

Sun City Grand Drama & Comedy Club

Chapter 12 and 13- Club Specific Additions to the Board Approved Charter Club Policies & Procedures

Adopted by the General Membership on February 5, 2019

CHAPTER 12

2.15-On occasion, Drama & Comedy Club Members may be compensated for providing services to the Club as determined by the CCEB.

3.1- The CCEB shall minimally consist of a President, Vice-President, Secretary and Treasurer or Secretary/Treasurer. The number of positions on the CCEB may vary.

Roles and Responsibilities:

President-

- Sets direction, conducts business affairs, approves contracts, policy and budget management of the club
- Sets agendas and chairs all board and general membership meetings
- Meets with the Association's Performing Arts Committee (PAC)
- Appoints committee chairpersons
- Publishes final financial performance for each production to the board and membership
- Acts as sole contact with CAM and authority to assign responsibility for individual contacts

Vice President-

- Assists the President in all aspects and duties of leading the club
- Shares responsibility in setting agendas and attending meetings
- Attends Music Club board meetings as Drama & Comedy Club liaison
- Serves on the director and musical selection committees

Treasurer-

- Maintains accounting, banking and financial statements
- Maintains bank accounts to include disbursement of payments and deposit of receipts
- Reconciles bank accounts and prepares monthly Treasurer's Report
- Prepares and submits year end reports

Secretary-

- Records and reports all board and general membership meeting minutes

Other Board Members-

- Participate in board and membership meetings.
- Chair committees as assigned by the President
- Prepare reports as necessary
- Mentor club members, search for talent, qualifications and desire to participate in club activities
- Promote and serve the club

3.5- The election of the President and Secretary shall occur in odd numbered years. The election of Vice-President and Treasurer shall occur in even numbered years. Each shall hold a 2 year term in office. Board members will be elected for 2 year terms and on a staggered basis as determined by the CCEB. Board members may succeed themselves for one additional term of office. If there are no qualified candidates for a position, an exception may be approved by the CCEB.

The term of office for CCEB members shall commence on May 1st and conclude on April 30st.

CHAPTER 13

13.1- Dues Annual dues for the Drama and Comedy Club shall be recommended by the CCEB and approved by the General Membership. Dues are payable each year on the first day of January. Dues not paid by the end of January shall be deemed delinquent and the Member will be dropped from the Club Membership roster. A Member who joins the club in October, November, or December will be considered “paid” for those months and the next calendar year.

13.2- Non-resident Guest Individuals who are nonresidents of Sun City Grand (and therefore are not Drama & Comedy Club Members) may be contracted to participate in Drama & Comedy Club sponsored events.

- **Searching for Sun City Grand residents who have the talent, qualifications and desire to participate is a constant responsibility. The CCEB will review and approve (or disapprove) each specific non-resident participation situation.**

REVIEWED AND APPROVED

Kate Heiser _____

February 12, 2019

SCG Drama & Comedy Club President

Date

Lorena Nieto _____

February 22, 2019

SCG Lifestyles Manager

Date