

Sacramento Cued Ballroom Dance Club By-laws

Article I. Name and Purpose

Section A: The name of this organization shall be Sacramento Cued Ballroom Dance Club. This is a nonprofit organization with no profit derived by the club or individuals.

Section B: The primary purpose of this organization shall be the promotion, preservation and teaching of cued ballroom dancing. Club nights and club events are not to be used for the promotion or sale of unrelated services, goods, or products, except at the discretion of the board.

Section C: This club will be governed by a democratic process using Robert's Rules of Order as guidelines.

Article II. Membership

Section A: Membership is open to adults, age 18 and over, and to children and young adults, age 10 to 17, with a parent or guardian in attendance.

Section B: Dancers are accepted for membership upon completion of an application and payment of dues, unless the board declines membership application for cause.

ARTICLE III. THE BOARD

Section A: The board

1. Will meet as necessary, and be composed of the officers listed under Article IV, Section A, below, and will act as governing body in accordance with the provisions of the By-laws. All Board Members are to attend all board meetings unless absence is unavoidable. Absences may be cause for dismissal at the discretion of the board.
2. Will call all general and special all-member meetings.
3. Any club member may sit-in on any board meeting other than executive sessions.
4. Any non-member guest may sit in on board meetings by invitation only at non-executive sessions.

5. All club correspondence, to or from any board member, will be copied to the President and any other relevant board member(s).
6. At least one, and as many board members as possible, will be present at all club nights, and will be available to greet guests and members.
7. Board meetings may be held by whatever means the board members find most convenient, including electronic means such as telephone conferences, video conferences and online chat sessions.

Section B: A majority vote of the board members is necessary to pass any proposal brought up for a vote.

Section C: The board will appoint one member each year as a delegate with voting rights at the Associated Square Dancers of Superior California (ASDSC) board meetings. The delegate will attend a minimum of five ASDSC board meetings each year. An alternate delegate may be appointed by the club President or the board when/if necessary. All board officers and club members may attend board meetings of the ASDSC.

ARTICLE IV. BOARD OFFICERS

Section A: Board officers will consist of President, Vice-President, Secretary, Treasurer, and Publicity Coordinator. Other non-voting officers may be added at the discretion of the board (e.g., Public Relations, Sunshine, Membership, etc.)

Section B: A board office may be held by any member in good standing and may be held by a married couple with one vote.

Section C: The term of office for the board officers listed under Article IV will run for one year from January through December. If no other member(s) accept nomination for any particular board position, the current holder may maintain said position for 6 months to one year longer with board approval and without the necessity of election.

Section D: In the absence of the President and Vice President, the next ranking officer; Secretary, Treasurer, Publicity Coordinator, will preside at club functions – in the order listed.

Section E: Officer Duties and Responsibilities

1. **President will:**
 - a. Call for and preside at all meetings and have general supervision over club affairs.

- b. Be ex-officio member of all committees EXCEPT the nominating committee.
 - c. Negotiate and prepare contracts for the club cuer and any contracts for special events and facilities with board approval and a second signature of either the treasurer or vice-president.
 - d. Arrange for facilities for club nights, dance classes and special events sponsored by the club.
 - e. Represent the club as an Association delegate and appoint alternate delegate(s) as necessary.
2. Vice President will:
- a. Preside in the absence of, or at the request of, the President.
 - b. Be general chairperson of all club dances, fundraiser and event committees, including those involving new dancer classes and events. This means all committees will report progress/information to the Vice President who will additionally report to the President and when necessary the Treasurer.
 - c. Shall become President in the event of resignation, impeachment or death of the President.
3. Secretary will:
- a. Keep the minutes of all board and business meetings.
 - b. Act as "Sunshine" providing "good will" correspondence (sympathy, get well, congratulations, etc.) as requested by the board.
 - c. Maintain a record of all club member information, including names, email addresses, telephone numbers, and emergency contact information. And will provide a copy of these records to the President, Vice President, and Treasurer, and parts of said records as necessary to other board members. These records will be updated semi-annually.
 - d. For new members, furnish each with a new member packet (including club by-laws).
 - e. Maintain the attendance record of members and guests.
4. Treasurer will receive and disburse funds and maintain a record of all financial transactions, and will:
- a. Receive and maintain a record of club member's dues, and will contact the member(s) regarding delinquency. These records will also be supplied to the President.
 - b. Prepare a Profit and Loss statement monthly and make this available to the board or any other member upon request.
 - c. Prepare a written financial report quarterly and at the end of the term of office. These reports shall be made available to the board and to any other member upon request.
 - d. Be responsible for causing the preparation of yearly tax reports for both Federal and State, including any requests from government agencies for special reports or audits. Prepare the annual dancer insurance payment to be sent to ASDSC.
 - e. Be responsible for money box and set up of club night/dance/event entry table.
5. Publicity Coordinator will:
- a. Be responsible for the club's online presence, including the website, Facebook page, and online advertising and any other social media deemed appropriate by the board.

- b. Maintain appropriate email lists – such as current club members and those who wish to receive information about upcoming Cued Ballroom Dance events.
- c. Publicize any and all club activities which the board deems appropriate by preparing and distributing through email, and at the club nights, flyers publicizing club nights and events and any other Cued Ballroom Dance information which members and guests may benefit from.
- d. Post club publicity on the association website and any other form of publicity available and deemed appropriate by the board.

ARTICLE V. NOMINATING COMMITTEE AND ELECTIONS

Section A: The President will appoint a club member as chairperson of the nominating committee.

