

# **Swinging Stars Square & Round Dance Club**

## **Constitution and By-Laws**

**NOVEMBER 2009**

# **CONSTITUTION**

## **ARTICLE I - NAME**

The organization shall be known as the SWINGING STARS SQUARE & ROUND DANCE CLUB, a non-profit 501(c)(7) organization referred to in succeeding articles as the Club. (11/2009)

## **ARTICLE II - PURPOSE**

The purpose of the Club shall be:

- a. To promote square and round dancing for the enjoyment of its members and guests, and (11/2009)
- b. To promote square and round dancing as a recreational activity and maintain this activity according to high standards. (11/2009)

## **ARTICLE III - MEMBERSHIP**

### **1. REGULAR MEMBERSHIP**

- a. Regular membership shall be confirmed and accepted by the Executive Committee. Upon approval the name of each new member will be published in the next Club newsletter. (11/2009)
- b. New members shall be 18 years of age or older and shall be experienced dancers or graduates from classes of this or another recognized dance club.
- c. Membership shall be valid as long as dues are paid. Dues will be due and payable at the first dance of each quarter. A quarter begins with the first dance scheduled for January, April, July and October. Any member who has not paid dues within thirty days after dues are due will be sent a written notice and if dues are not paid after 15 more days will be dropped from the roster. Appropriate dues shall be determined by the Executive Committee with the approval of a majority vote of the members present and voting. (11/2009)

### **2. ASSOCIATE MEMBERSHIP (4/99) (11/2009)**

- a. Associate membership shall be limited to current members or previously active members who request an associate membership. Examples (including but not limited to) of situations that would warrant an associate membership are loss of spouse or incapacitation of a spouse.
- b. Associate membership shall entitle members to copies of the Club newsletter, the roster, and notices of special events; for example, Christmas party.

- c. The Executive Committee must approve associate membership. Upon approval the name of each new Associate member will be published in the next Club newsletter.
- d. The Executive Committee shall determine annual dues for associate members. Dues are due in January or pro-rated for the first year of membership. Dues are intended to cover the cost of postage of the newsletter and any other required fees.
- e. Associate members must pay the standard guest fee when dancing at Club dances.
- f. Associate members shall not have voting privileges.
- g. The Executive Committee has the right to rescind an associate membership should the circumstances of the associate member change.

3. **LIFETIME MEMBERSHIP** (11/2009)

- a. Lifetime membership shall be an honor that can be bestowed on dancers who have been active members of the Club for 25 years or longer. Consideration should be given to dancers who have been active contributors to the continuation and growth of our activity.
- b. The Executive Committee must approve lifetime membership. Upon approval, each new Lifetime member will be presented with a lifetime member bar for their badge and their name and honor will be published in the next Club newsletter.
- c. Lifetime members shall be entitled to all of the privileges of regular membership.
- d. There are no dues for lifetime members. Lifetime members who are no longer actively dancing are not required to be members of the North Texas Square and Round Dance Association (NORTEX).

4. **HONORARY MEMBERSHIP** (11/2009)

- a. Honorary membership shall be limited to the Caller and spouse, the Cuer and spouse, and other regular or associate club members as designated by the Executive Committee for their service to the Club.
- b. The Executive Committee must approve honorary membership.
- c. Honorary membership shall entitle members to copies of the Club newsletter, the roster, and notices of special events; for example, Christmas party.
- d. Honorary members shall not have voting privileges.
- e. There are no dues for honorary members. Honorary members who are no longer actively dancing are not required to be members of NORTEX.
- f. The Executive Committee has the right to rescind an honorary membership should the circumstances of the honorary member change.

