

SQUARE WHEELS SQUARE DANCE CLUB, INC. BYLAWS
(adopted 05/14/2010, amended 05/25/2013, 06/03/2017)

ARTICLE I

Name

The name of this non-profit organization shall be the Square Wheels Square Dance Club Inc., hereinafter referred to as SWSDC, or as the Club.

ARTICLE II

Purpose

The purpose of the Club is to promote and maintain Western style square dancing; and to promote square and round dancing activities for the enjoyment of Club members, other dancers, and the public.

ARTICLE III

Membership, Dues, Fees, Lessons

- 1) Membership.
 - a) A member should be a qualified club level dancer. Prospective new members shall have satisfactorily completed a course of square dance lessons sponsored by SWSDC, or have received equivalent instruction and/or experience elsewhere.
 - b) A member must pay the current membership dues (and any outstanding indebtedness to the Club).
 - c) A member should be willing to assist in voluntary service in support of SWSDC, as may be needed from time to time.
 - d) Minimum age of membership is 11. All persons under 16 years of age must be accompanied to lessons and all other Club functions by a responsible adult.
 - e) A student dancer graduating from the Club's beginner dance class is eligible to become a member upon graduation. A graduating student who wishes to become a member shall be given a Club badge, at the expense of the Club.
 - f) A new member joining in any other way shall be given a Club badge, at the expense of the Club, upon payment of dues by the new member.
 - g) A copy of the Club bylaws shall be presented to each member upon joining the Club, and after each revision. The Secretary shall distribute the current bylaws to the membership.
 - h) The Club newsletter shall be made available to all members.
 - i) The Executive Board, by two-thirds vote, may terminate a membership for conduct which tends to damage the good name of the Club, or disturb its wellbeing. Examples of such conduct include:
 - (i) Use or possession of alcoholic beverages at Club-sponsored workshops, lessons or dances.
 - (ii) Disruptive, inappropriate behavior at any Club function.
- 2) Dues and Fees.
 - a) Each year, the Executive Board shall recommend the amount of dues per member, and the Club dance admission fee for the following Club year. Any

changes in dues or admission fees, including any waiver policies, shall be approved by the general membership.

- b) Dues are payable as of the annual meeting; dues not paid by October will result in loss of membership. Former members may be reinstated upon payment of the current dues.
 - c) New members joining the club up to March 1 will pay dues for the current fiscal year. New members joining the club after March 1, and graduating students in the spring class, shall have their dues applied to the following fiscal year.
- 3) Lessons.
- a) The Club will attempt to sponsor square dance lessons on a regular basis, as part of its efforts to promote and maintain square dancing, and to encourage new participants in the activity.
 - b) The minimum age to take lessons shall be 10. All persons under 16 years of age must be accompanied to lessons and all other Club functions by a responsible adult.

ARTICLE IV

Officers

- 1) Officers of the Club shall be:
 - a) President
 - b) 1st Vice President
 - c) 2nd Vice President
 - d) Secretary
 - e) Treasurer
- 2) Officers must be members of the Club, at least 18 years of age, and shall be elected by the membership annually.
- 3) Officers shall perform the duties prescribed by these bylaws, and by the parliamentary authority adopted by the Club.

ARTICLE V

Duties of Officers

- 1) President --
 - a) Preside at all Club meetings.
 - b) In the absence of the Treasurer, sign and disburse checks.
 - c) Represent the Club, as needed, at Club dances and other public functions.
- 2) 1st Vice President --
 - a) Assume the duties of the President, if the President is not available at a Club meeting or function.
 - b) Run the Club's beginner dance classes.
- 3) 2nd Vice President --
 - a) Assume the duties of the President, if the President and 1st Vice President are not available at a Club meeting or function.
 - b) Assist the 1st Vice President in running the Club's dance classes.
 - c) Assume primary responsibility for the beginner dance classes, as needed.
- 4) Secretary --

- a) Record minutes for all Executive Board and general membership meetings.
 - b) Handle general correspondence for the Club, as requested by the Board.
 - c) Keep the official copy of the bylaws, and any other guiding documents relating to the operation of the Club.
- 5) Treasurer --
- a) Act as custodian of the Club's funds, receive and disburse funds, and keep a record of all monies received and disbursements made.
 - b) Maintain the Club membership list.
 - c) Keep a record of attendance at Club dances.
 - d) Keep contracts with callers, cuers, dance venue rental agents; club insurance documents; and any other legal documents.
 - e) File any needed tax returns, annual reports to the Secretary of the State, and any other documents or reports required by law.
 - f) Present reports at Executive Board meetings, and at the annual general membership meeting.

