meals for each dinner. This position will work closely with the Banquet Manager at Madera Clubhouse to provide the highest quality meal within the designated budget. Additionally, the Food & Beverage Chair will be responsible for the printed menu at each dance.

Music Chair is responsible for the planning, selection, and contracting of the bands for the dances.

The **Social Chair** is responsible for the design and selection of the table décor for each dinner dance. This position works closely with the Food & Beverage Chair to ensure that the designed theme is carried out at each dance.

The **Publicity Chair** is responsible for publicity concerning the Club, including but not limited to articles in the Quail Creek Crossing, flyers in the New Homeowner's Packet as well as in the Madera Clubhouse, and publicity regarding the Expo.

The **Expo Sales Manager** is responsible for soliciting a sales team from the membership of the Club who will in turn seek individuals and organizations to exhibit their goods and services to the attendees of the Expo.

The **Advisor** shall be the immediate past President of the Club and shall offer advice but not have a vote on board matters. Should the immediate past President be unable to hold this position, one may be appointed at the discretion of the Board.

Article V – Committees:

Section 1: Permanent (standing) committees, at a minimum, will include:

- a) **Expo Committee** – will be comprised of an Expo Chair, Expo Sales Manager, and Expo Business Manager. Duties include but are not limited to the following:

1. Expo Chair is responsible for the overall organization, management, and promotion of the Expo.
 2. Expo Sales Manager is responsible for soliciting a sales team from the membership of the Club who will in turn seek individuals and organizations to exhibit their goods and services at the Expo.
 3. Expo Business Manager is responsible for invoicing the vendors, ensuring payments are made, for tracking Expo expenses, and for providing a financial report of the Expo.
- b) **Historian and Photographer** – The Historian is responsible for documenting the social aspects of the club including keeping records of articles, flyers, and photographs. The Photographer is responsible for taking pictures of the dance and expo events, ensuring that they are on the website as well as available to the Historian.
- c) **Webmaster** – This person is responsible for ensuring that the website is operating correctly and is up-to-date at all times.
- d) **Dance Class Coordinator** – This person is responsible for arranging and scheduling dance instruction for the Quail Creek community at large. This person will coordinate the scheduling with Robson and with the dance instructors.
- e) **Audit Committee** – Shall consist of three members of the general membership. Board members may not be on the Audit Committee.
1. The Audit Committee shall report directly to the President.
 2. On an annual basis, not later than May 31st, the committee will examine the Treasurer’s financial records and report their findings to the President who will present them to the Board of Directors.
 3. The committee will also submit the annual financial statements to the Property Owners Association, if requested.

Article VI – Board Authority:

Section 1: The Board of Directors shall be charged with the general management of the Club and will make all decisions of the Club.

Section 2: When voting on matters coming before the board, including election of new Board members, a simple majority shall prevail.

Section 3: Board meetings shall be scheduled at the discretion of the President but shall be no less than five times a dance year.

Article VII – Dance Year/Financial Year:

Section 1: The Dance Year is designed as April 1st thru March 31st.

Section 2: The Financial Year for tax purposes is January 1st thru December 31st.

Section 3: The Treasurer and the President shall be authorized to sign checks for the Board-approved expenses. All payments shall be made by check. The Treasurer shall have online access to the bank account while the paper statements will be sent to the President.

Article VIII – Dues:

Section 1: Annual dues shall be set by the Board each year, payable on or before the first of April for the coming Dance Year.

Section 2: In the event of the death of a member, dues will be refunded on a prorated basis.

Article IX – Dress Code:

Section 1: For men, Tuxedos or a dark business suit and tie will be acceptable.

Section 2: For women, cocktail to formal wear is acceptable.

Article X – Guests:

Section 1: All guests must be non-residents of Quail Creek. The Membership Chair is responsible for the approval of and seating arrangements of guests at each dance

Section 2: All guests will pay a dinner charge as determined by the Board of Directors.

Section 3: A maximum of 5 Band follower couples, as required in some bands' contracts, will be admitted to each dance. They will pay a dinner charge as determined by the Board of Directors.

Article XI – Amendments:

To amend the Bylaws of the Club requires a simple majority of the Board of Directors.