## **ARTICLE IV – OFFICERS**

1. Officers of the Club shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer, each of whom shall be nominated, elected, and take office in accordance with the guidelines prescribed in the by-laws of this constitution.
2. Spouses/partners of officers may serve with officers. (5/2004) (11/2009)
3. The duly elected officers of the Club shall compose the Executive Committee, which is responsible for all activities of the club. (7/92)

## **ARTICLE V - MEETINGS**

1. The dances of the Club shall be on the second and fourth Friday nights of each month between the hours of 7:30 PM and 10:30 PM and shall be held at a place designated by the Executive Committee. (7/92)
2. Business meetings may be called at any time as needed by the officers or by a majority of the members of the Club. All Club members shall be notified as early as possible of a special meeting. For any meeting that requires a vote, a quorum must be present. (11/2009)
3. A quorum at all Club meetings shall consist of the presence of at least one-fourth (1/4) of the members of the Club and at least two officers of the Club. (11/2009)
4. The Executive Committee will meet at a time and place selected by the President. The Executive Committee must meet at least once each calendar quarter. Special meetings of the Executive Committee may be called at any time.
5. Parliamentary procedure at all meetings shall be conducted in accordance with Robert's Rules of Order: Revised.

## **ARTICLE VI - OPERATIONS AND ACTIVITIES**

1. All operations and activities of the officers and members of the Club shall conform to the guidelines and rules established in this constitution and its by-laws.
2. Appropriation, investment, and expenditure of the monies by and for the Club shall be accomplished according to the guidelines prescribed in the by-laws of this constitution.
3. The Executive Committee shall determine the need, the number, the fee, and the night for lessons for new students.(4/99) (11/2009)

## **ARTICLE VII - AMENDMENTS**

All amendments to this constitution must be presented to the Executive Committee who will present them to the Club membership at least one dance prior to the time of voting on said amendments. Amendments must be passed by a two-thirds (2/3) majority vote of the members present and voting. (11/2009)

## **ARTICLE VIII - DISSOLUTION**

1. The Club may be dissolved by a two-thirds (2/3) majority vote of the total membership at each of two consecutive meetings held on different days for the express purpose of voting on dissolution. (11/2009)
2. Prior to final dissolution, Club funds are to be disbursed in a manner that will satisfy current financial obligations of the Club within the limitations of the financial capabilities of the Club.
3. As part of final dissolution, all funds remaining after meeting the guidelines of section 2 of this article shall be turned over to NORTEX to be used for the promotion of square dancing. (11/2009)

# **BY-LAWS**

## **ARTICLE I - MEMBERSHIP**

Membership shall be in accordance with the constitution of this Club.

## **ARTICLE II - OFFICERS**

1. The officers of this Club and their duties shall be as follows:

### **President**

- a. Preside at Club and Executive Committee meetings
- b. Appoint and serve as an ex-officio member of all committees (11/2009)
- c. Make appointments to fill vacancies of elected and appointed positions (11/2009)
- d. Appoint a Parliamentarian and Historian for the Club
- e. Appoint two Club members, who will along with the President, serve as delegates to the North Texas Square and Round Dance Association (NORTEX) (11/2009)
- f. Shall act independently in cases of temporary emergency that might affect the purpose of the Club

### **First Vice-President**

- a. Assume the duties of the President in their absence (11/2009)
- b. Assume the responsibilities for the internal affairs of the Club by serving as an ex-officio member of the following committees, which are described in Article VIII of these by-laws: (11/2009)
  - i. Membership Committee
  - ii. Refreshment Committee
  - iii. Lessons Committee
  - iv. Specials Committee
- c. Perform other duties as requested by the President

### **Second Vice-President**

- a. Assume the duties of the President in the absence of both the President and First Vice-President
- b. Assume the responsibility for the external affairs of the Club by serving as an ex-officio member of the following committees:
  - i. Visitation Committee
  - ii. Travel Committee
  - iii. Social Events Committee
  - iv. Ticket Committee
- c. Perform other duties as requested by the President

### **Secretary**

- a. Maintain and distribute a written record of all Club and Executive Committee meetings
- b. Handle all correspondence as requested by the President
- c. Furnish information to the Secretary of NORTEX as directed by the President (11/2009)
- d. Keep extra copies of the constitution and by-laws for new members
- e. Appoint a reporter to report on Club activities