ARTICLE VI

Committees

- 1) Standing committees.
- Each committee chair may appoint additional committee members, as needed.
- a) Programmer --
 - (i) Plan the Club's dance program (dates, callers, cuers, venues) for upcoming dance seasons.
 - (ii) Upon Executive Board approval of the planned program for each dance season, execute contracts for callers, cuers, and dance venue agents.
 - (iii) Provide completed contracts to the Treasurer.
 - b) Travel --

Plan, coordinate, and keep records of the Club's organized participation in outside (non-SWSDC) square dance events.
 - c) CASDC representative --

Represent the Club at meetings of CASDC (Connecticut Association of Square and Round Dance Clubs), and act as a conduit of information between SWSDC and CASDC.
 - d) WMSARDA representative --

Represent the Club at meetings of WMSARDA (Western Massachusetts Square and Round Dance Association), and act as a conduit of information between SWSDC and WMSARDA.
 - e) Newsletter --

Write, edit, and distribute the Club newsletter.
 - f) Publicity --

Provide information about Club activities to members of the square dance community, and to the general public.
 - g) Hospitality --
 - (i) Coordinate refreshments at Club dances; and at other Club activities as may be requested by the Executive Board.

- (ii) Maintain a monthly record of hospitality expenses and income, and provide such record to the Treasurer.
- 2) Special committees.
 - a) Audit committee –
At least once every other year, the President shall appoint an Audit committee. It is preferred that the committee member(s) hold no other Club office. The committee shall audit the Treasurer’s books and accounts, and the committee’s findings shall be made available to the Executive Board and to the general membership.
 - b) Nominating committee –
Described under Elections (Article IX).
- 3) Other committees.
Other committees, standing or special, may be appointed by the President, as the Club or the Executive Board deem necessary.

ARTICLE VII

Executive Board

- 1) The Executive Board (also referred to as the Board in these bylaws) shall consist of the Officers, and the chairs of the following standing committees: Programmer; Travel; CASDC representative; WMSARDA representative; Newsletter; Publicity; Hospitality.
- 2) The above Board members must be Club members, at least 18 years of age, and shall be elected annually by the Club membership.
- 3) In addition, a past president of the Club may be appointed by the Executive Board, to be a full member of the Executive Board, and to serve a concurrent term with the other members. This Board member, if appointed, shall be called Past President.
- 4) Each Board position may be held either by one person or by two persons jointly as co-office-holders. A Board member may hold more than one position, if so elected or appointed. In the event that a Board member holds multiple positions on the Board, that person has only one vote (not one vote per position). If a position is held jointly, only one vote may be cast on behalf of that position, even if both co-office-holders are present at a meeting. In short – no more than one vote per position; and no more than one vote per person.
- 5) A member of the Executive Board may be removed from office by two-thirds vote, at a regular Board meeting with notice, or at a special Board meeting duly called for that purpose. Reasons for removal include failure to carry out the duties of the position, or any other reason deemed sufficient by the Board. The general membership also retains its right to remove Board members, as described in the parliamentary authority adopted by the Club.
- 6) The Executive Board shall have general supervision of the affairs of the Club in between general membership meetings; it shall fix the time and place of meetings, make reports and recommendations to the Club, and perform such other duties as are specified in these bylaws.

ARTICLE VIII

Meetings

- 1) Meetings of the General Membership.
 - a) A quorum shall consist of 20% of the total Club membership.
 - b) There shall be a regular annual meeting of the membership in May. This meeting shall be for the purpose of electing officers, receiving the reports of officers and committees as needed, and for conducting any other business that may arise.
 - c) Special meetings of the membership may be called by the President or by the Executive Board, or shall be called upon the written request of at least 15% of the members of the Club. The purpose of the special meeting shall be stated in the call, and reasonable notice (at least 10 days) shall be given to all Club members. For brief items of business, it is acceptable to call such a meeting to coincide with a dance, workshop, or other function of the Club.

