

WINDHAM WHIRLERS SQUARE DANCE CLUB, INC.

By-laws

Approved May 25, 2004

1. NAME

The name of this organization shall be WINDHAM WHIRLERS SQUARE DANCE CLUB, INC.

2. PURPOSE

To promote and maintain Western style square dancing as a non-profit organization for couples and singles.

3. MEMBERSHIP, LESSONS, AND DUES

- a. Prospective new members shall have satisfactorily completed a standard course of lessons sponsored by the Club or have received equivalent instruction and/or experience in the type of square dancing done by the Club.
- b. The minimum age to take lessons shall be 10. The minimum age to join the Club shall be 11. All persons under 16 years of age must be accompanied to lessons and all other Club functions by a responsible adult.
- c. Members of recognized Clubs may apply to the Executive Committee to become members of this Club.
- d. To be in good standing, a member must have paid the annual dues.
- e. Voting privileges shall be reserved for members in good standing.
- f. Each year, the Executive Committee shall recommend the amount of dues per member and the Club dance admission fee for the following Club year. Any change in dues or admission fees shall be approved by the general membership.
- g. Dues are payable in May at the start of the fiscal year. Any member whose dues are unpaid by the end of June of the following year (13 months overdue) shall be dropped from membership. Former members who have dropped out of our Club may be reinstated upon payment of the current dues. However, if they have been away from square dancing for more than two years, they will be asked to take whatever lessons are needed to bring them back to Club-level dancing.
- h. The Executive Committee may terminate a membership for any of the following reasons:
 1. Non-payment of dues.
 2. Use or possession of alcoholic beverages at Club-sponsored workshops, lessons or dances.
 3. Disruptive, inappropriate behavior at any Club function.
- i. A badge shall be furnished to each new member upon payment of dues, plus the cost of the badge. A copy of the By-Laws shall be presented to each member upon joining the Club and after each revision. The Secretary shall distribute the current By-Laws to the membership.

4. GOVERNMENT

- a. The Club's fiscal year shall be May 1 through April 30.
- b. The Club shall be governed by an Executive Committee. The Executive Committee shall consist of eight officers elected at the annual meeting and known as: President, Program Chair (Vice President), Secretary, Treasurer, Special Events Coordinator, Hospitality Coordinator, Publicity Coordinator, and Association Representative. If no member of the previous year's Executive Committee is elected to the new board, then an Advisor shall be selected from among the members of the outgoing Executive Committee and shall be a fully participating member of the Executive Committee.

c. **Executive Committee Duties:**

President

The President shall preside over all meetings, appoint all committees as necessary, and be responsible for the general welfare and direction of the membership.

Program Chair

The Program Chair shall be responsible for planning the Club dance program for the following year. Upon Executive Committee approval of the plan, the Program Chair shall execute contracts for callers and cuers. The Program Chair also serves as Vice-President.

Secretary

The Secretary shall record the minutes for all official Club meetings; maintain a correct record of all business proceedings, shall be custodian of all legal and insurance documents, shall maintain and publish the official membership list, shall keep a record of committee and banner raid participation by members, and shall keep the master copy of the bylaws and any items of policy adopted by the Executive Board. The Secretary will initiate appropriate action on the behalf of the Club when a significant event occurs involving a member (e.g. serious illness, birth, death, etc.). The Secretary shall also be responsible for the Club newsletter.

Treasurer

The Treasurer shall be custodian of the Club funds, keep an accurate record of all monies received and disbursements made, and report on the Club's financial status at Executive Committee and General Membership meetings. The Treasurer may maintain a petty cash fund, but all other monies shall be deposited in the Club's bank account(s). The Treasurer shall record the attendance of the Club members at the Club functions and give that record to the Secretary.

With the approval of the President, the Treasurer may authorize one or more Club members to handle admission at a Club function.

The Treasurer shall supply the Secretary with a current membership list at the beginning of the year and update it monthly at the Board meetings.

The Treasurer will prepare an annual report and submit it to the membership at the

annual Club meeting in May. The procedures concerning the report and auditing of Club accounts is spelled out in Section 6: RECEIPT AND DISBURSEMENT OF FUNDS.

Special Events Coordinator

The Special Events Coordinator shall coordinate banner raids, travel nights, demonstrations and activities of the Club not related to the regularly scheduled dances. Special Events will coordinate publicity for all such events with Publicity.

Hospitality Coordinator

The Hospitality Coordinator is responsible for the comfort and well being of Club members and guests at all Club events. This responsibility includes coordinating refreshments and storing and maintaining Club equipment used at these activities.