### **Treasurer**

- a. Receive and disburse all Club monies and keep accurate financial records thereof
  - b. Collect dues from members
  - c. Maintain an organized guest register
  - d. Give oral and/or written reports at Club and Executive Committee meetings
  - e. Maintain and distribute a membership roster (11/2009)
2. These officers shall be elected from the Club members to a six-month term beginning February 1<sup>st</sup> and August 1<sup>st</sup> of each year. Elections shall take place at November and May quarterly club meetings. An officer shall not succeed himself more than once unless approved by a two-thirds (2/3) majority vote of the members present and voting, with the exception of the Treasurer's position, which may not be held consecutively for more than two six month terms. (10/99) (5/2004) (11/2009)
  3. The President shall make appointments to fill vacant and unexpired terms of the First Vice-President, Second Vice-President, Secretary, or Treasurer. A vacant and unexpired term of the President shall require a special election to be called by the senior elected officer. (11/2009)
  4. Nominations for office shall be made by the Nominating Committee or from the floor if the nominee has signified a willingness to serve. (11/2009)
  5. A simple majority of votes cast shall be required for election to any office.

### **ARTICLE III - EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the elected officers of the Club: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. (7/92) (11/2009)
2. The Executive Committee is responsible for all Club activities, including the disbursement of funds. Expenditures of \$200.00 or less shall be handled by the Executive Committee. Expenditures over \$200.00 shall be subject to review and approval by a majority vote of the members present and voting at a regular or special club meeting. (11/2009)

### **ARTICLE IV - MEETINGS**

Meetings shall be held in accordance with Article V of the Constitution.

## **ARTICLE V - VISITORS**

Visitors are encouraged to dance with this Club. A donation will be expected from each dancer as determined by the Executive Committee. Spectators are welcome and will not be expected to make a donation. (11/2009)

## **ARTICLE VI - CONDUCT**

1. Members shall be responsible for the conduct of all their guests, including small children.
2. This Club is operating in the best interests of square and round dancing, and members and guests are asked to maintain proper social behavior. (11/2009)
3. No form of alcoholic beverages or narcotics shall be carried into or consumed within the dance hall area. Members or guests who come to a dance in an intoxicated condition will not be allowed to remain in the area. (11/2009)

## **ARTICLE VII - CALLER AND CUER** (11/2009)

1. The Club Caller and Cuer will plan the program for each dance and may, at their discretion, invite guest callers and cuers.
2. The Club Caller and Cuer are ex-officio members of all committees and may be called upon in an advisory capacity by any Club committee.

## **ARTICLE VIII - COMMITTEES**

1. **Nominating Committee** - A Nominating Committee, composed of at least three members, will be appointed no later than one month before elections. This committee will present a recommended slate of officers for election at the following club meeting. (7/00) (11/2009)
2. **Membership Committee** - The Membership Committee will be responsible for encouraging regular attendance of members at dances and for telephoning members as necessitated by Club activities.
3. **Refreshment Committee** - The Refreshment Committee will be responsible for the refreshments at regular Club dances.
4. **Lessons Committee** - The Lessons Committee will be responsible for encouraging regular attendance of students at lessons, encouraging participation by Club members in lessons, and planning graduation activities.
5. **Specials Committee** - The Specials Committee will be responsible for coordinating and presenting special Club dances.



6. **Social Events Committee** - The Social Events Committee will be responsible for planning non-club dance related social functions for the Club. This includes, but is not limited to, arrangements for after parties. (11/2009)
7. **Visitation Committee** - The Visitation Committee will be responsible for coordinating visitations to other square dance clubs for such purposes as banner capture, banner retrieval, and publicity for the Club. (11/2009)
8. **Travel Committee** - The Travel Committee will be responsible for arranging and coordinating Club trips to dances and dance festivals, which are out of the area.
9. **Ticket Committee** - The Ticket Committee will be responsible for coordinating ticket sales for special Club dances and for NORTEX and Texas State Federation activities. (11/2009)
10. **Round Dance Advisory Committee** - The Round Dance Advisory Committee shall advise the Executive Committee on matters relating to round dancing. (11/2009)

#### **ARTICLE IX - AMENDMENTS**

All amendments to these by-laws must be presented to the Executive Committee who will present them to the Club membership at least one dance prior to the time of voting on said amendments. Amendments must be passed by a two-thirds (2/3) majority vote of the members present and voting. (11/2009)