- 2) Meetings of the Executive Board.
 - a) In order to achieve quorum, at least half of all occupied Board position must be represented. Moreover, at least two of the Officer positions (President, 1st VP, 2nd VP, Secretary, Treasurer) must be represented, by at least two different individuals. All of these conditions must be met in order to achieve quorum.
 - b) The Board shall meet not less than 8 times during the year. The time, date, and location of meetings shall be determined by the Board. The date, time, and location of each regular Board meeting shall be published in the Club newsletter, or otherwise made known to the Club membership.
 - c) Executive Board meetings are open to all Club members. Non-Board-members may participate in discussion, but do not have a vote at Board meetings. The Board retains the right to ask non-Board-members to leave a Board meeting at any time.
 - d) Special meetings of the Board may be called by the President, or shall be called upon the written request of at least three members of the Board. The purpose of the meeting shall be stated in the call, and, except in the case of emergency, at least three days notice shall be given. Notice of any special meeting of the Board must be given to all Board members.
 - e) It is recognized that rapid emergency action is sometimes required, before a Board meeting can be convened. Whenever emergency action is taken on behalf of the Club, by the President or by any other Board member, the Board shall be informed as soon as possible, and the action ratified by the Board if necessary.

- 3) Voting.

Except as otherwise provided in these bylaws, all votes taken at meetings of the general membership, or at meetings of the Executive Board, shall be by show of hands or by voice vote; however, if even one member requests a vote by secret

ballot, the request must be honored, and the vote shall be conducted by secret ballot.

ARTICLE IX

Elections, Vacancies, Terms of Office

- 1) The Executive Board shall appoint a nominating committee no later than March 31 of each year. The committee will work to recruit candidates for all Board positions for the coming year. The list of candidates chosen by the nominating committee shall be announced to the Club membership, in writing, no less than 10 days before the annual meeting. Additional nominations shall be allowed from the floor at the annual meeting.
- 2) Executive Board members shall be elected at the annual general membership meeting. The vote for any contested position shall be conducted by secret ballot. Ballot voting is not required for the election of unopposed candidates.
- 3) If there is an incomplete election for an Officer position, the election for that position should be completed by the general membership at a subsequent membership meeting, with notice.
- 4) If there is an incomplete election for one of the other elected Board positions, the Executive Board has the authority to fill that position.
- 5) If any Board position falls vacant during the course of the year, the Executive Board shall fill the vacancy.
- 6) If the Board becomes incapable of meeting its own quorum requirement for at least two successive meetings, the Board is authorized to call a special meeting of the general membership. A majority vote of the Board, even in the absence of quorum, shall be sufficient to issue the call. The special membership meeting shall be called with no less than 10 days notice, and shall be for the purposes of accepting the resignations of any Board members who wish to resign, and/or to remove Board members for non-performance if necessary, and/or to conduct elections to fill vacancies on the Board.
- 7) Each Board member is elected to serve for one year, or until a successor is elected. The term of office of each Board member begins at the close of the meeting at which he or she was elected. The term of office of any appointed Board member begins at the time of appointment, and continues until his/her successor is elected or appointed as specified in these bylaws.
- 8) No person shall be eligible to serve as Club President for more than two consecutive full terms. This rule may be suspended by two-thirds vote at any meeting of the general membership, thereby making the current President eligible to serve an additional term. This rule may only be suspended for one term at a time (permanent or open-ended suspension is not allowed).

ARTICLE X

Receipt and Disbursement of Funds

- 1) The Club's fiscal year shall be May 1 through April 30.
- 2) The Treasurer shall receive all income of the Club.
- 3) Funds for routine expenses of the Club may be disbursed under the signature of the Treasurer or the President.

- 4) Disbursements for other than routine expenses must be authorized by majority vote at a meeting of the Executive Board.
- 5) Disbursements for extraordinary expenditures must be authorized by majority vote at a meeting of the general membership.
- 6) In the event of an emergency requiring expenditure of money, the President (or, in the President's absence, one of the Vice Presidents) is authorized to commit Club funds, not to exceed \$300. Emergency expenditures must be reported to the Board at the next meeting.

ARTICLE XI

Amendment of Bylaws

- 1) Bylaws amendments may be considered and adopted at the annual meeting, or at a special meeting of the general membership called for that purpose. Adoption of bylaws amendments shall require a two-thirds vote of those members present and voting.
- 2) The Club membership shall be given no less than 30 days written notice of any proposed bylaws amendments to be considered at any meeting.

ARTICLE XII

Dissolution

Upon the dissolution of SWSDC, any assets remaining after payment of Club indebtedness shall be donated to CASDC, and/or the New England Square and Round Dance Foundation, and/or disbursed to another appropriate entity to further the activity of square dancing; as approved by the Club membership.

ARTICLE XIII

Parliamentary Authority

Robert's Rules of Order Newly Revised, current edition, shall govern the Club in all applicable cases, so long as those rules are not inconsistent with these bylaws and any special rules of order the Club may adopt.