

Operating Procedures

Club Name: Sun City Summerlin Dance Company (SCSDC) **Date:** September 5, 2023

Board Meetings: It is estimated that the club will hold a minimum of 9 monthly board meetings per year. Club members will be notified of board meeting dates via email and the club website.

Membership Meetings: The club will have a minimum of 3 business meetings per year, with additional business meetings called by the president on an “as needed” basis. Club members will be notified of the business meetings via email, the club website and they will be published in The Link magazine.

The membership will be given a minimum of 3 days' notice if a “Special Meeting” is called. All days of the week will be counted including the day the notice was sent. The quorum required to legally transact the business of the SCSDC is 25% of the membership. Independent contractors who are also club members, may vote on all club motions except those that are specifically related to independent contractors. Social members of the SCSDC pay annual dues and are members who have retired from dancing. Social members may vote on all motions except those that are specifically related to independent contractors.

Annual Membership Dues:

Due by January 1st of each year. A member who has not paid her/his dues by January 1st is not eligible to attend any of the SCSDC's classes. Dues for residents joining the club after June 1st shall be one half of the yearly rate. Monthly class fees are to be paid by the first scheduled class of the month. Members are responsible for monthly fees for all the classes they are participating in unless (s)he has submitted a Leave of Absence form for each class s(he) participates in.

Membership Violations.

See CCOC manual pg.10

The Election of Officers will be held in the month of November and shall be conducted as prescribed in the CCOC procedures manual pg.14.

The Duties and Responsibilities of elected Board members are as prescribed by the SCSCAI. Please refer to pages 12 & 13 of the CCOC Procedures Manual.

Amendments to these Operating Procedures shall be made as prescribed in the CCOC Procedures Manual, pgs.7 & 8.

Non-Resident Teachers:

A non-resident teacher is allowed to participate in other teachers' workshops and classes. All fees will need to be paid according to the appropriate registration forms.

In the event a situation arises for which a specific procedure has not been listed or conflicts with those listed in the CCOC manual, the procedures in the CCOC manual will be adhered to by the SCSDC.