Section B: The chairperson will select two more club members for the nominating committee for a total of 3 club members on the committee.

Section C: The nominating committee will select at least one, or if possible, two candidates for each office after assuring that each candidate is informed of the duties of that office and consents to nomination.

Section D: The list of nominated candidates for all offices and nomination from the floor will be presented with their qualifications at a club night date decided by the board, but at least one week before the election.

Section E: The election will occur during an all member meeting on the first club night in December.

Section F: Newly elected officers will be installed during the last club night in December and take office at the first board meeting in January. They will attend as many board meetings prior to that as possible. This first meeting will consist of new and retiring board officers, if possible.

Section G: Once appointed, the nominating committee is in force for a full year and will nominate candidates as soon as possible for board offices which become vacant for any other reason in addition to regular elections.

Section H: Should a board office become vacant during the term, a nomination and election may be held as soon as possible to fill the position. In the interim, the board may appoint a temporary replacement. Vacancies with more than 4 months left may be filled by an election at the discretion of the board. Vacancies with less than 4 months left will be filled by board appointment.

ARTICLE VI. VOTING

Section A: Only members in good standing with 3 months or more of continuous membership may vote. Each member will have one vote. The 3 month minimum membership requirement shall be waived in the case where a new member is elected to the board. In that case, the new member may vote both as a board member and in regular club meetings.

Section B: Votes may be taken by voice or hand count, unless any member objects. A vote must be taken by secret ballot if requested by any member.

Section C: Any vote by the board will require simple majority of the full board. Any vote of the membership will require only a majority of the membership present at the time of the vote.

Section D: Membership meetings and voting will take place out of the presence of non-members.

Section E: Provided notice of the meeting has been given at least 6 days in advance, no quorum is required for a membership meeting. In the event of an emergency meeting, a quorum of 51% of the full membership shall be required.

ARTICLE VII. DUES AND FEES

Section A: Club Dues:

1. Dues will payable in time frames set by the board. Any delinquent member will forfeit membership and lose voting privileges.
2. Dues may be refunded in whole or in part, at the discretion of the board.
3. Dues for each level will be set by the board and do not require a vote of the general membership. Any such changes must be communicated to the membership at least 30 days before taking effect. Members who disagree with changes made by the board may use Article XI Section E to call for a special meeting to discuss the changes and put them to a vote.

Section B: Guest Fees:

1. Fees to be determined by the board and do not require a vote of the general membership. Any such changes must be communicated to the membership at least 30 days before taking effect. Members who disagree with changes made by the board may use Article XI Section E to call for a special meeting to discuss the changes and put them to a vote.

ARTICLE VIII. ASSESSMENTS

Section A: Assessments by the members, to cover unexpected costs/debts, should be made only when absolutely necessary.

Section B: Anytime outstanding debts are greater than the treasury funds, the Board will submit to the members a financial report and, if necessary, recommend that the members assess themselves in order to clear the deficit.

Section C: The members may, prior to voting on the recommended assessment, elect a committee to examine the club financial records and give a report to the members at the next club night.

ARTICLE IX. AMENDMENTS TO, AND/OR, REVISIONS OF THE BY-LAWS

Section A: Proposed changes to the bylaws may be initiated by a vote of the Board. The membership may also initiate proposed changes by presenting them in writing, signed by at least three active members, to the President at a regular club night. Proposed changes may also be initiated by motion, discussion, and a vote of those present during the new business portion of a club business meeting called for other purposes, however they may not be approved by the membership at the same meeting in which they are initiated.

Section B: Once initiated, proposed changes to the bylaws will be presented to the club membership with an email which will also announce the date of a club meeting to discuss and vote on the issues. This meeting date shall be set by the President to be at least six days after the distribution of the email announcement and not more than 35 days after the date of initiation.

ARTICLE X. DEDICATION/DISSOLUTION

Section A: To dissolve the club, a written petition calling for dissolution of the club signed by 25% of the active members must be presented to the Board.

Section B: At least 6 days prior to a vote on the petition, a notice will be sent to all members via email informing them of the petition and vote date.

Section C: A simple majority vote of present membership in favor is required for the dissolution to become effective.

Section D: The property of the club is irrevocably dedicated to social welfare purposes and no part of the net income or assets shall ever be given over to any Board Officer or member or to the benefit of any private person. Rather, upon dissolution, any cash assets remaining after payment of all debts and liabilities shall be distributed to a non-profit fund, foundation, or corporation which is operated exclusively for social welfare purposes and has established its tax-exempt status under Section 501 (c) (7) of the Internal Revenue Code. Distribution will be selected by the Board. Non-cash assets may be simply donated to any non-profit organization.

ARTICLE XI. STANDING RULES

Section A: Democratic principles and according to Robert's Rules of Order will govern the administration of this club.

Section B: The club's financial books (6 current months and previous year's tax reports) will be open to members upon request, and will be present at one general membership meeting per year.

Section C: The Board or designated Board Officer may cancel any club night if circumstances make it necessary. Every attempt will be made to notify all members and regular guests of any cancellation.

Section D: Special meetings may be called on other than club nights if necessary.

Section E: Any 5 members may petition the Board to call a special meeting. The petition will be in writing and will name or list all topics to be discussed. The Board will meet with the petitioner(s) as soon as possible.

Section F: The club anniversary dance will be in January of each year.

Section G: Should a member in an elected or appointed position be unable to justly fulfill the duties of the position held, that member is expected to resign, or may be removed by a simple majority vote of the Board.

