

Charter

ARTICLE I **Name and Purpose**

- SECTION I.1 Name: The name of the Club shall be SCSCAI Community Theatre Club.
- SECTION I.2 Purpose: The purpose of the Club shall be to provide an outlet for creative club member involvement in all aspects of the theatre experience. The Club exists to benefit its members and shall operate as a nonprofit organization, with all funds being used for Club purposes.

ARTICLE II **Authority and Limitations**

- SECTION II.1 Quorum: A quorum is required in order to conduct any Club business. A quorum is defined by the Club to be 15% (percent) of membership.

ARTICLE III **Membership**

- SECTION III.1 Membership: Membership shall be open to owners or residents holding a current Association card and who are in good standing with SCSCAI. Participation in activities or performances may be based on skills or training. The qualifications will be defined by the individual Club.
- SECTION III.2 Dues: Dues shall be established by the Club and shall be collected each calendar year. Any proposed change in the dues must be voted on and approved by a majority of Club members provided the quorum requirement for conducting business has been met.

ARTICLE IV **Meetings**

- SECTION IV.1 Membership Meetings: A meeting of the membership shall be held at least once a year in the month of January. Virtual meetings are permitted.

SECTION IV.2 Club Officer Meetings: The Club Officers shall meet monthly. Special meetings of the officers may be called at the discretion of the president.

SECTION IV.3 Meeting Notification: All Club membership meetings must be published a minimum of 30 days prior to the meeting in the LINK magazine. All election meetings must be published a minimum of 60 days prior to the election date in the LINK magazine. All meeting notices must be submitted according to the LINK magazine deadline.

ARTICLE V
Organization

SECTION V.1 Composition: The Club must have at least three Club Officers, a president, a vice-president, and a secretary/treasurer. These Club Officers must be three different individuals.

SECTION V.2 Club Officers: The elected Club Officers (president, vice president, secretary/treasurer) and any other elected Club Officer position shall serve as the foundation of the Club's voting officers.

Vacancies: In the absence of the president, the vice president shall automatically assume the duties. All other vacancies shall be determined by a vote of the remaining elected officers.

SECTION V.3 Compensation: Club Officers are unpaid volunteers and cannot receive compensation in any form.

ARTICLE VI
Administration

SECTION VI.1 Secretary's records: Will be retained for three (3) years including Club meeting minutes and passed on to each successor.

Treasurer's records: Will be retained for a minimum of ten (10) years and passed on to each successor.

SECTION VI.2 Meeting Documentation: All meetings shall be documented with minutes which will be made available for review by any member of the Club upon request with the exception of a Club Officer meeting dealing with Club member issues.

ARTICLE VII
Finances

SECTION VII.1 Budget: A budget shall be prepared annually for Club members to approve.

Unbudgeted Expenditures: Unbudgeted Expenditures exceeding \$500 must be voted on by the Club members. Expenditures included in the budget do not need to be voted on unless they exceed the projected cost by more than 20 (percent) %.

ARTICLE VIII
Elections

SECTION VIII.1 Elections: Elections shall be held annually in the month of November. New officers shall take office on January 1.

Nominations and Term of Office: Club members may nominate themselves including on the day of the election. Term of office is one year. There are no term limits for any individual office.

SECTION VIII.2 Officer Recall: If the majority of the members determine that a Club Officer is not fulfilling his or her duties, members may call for a recall election by submitting a petition signed by a majority of Club members to the Club Officers. Said recall election will be handled in the same manner as the annual election.

ARTICLE IX
Amendments and Operating Procedures

SECTION IX.1 Amendments: Club Officers must approve the proposed amendment(s) by a majority vote. The proposed changes must be approved by the CCOC before voting by the Club membership.

SECTION IX.2 Operating Procedures: Shall not conflict with or modify this Charter, the CCOC Procedures Manual or any SCSCAI governing documents.

ARTICLE X
Dissolution

SECTION X.1 Dissolution: Charters may be revoked or suspended following a recommendation by the CCOC and the subsequent decision of the SCSCAI Board of Directors. The SCSCAI Board of Directors also has the

authority to revoke or suspend any Club Charter with or without any recommendation from the CCOC.

SECTION X.2 Assets: Upon dissolution of the Club all assets shall remain the property of the SCSCAI.

SECTION X.3 Approval: The approval must be obtained by a majority vote of the Club membership at which a quorum is present at an in-person meeting, virtual, meeting or e-mail ballot. If the Club membership has declined to the point where a quorum to hold a meeting to dissolve the Club is not possible, the majority of Club Officers may request the CCOC recommend dissolution of the Club to the SCSCAI Board of Directors. Final dissolution of the Club requires the approval of the SCSCAI Board of Directors.

