

BYLAWS OF THE BOWS AND BEAUS SQUARE DANCE CLUB

ARTICLE I -- NAME

The name of this non-profit organization shall be the BOWS AND BEAUS, hereinafter referred to as the Club.

ARTICLE II -- PURPOSE

The Club is formed to provide facilities where square dancers can enjoy dancing together in a spirit of friendliness and cooperation; and, where each member is allowed the opportunity of sharing in the Club's responsibilities.

ARTICLE III -- MEMBERSHIP

Sec. 1: Membership is open to adult square dancers.

Sec. 2: Prospective members shall submit applications on a form approved by the Executive Board, as defined in Art IV, Sec 1, accompanied by the deposit specified on the form. The deposit shall be returned if the applicant is not accepted for membership by the Executive Board.

Sec. 3: All applicants must demonstrate the ability to dance at the Club level (PLUS) for membership. The Board shall determine the procedure for applicants to demonstrate such ability (e.g., by dancing with the Club for three weeks prior to submitting their application) and may specify a simplified procedure for those completing a Club-sponsored class who apply within four weeks of the class promotion.

Sec. 4: Membership applications will be voted on by the Executive Board at regular monthly meetings and membership will become effective immediately upon approval. Dues will be effective the calendar month following membership approval or the month in which approval is granted, if this occurs on or before the first Club dance night of the month.

Sec. 5: Continued membership is dependent upon dues payment, regular attendance and appropriate behavior at Club and other square dance functions.

A) Dues payment -- Dues are payable monthly at the first Club dance night. If not paid by the end of the month, dues are delinquent. If dues remain unpaid at the end of a second month, the member will be notified by the Treasurer that he/she may be dropped at the end of the third month if dues remain unpaid.

B) Attendance – Regular attendance is expected of all members. Lack of regular attendance is grounds for the Executive Board to terminate a membership. A member attending less than 50% of Club dance nights for two consecutive months, or absent on three consecutive Club nights, may be invited to provide a reason for the absences to the Membership Chairperson for consideration by the Executive Board. Members, unable to attend Club night for any reason, should notify the Membership Chairperson and request a leave of absence, if the absence will exceed the limits noted above.

B.1) Leaves of Absence -- Leaves of Absence will be granted by the Membership Chairperson upon submission of a written request to him/her stating the reason and duration of the leave requested. Leaves will be for a minimum of two months and a maximum of six months. Members on leave may not vote or hold office and are exempt from payment of Club dues during their absence. Members shall pay SCVSDA fees. Members returning from Leave of Absence shall satisfy the Executive Board that they meet the same criteria of dancing ability applied to new members. Leaves shall start on the first of the month and end on the last day of the month.

C) Behavior -- A member appearing at Club or other square dance functions under influence of alcohol or drugs or engaging in violent or disruptive behavior or not conforming to normal standards of square dance etiquette, shall be warned by the President or other officer designated by the Executive Board. If the member repeats such behavior, he or she shall be considered for dismissal.

Sec. 6: Guidelines to determine Honorary and Lifetime members are kept by the Club President.

ARTICLE IV -- OFFICERS AND EXECUTIVE BOARD

Sec.1: The elected officers of the Club are President, Vice-President, Secretary, Treasurer, Membership *Chairperson*, and Chief Delegate. These officers, and the Immediate Past President, constitute the Executive Board. Their duties are as follows:

President: Presides at Club and Executive Board meetings; supervises all committees; appoints and discharges committees; initiates suitable action in emergencies; appoints replacements to fill vacancies in Club offices.

Vice-President: Assumes duties of *the* President in his/her absence; takes charge of the beginners' class and acts as liaison between the class and the Club.

Secretary: Prepares all Club correspondence; keeps minutes of Executive Board and Club meetings; maintains a list of current standing policies and the Club information sheet. Has custody of the official copy of these Bylaws.

Treasurer: Custodian of funds; collects all monies; pays all bills approved by the Executive Board as provided elsewhere in these Bylaws; presents financial reports at Executive Board meetings; prepares written financial reports at the end of term office; notifies the Membership Chairperson of members who are in arrears in dues payments. Collects and forwards Association fees when required.

Membership Chairperson: Accepts membership applications and presents them to the Executive Board for action; submits badge orders; keeps all membership records; publishes a Club roster periodically; maintains an emergency contact list; contacts members who have not been attending regularly; processes Leaves of Absence, resignations and other changes. Maintains a list of honorary and life members.

Chief Delegate: Serves as a Delegate to the meetings of any Square Dance Association of which the Club is a member; recruits Club members for appointment by the Executive Board as appointed Delegates; keeps the Executive Board informed of actions of the Association; appoints an alternate Delegate if either he/she, or an appointed Delegate is unable to attend an Association meeting.

