

# SUN CITY CENTER YOGA CLUB

## BY-LAWS

### ARTICLE I: THE ORGANIZATION

#### Section I: Name of the Organization

This Club shall be called the Sun City Center Yoga Club and may be referred to herein as the Club.

#### Section II: Obligations of the Organization

The Club is an Affiliate of the Sun City Center Community Association (CA) and uses CA facilities. As such, it is bound by the CA's 501 (c) (3) status. The Yoga Club must abide by the CA Rules and Regulations as may from time to time be promulgated.

### ARTICLE II: OBJECTIVE

To support and enhance the health and well-being of the Sun City Center Community through Yoga Instruction and Yoga Education

### ARTICLE III: MEMBERSHIP

#### Section I: Criteria for Membership

Membership in the Yoga Club shall be open to all members in good standing of the Sun City Center Community Association, Kings Point, or Freedom Plaza, and others with approval of the Sun City Center Community Association Board of Directors. Club membership shall be conditional upon completion of ~~the~~ membership/liability form and payment of annual dues. Monthly fees are to be paid by the end of the following month for which classes were attended (for example, a member who attends classes in January shall submit payment for January by the end of February).

A candidate for membership or member, who is unable to pay for any part of a yoga season, may apply to the Executive Board for a waiver of fees. Approval of 3 of the 5 members of the Executive Board is required. To protect privacy, granting of a waiver shall remain confidential and not be noted in any meeting minutes or shared in any correspondence beyond the Executive Board. If other members are present in a Board meeting, they shall excuse themselves for the discussion of the application.

#### Section II: Benefits of Membership

May attend all class sessions

Free access to yoga study group and yoga nidra sessions

Receives correspondence of the club

Eligible to vote at membership meetings

Eligible to attend social events of the club

Eligible to hold office, serve on the Board and/or committees

These benefits may occasionally be adjusted by a majority vote of the Executive Board without it affecting the membership or class fees.

### **Section III: Removal of a Member (From Clubs & Organizations Exhibit 5.01.A)**

Any member may be removed from membership in the Yoga Club for cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member:

- A. The Yoga Club member who recommends the removal of another member must submit the request in writing to the Yoga Club Executive Board.
  1. The letter must clearly state the reason(s) for the proposed action
  2. The letter must be signed by the member bringing the action.
  3. The letter must be endorsed and signed by at least two (2) other members of the Club.
  
- B. A member of the Yoga Club may be removed from membership for cause by a majority vote of the members present at a duly constituted meeting of the Club. The member being considered for removal must be notified of the time, date, place and purpose of the meeting, and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the Club may, within 30 days of removal, request an appeal hearing to the Club Executive Board for reinstatement of membership.
  
- C. After one year from the date of removal, a removed member may apply for reinstatement by letter to the Executive Board. If approved by a majority vote of the Executive Board, the reinstatement must also be approved by the majority of members present at a duly constituted meeting of the Club. Any reinstatement of a former member shall be as a new member.

## **ARTICLE IV: FINANCES**

Membership dues shall be determined by the Executive Board and paid annually. Class fees may be paid monthly.

The Executive Board, with and by majority vote of its members, must approve all Club expenditures over \$50. Standing Rules will be established for approval to pay for general, on-going office type expenditures. Other unusual, special expenses must be approved in advance by the Executive Board. Purchases on behalf of the club and gifts from the club will be paid for by use of the club debit card or reimbursed if previously approved.

The Treasurer shall pay the Instructor(s) on a monthly basis based on the number of classes taught. Payment amounts (hourly rate) for any class instruction and/or other benefits is set and reviewed annually by the Executive

Board with the Minutes reflecting same. Instructors are not required to pay monthly fees for attending classes (irrespective of whether they taught that month) but are required to pay the annual dues.

Accounts of the Club shall be established with a recognized FDIC insured organization.

The financial records of the Club shall be kept in an auditable form and an audit requested every three years or just prior to transfer to an incoming Treasurer.

Members who have paid for, but not used up their funds are given a credit at the end of the calendar year to carry over to the next year. Any member may request, at any time, a refund of payments for which months they have not attended but paid for. For example, if a member pays for the entire year but at some time decides they no longer will attend, then they may request a refund for the remaining months.

The Executive Board may vote on an annual basis to offer a scholarship to anyone whose income would otherwise prevent them be able to attend classes.

The required signature on checks and financial documents shall be the Treasurer or the Club President. Checks may be issued through either a paper check or an online check.

If this club is dissolved, dispensation of cash will go to the CA or another 501C-3 non-profit organization as voted on by the Executive Board (as allowed by the CA By-Laws)

## **ARTICLE V: CLUB OFFICERS AND EXECUTIVE BOARD**

The Executive Board consists of the President, Vice President, Treasurer, Secretary, and Immediate Past President. The President and majority of the Club Officers and Board must be CA members in good standing of the CA. The Executive Board has primary authority and responsibility to manage the affairs of the Club. A quorum for a duly constituted regular or special Board meeting is 4. Board meetings may be called by the President (or V.P in her/his absence) or at the request of a majority of the Executive Board members) to conduct business on behalf of the Club.

If a decision on Board business is required before the next normally scheduled Board meeting, the President may call for a vote by email. When voting by email, any Board Member may vote in favor of the motion, against the motion or may abstain. Any Board Member not voting or abstaining will be counted as not voting. The decision determined by an email vote shall be recorded as part of the minutes of the next Board meeting. Notice of Board meetings shall be posted in the Yoga Studio. Attendance at Board meetings is open to all dues-paid members. However, only members of the Executive Board have voting rights at Board meetings.

