

# **THE BYLAWS BOWS AND BEAUS SQUARE DANCE CLUB**

## **ARTICLE I -- NAME**

The name of this non-profit organization shall be BOWS AND BEAUS SQUARE DANCE CLUB, 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

Sec. 4: Membership applications will be voted on by the Executive Board.

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

## **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, sometimes referred to as the 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 current policies and procedures manual 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 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: Past President: The President at the end of a normal term of office shall be designated the 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, if deemed necessary.

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 supplies needed by the Square Heads.

d) Social Activities Chairperson: Arranges for non-dancing Club activities.

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

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.

Sec. 7: The Executive Board shall maintain a manual of Policies and Procedures containing details about the operational aspects of the Club. Any changes to the manual shall be by a majority vote of the Executive Board.

## **ARTICLE V -- ELECTION OF OFFICERS**

Sec. 1: The Executive Board with the help of one or more club members shall recruit members to run for elective offices. 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 held in November.

Sec. 3: Officers shall be elected for the term of one year by a plurality vote of the 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. Notwithstanding the above limitation, an officer may continue to hold the same position indefinitely, if no one is willing to run for that office. 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 upon termination of membership in 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: All expenditures of funds other than regular and recurring expenses shall be approved by the Executive Board in advance of payment.

## **ARTICLE VII -- AMENDMENTS**

Sec. 1: These Bylaws can be amended only by a two-thirds vote of those members present at a Club night. At least one week in advance of the Club night when the amendments are to be voted on, copies of the proposed changes shall be provided to all the members by email or other means.

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.

Last revision approved by Club members 02/27/2019