Publicity Coordinator

The Publicity Coordinator is responsible for the promotion of the Windham Whirlers Square Dance Club and its activities. This responsibility includes but is not limited to: submitting news releases to the media; distributing flyers and announcements concerning Club activities including dances, classes and special events.

Association Representative

The Association Representative will represent the Club to the currently recognized state Square Dance association. The Association Representative shall report to the Executive Committee on all state Association activities; the Association Representative shall report on all Club activities to the state association including the latest schedule for dances and special events.

- d. Each year, the President shall appoint a Nominating Committee Chair, who will form a committee to select the slate of candidates for Club officers for the following year. These candidates shall be announced in the April newsletter. Additionally, nominations for all offices may be offered from the floor at the annual meeting.
 - 1. The officers shall be elected by a majority vote of members in good standing who attend the annual meeting.
 - 2. To be eligible to hold office, one must be a member in good standing and at least 18 years old. If there is a Club Caller/Cuer, no member of the Club Caller's or Club Cuer's family shall hold office.
 - 3. The officers shall be elected for the term of one year.
 - 4. No person shall serve in the same office for more than two consecutive years.
 - 5. No person shall serve on the Executive Committee for more than four consecutive years.
 - 6. In the event that the membership falls below 35 members, the restrictions in clauses 4 and 5 will not apply.
- e. Any vacancy in the Executive Committee shall be filled by appointment by the Committee at its next meeting, to serve until the next annual meeting.

- f. Each officer is responsible for submitting an annual report of activities and accomplishments to the membership at the annual meeting in May. Each officer shall submit a written copy for inclusion in the minutes of the annual meeting.
- g. The removal from office of the Executive Committee in whole or in part shall be by two-thirds vote of all members in good standing.

5. MEETINGS

- a. Ten members in good standing constitute a quorum. Every regular dance of the Club may be considered a meeting for conducting essential business, provided that the membership is notified in advance and a quorum is present.
- b. Special meetings of the Club membership may be called by the President, upon request of the Executive Committee, or upon written petition signed by at least ten members of the Club. The President shall set the date, time, and place of special meetings. The full membership shall be notified of such meetings.
- c. The President shall set the date, time, and place of Executive Committee meetings. All members of the Committee shall be notified of such meetings at least one week prior to the date of the meeting. Representatives of five offices shall constitute a quorum at Executive Committee meetings. Minutes of all Executive Committee meetings shall include the names of the members present and the vote of any action taken. The minutes of the board meetings shall be read at the next regular or special meeting of the Club membership upon request of any member.
- d. There shall be an annual meeting of the membership after the end of the Club fiscal year, during the month of May.

6. RECEIPT AND DISBURSEMENT OF FUNDS

- a. The Treasurer shall receive all the income of the Club.
- b. Funds for expenses of the Club shall be disbursed under the signature of the Treasurer or the President.
- c. Near the end of the fiscal year, the President shall appoint an auditing committee consisting of the President and two other Club members to examine the Club's financial records and report to the annual meeting.

7. CALLER AND CUER

If a Club Caller or Club Cuer is hired, the following will apply:

- a. **Hiring:** The hiring of the Club Caller and/or Club Cuer shall be by a simple majority vote of all members in good standing. The duration of the contract for each position shall be a maximum of two years.
- b. **Renewal:** The Club Caller's/Club Cuer's term shall be renewed if approved by a majority vote of the members in good standing who attend the annual meeting.
- c. **Firing:** Dismissal of the Caller/Cuer shall require a two-thirds vote of all members in good standing.
- d. The Club Caller and Club Cuer serve under the direction of the Executive Committee. The President is responsible for communicating all orders and instructions from the Executive Committee to the Club Caller and/or Club Cuer.

8. AMENDMENTS

- a. Any Club member may propose amendments to the by-laws in writing or at any meeting.
- b. The Executive Committee may establish a By-Laws Review Committee composed of members of the Club for the purpose of reviewing and updating the By-Laws.
- c. By-law amendments shall not be considered until the membership has been advised of the proposed changes in two consecutive newsletters. The first newsletter must include a copy of the proposed By-Laws revision; the next newsletter shall include a reminder on the voting date.
- d. By-Laws amendments may be considered and passed at the annual meeting or at a special By-Laws amendment meeting called by the Executive Committee for the sole purpose of revising the By-Laws.
- e. Amendments are adopted following an affirmative vote of two-thirds of the members in attendance at the annual meeting or By-Laws amendment meeting.

9. DISSOLUTION OF THE CLUB CORPORATION

In the event that the Club must be dissolved, any moneys remaining in the treasury shall be given to one or more responsible community agencies of the town where the Club dances.

10. ROBERT'S RULES OF ORDER shall apply in situations not covered by these by-laws.

By-laws approved on May 25, 2004