Sec. 2: Immediate Past President: The President at the end of a normal term of office shall be designated the Immediate Past President during the following term, provided he/she remains a member of the Club. A President leaving office in mid-term shall not hold this designation. At times this position may be vacant (e.g., when a President is re-elected or is elected to another office).

Sec. 3: The Executive Board shall appoint the following non-voting officers:

- a) Ice Cream Fling Thing Chairperson: Coordinates all ICFT activities; reports status of ICFT to the Executive Board at Board meetings; selects an assistant.
- b) Historian: Maintains an album of all Club activities.
- c) Square Head Coordinator: Advises Square Heads when they have the duty and purchases all supplies needed by the Square Heads.
- d) Delegates (Up to three): Serve as delegates to meetings of any Square Dance Association of which the Club is a member; assist the Chief Delegate in keeping the Executive Board informed of actions of the Association; inform the Chief Delegate if unable to attend a meeting of the Association. A person may be appointed to the office of Delegate in addition to any other office held in the Club.
- e) Social Activities Chairperson: Arranges for non-dancing Club activities.

Sec. 4: The President may assign other duties as necessary; for example, Sunshine, SRTB Chatter School Liaison, Flyer Coordinator, Class Publicity, and Sheriff.

Sec. 5: The Executive Board shall meet monthly, or as necessary, at the call of the President.

Sec. 6: The Club caller may be invited to attend Executive Board meetings in an advisory capacity, but may not hold office in the Club.

ARTICLE V -- ELECTION OF OFFICERS

Sec. 1: By October the first, the President will appoint a Nominating Committee of three persons, approved by the Executive Board, which shall recruit members to run for elective office. All persons nominated must indicate their willingness to serve by the time of the election. Nominations will be accepted from the floor on the night of the election.

Sec. 2: Election shall be the first Club night in November. Voting shall be by secret ballot in a contested election. The Nominating Committee shall prepare, distribute, collect, and count the ballots.

Sec. 3: Officers shall be elected for the term of one year by a plurality vote of the active members, present and voting at a general meeting. In case of a tie, a re-vote will be held at this meeting.

Sec. 4: Elected officers shall take office on the first Club night the following January, and shall serve until their successor takes office, except as provided in Sec.7 of this article.

Sec. 5: Officers shall not hold the same office for more than three consecutive terms. This term limitation shall not apply to the Chief Delegate.

Sec. 6: Any vacancies of office occurring in mid-term shall be filled by appointment by the President.

Sec. 7: An officer relinquishes the office if their membership in the Club terminates, or if they take a Leave of Absence. An elected officer who fails to attend three consecutive Board meetings, or who otherwise fails to perform the duties of the office, may be recalled by a majority vote of the Club, a week's prior notice having been given to the Club.

ARTICLE VI -- FINANCE

Sec. 1: Dues and any special membership assessments shall be set by the Executive Board and approved by a simple majority of the members present and voting at the next general or special meeting.

Sec. 2: The Caller shall be paid as specified by Agreement.

Sec. 3: Club checks will be signed by two of the following officers: Treasurer, Vice-President, or President.

Sec. 4: All expenditures of funds other than regular and recurring expenses shall be approved by the Executive Board in advance of payment.

Sec. 5: All surpluses from the Club hoedowns shall be returned to the Club treasury.

Sec. 6: The monthly financial report shall be made available for inspection by any Club member requesting it.

Sec. 7: The Executive Board determines whether the Bows and Beaus class should have its own finances, separate from the Club. This account is under the direction of the Vice-President. The class account requires an annual audit by the Club Treasurer or Club President. The amount in this account shall be determined by bank fees and minimum required balance. Any monies remaining in the class account at the end of a class year, over and above the minimum required, shall be transferred to the Club account.

ARTICLE VII -- AMENDMENTS

Sec. 1: These Bylaws can be amended only by a two-thirds vote of those active members present at a Club night. At least one week in advance, an announcement shall be made at a Club night that an amendment is to be considered and copies of the proposed changes shall be provided and copies mailed to members not present.

Sec. 2: If at any time the Club is informed that its Bylaws are not acceptable to any association of which the Club is a member; this information shall be presented to the Club membership at a general meeting called by the President.

ARTICLE VIII -- CLUB DISBANDING

Sec. 1: If for any reason the Club should disband, all monies left in the Club and Class treasuries will be given to a charity or charities selected by the Executive Board. The disposal of Club equipment shall be determined by the Executive Board.

Article V, Section 5 Revised November 2016; approved by Club members 11/02/16.