

Revised May 31, 2012

# COUNTRY CUZZINS SQUARE DANCE CLUB

## BY-LAWS

1. **NAME:** The name of the club shall be Country Cuzzins Square Dance Club.
2. **PURPOSE:** To promote and maintain fellowship, friendliness and fun in square dancing.
3. **MEMBERSHIP:**
  - a. This shall be a nonprofit club with membership limited to persons who have completed basic and mainstream level instructions and have paid his/her quarterly dues.
  - b. The club shall be member run, with one vote per member of those present.
4. **DUES :**
  - a. The club is a non-profit organization and dues will be sufficient to cover expenses anticipated by the Board plus emergency funds deemed desirable.
  - b. In May of each year, the Board will make a recommendation to the club about quarterly dues for the coming year based on anticipated expenses and income.
  - c. Said dues are payable on the first Thursday of a "quarter" (January, April, July and October). A grace period of ten (10) days is acceptable, allowing for payment by mail or in person on either the first or second Thursday of month in which new quarter is in effect.
5. **FISCAL AUTHORITY:**
  - a. No more than \$25.00 can be spent without prior approval of the Board.
  - b. The Board shall choose a non-Board member to audit the books before the end of the club year.
  - c. A quarterly financial statement is to be kept on the front desk for membership review.
  - d. The Board may authorize bonus payments to the regular caller of no more than two week's pay, if funds are available.
  - e. For convenience, the Treasurer/s and at least one other officer shall have signatory authority on all club accounts.

- f. The Board does not have the authority to commit the Club to any future obligation that cannot be funded from available funds at the time of the commitment, and said funds can be reserved to satisfy that commitment.
- g. Upon dissolution of the Club, any remaining funds of the Club shall be disbursed according to the wishes of the club members voting process defined in section 6e.

**6. CLUB POLICY:**

- a. The club shall meet Thursday of each week.
- b. **To effect permanent changes** in routine club operations (i.e., changing dance time, changing callers, changing place, changing operating procedures, levels of dancing, etc.), the Board shall present a proposed change at two regular club dances for comment and discussion. Changes must be approved by the membership voting process defined in section 6e.
- c. **To effect situational changes** in routine club operations (i.e. temporary changes to dance time to accommodate lessons, scheduling special dances, dues, etc.), the Board shall present a proposed change at two regular club dances for comment and discussion. Changes will be approved by the Board based upon club member responses to officers.
- d. **Changes to the By-Laws** require 30-day notice before a vote of paid members. Proposed changes will be printed and available at club dances and also sent to current members who have an email address. Club member proposed change(s) will be received by the Board within the first 2 weeks of the notice period. Changes must be approved by the membership voting process defined in section 6e.
- e. **The Voting process requires** approval by club members by ballot at a regular scheduled dance and allows votes to be cast by email or proxy. Email ballots must be sent to the secretary 24 hours prior to the balloting and state the intent of the club member as either for or against the voting item/s. Proxy ballots must be in writing and signed and may be presented to the Secretary before any vote is taken by the club. To approve a change, the number of ballots approving the change must be at least 2/3 of the total club members.
- f. Disorderly conduct, intoxication, or rough dancing will not be tolerated. There will be no use of intoxication substances at any dance, either within the building or on the premises.

- g. All persons under 15 years of age shall be accompanied by a supervising adult.

7. **BOARD OFFICERS:**

- a. Club Officers shall be President/s, Vice-President/s, Secretary/s, and Treasurer/s. Two officers from the previous board may serve in an advisory capacity. While officers ordinarily serve as couples, equally, a "single" is permitted to serve in any capacity as an officer.
- b. Election: A slate of officers shall be selected in May of each year by a Nominating Committee appointed by the President. To be elected, the slate must be approved at the first regular club dance in June by a majority vote of members present. In the event of nominations from the floor, election shall be by secret ballot.
- c. Term of office shall be for a fiscal year beginning on the first of July and ending on the following June 30<sup>th</sup>.
- d. Vacancies shall be filled by special election with the exception of President. The Vice-President/s shall succeed to the Presidential vacancy.
- e. Duties of the Officers
  - i. **President** shall lead club and call meetings.
    - 1) The President may appoint a person or couple to positions such as, but not limited to, the following: Nominating Committee, Student Coordinator, Visitation Chairman, Historian, Web Coordinator, and Advertising.
    - 2) The President may, with Board approval, appoint person/s other than the Vice President/s to coordinate special dances.
    - 3) Schedule substitute callers for regular club dances.
  - ii. The **Vice President** shall serve in absence of President; maintain adequate supplies for refreshment; and serve as the Chair of the Wildflower Dance, responsible for setting up committees, arranging for the facility, and promotion of the dance.
  - iii. The **Treasurer** shall be custodian of all Club funds, keep an accurate record of all monies received and disbursements made, and provide quarterly reports on the Club's financial status:
    - 1) Collect and record all dues, guest donations, and student fees;
    - 2) Collect and record monies received for special dances or other events;

- 3) Pay and record facility and regular caller/cuer fees;
  - 4) Pay miscellaneous bills and expense reimbursements;
  - 5) Pay facility and caller/cuer fees for special dances or other events;
  - 6) Maintain a roster of members and status of dues payments;
  - 7) Maintain attendance record for insurance purposes;
  - 8) Maintain guest book and purchase new guest books as needed;
  - 9) May maintain a petty cash fund, but all other monies shall be deposited promptly into the Club's bank account; and
  - 10) Provide detailed accounting records to the selected auditor at the end of the Club year
- iv. The **Secretary** will keep all minutes and pertinent records.
- 1) Take minutes of all general and board meetings, furnish President a copy immediately thereafter, and maintain a permanent record of all minutes.
  - 2) Perform any need for written correspondence for club including contracts for callers and cuers.
  - 3) Prepare the annual directory of the Club.
  - 4) Prepare and maintain the duty roster.

#### **8. AUSTIN SQUARE & ROUND DANCE ASSOCIATION (ASRDA)**

- a. The club will be members of the ASRDA until such time as the members vote to withdraw.
- b. The Board will appoint two delegates to attend ASRDA meetings.