### **Section I: President**

- A. Serves as Yoga Club liaison to the CA
- B. Oversees that the required Club Treasury data is annually provided to the CA by January 31 each year or as requested.
- C. Attends Community Leaders' Meetings 1/month... 8/year
- D. Monitors internal club business communications and approves external communications representing the club.

- E. Has signing authority on financial documents.
- F. Presides over General Membership and Board of Directors meeting
- G. Oversees all Executive and Chair responsibilities
- H. Assign ad-hoc committees, as needed, to further the operation of the Club

### **Section II: Vice President**

- A. Serves in the absence of the President
- B. Annually reviews all teachers':
  - a. Certification,
  - b. Liability insurance and
  - c. Contract terms.
- C. Annually review the Treasurer's financial records for the previous year.
- D. Provides CA by Jan 31 each year or when otherwise required:
  - a. A list of current Club Officers and members with their CA number, address and phone numbers. (any Non-CA member information must also be provided.)
  - b. A statement of the Club's dues and fees policy
- E. Review the By-laws and Standing Orders annually with the Executive and oversee the updating of these documents annually, or as changes are initiated by the Executive Board.

### **Section III: Treasurer**

- A. Collects, records and deposits all dues
- B. Maintains the financial records of the club
- C. Maintains an audit trail for monies taken in and monies paid out and credits issued
- D. Completes IRS Form 1099 for Instructors' pay
- E. Issues checks to Instructor(s) in line with the number of classes taught.
- F. Issues checks for business transacted by the Club
- G. Provides a quarterly financial report to the Board of Directors
- H. Sets up member accounts in Club software Account for any scholarship in the system in such a way to maintain privacy for the student
- I. Trains a back up to support continuity when the Treasurer is not available.

### **Section IV: Secretary**

- A. Documents and distributes the minutes of the Board of Directors and Membership meetings
- B. Prepares for the President on or about January each year, a list of all accessories owned by the Club and stored on CA property. Such material will not be covered by CA's insurance.
- C. Responsible for written correspondence on behalf of the Board.
- D. Maintains under conditions of privacy the name of each scholarship student and the terms of the scholarship

### **Section V: Immediate Past President**

- A. Provides historic perspective
- B. Advises and brings forth issues

The Club Officers shall serve without compensation but be reimbursed for expenses made on behalf of the club.

Each member of the Executive Board is entitled to one (1) vote on general issues and club decisions except the President, who only votes when necessary to overcome a deadlock caused by a tie vote.

## **ARTICLE VI: STANDING COMMITTEES**

These committees are covered in the Standing Rules. The Chairperson for each committee attends Board meetings and reports the status of their club responsibilities to the Board.

These committees deal with the on-going management responsibilities of the club. At Large Directors head these committees.

Members may self-select to join the committees.

New Standing Committees may be formed by vote of the Board as needed. A Director shall be designated by the President to lead the committee and its members shall be drawn from volunteers among the General Membership.

## **ARTICLE VII: ELECTIONS AND TERMS OF OFFICE**

Officers shall be elected to serve for two years unless completing the term of someone who has left their post. The election of officers shall be held every two (2) years on the even numbered years with interim elections being called by the Board as needed to fill remaining time for vacated posts. Officers are elected by a majority vote of the membership present, at its annual meeting. Candidates may volunteer or a slate may be put forth by a nominating committee appointed by the President. A simple majority will elect each position. New Officers shall be installed immediately following the election.

## **ARTICLE VIII: SCHEDULE OF MEETINGS AND QUORUM REQUIREMENTS**

Board meetings will be held at the discretion of the Board President (or V.P in her/his absence) or at the request of a majority of the Executive Board members. A quorum for Executive Board duly constituted meetings is 4.

General membership meetings will be set and held by the Board at noted times with the membership being provided at least 48 hours' notice by phone or email. A notice shall be posted in the room during classes. The Annual Meeting will be held in January. A quorum consists of 20 members being present and is needed for a duly constituted meeting.

The President may decide to submit a vote by email. The General Membership vote by email may be an Approve, Against, Abstain or no response. Abstentions and non-responses will be both be regarded as not voting.

**ARTICLE IX: PROCEDURE FOR AMENDING BYLAWS**

Amendments to the By-Laws may be initiated by any Club member by submitting the proposed amendment in writing to the Executive Board. The amendment, after approval by the Board, shall be presented at a scheduled Club General Meeting at which a majority of the active membership is present. Approval of said amendment requires a majority positive vote of the membership present at the meeting.

Any subsequent changes or revisions of the By-Laws shall be submitted to the Sun City Center Community Association Liaison Director (SCC CA CLD) for approval before adoption by the Club membership.

Approved by SCC CA Club Liaison Director:

-----  
CLD Signature & Date

Approved by the Yoga Club membership and signed by the Club Officers:

-----  
President's Signature & Date

-----  
Vice President's Signature & Date

-----  
Secretary's Signature & Date

Treasurer's Signature & Date

Revised by Phyllis Laufer, Joel Richmond & Lynne Sells 01/2022

Revised by Lynne Sells 01/2021

Revised by Lynne Sells 12/2020

Revised by Lynne Sells 01/2020

Revised by Coralease Ruff 04/2014

Developed by Lynne Sells 02/2011