

# CONSTITUTION AND BY-LAWS OF THE COTTONWOOD ROADRUNNERS SQUARE AND ROUND DANCE CLUB

*As amended at the General Membership Meeting February 26, 2011.*

## ARTICLE I - Name

This organization shall be known as the Cottonwood Roadrunners Square and Round Dance Club. The club colors are red and white.

## ARTICLE II - Objectives

### Section 1.

To encourage and promote interest in square dancing by holding square dances, festivals, practice sessions, lessons, and demonstrations.

### Section 2.

The club members shall be encouraged to cooperate with the community in any activities pertaining to square dancing by attendance and/or official representation.

### Section 3.

To conduct this club as a non-profit organization.

### Section 4.

This club exists for the purpose of fun and entertainment.

## ARTICLE III - Membership

### Section 1.

Membership in this club shall be open to any person who has completed a mainstream course in square dancing and who is interested in upholding the objectives of the organization and upon payment of dues. He should also be willing to maintain proper dress and practice good social behavior.

### Section 2.

Club Caller/Cuer and spouses shall be honorary members of the club, and are exempt from dues and have no voting or office holding privileges.

## ARTICLE IV - Management

The Executive Board of the club shall be responsible for the complete management of the affairs of the club, and shall carry out and enforce all the objectives for which it is organized according to these by-laws and the vote of the membership.

## ARTICLE V - Executive Board

### Section 1.

The affairs of this organization shall be conducted by an Executive Board consisting of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Treasurer, Secretary, Webmaster, Public Relation/Publicity Chairman, the Immediate Past President and committee chairs, including but not limited to, the Telephone Chairperson, Kitchen Committee Chairperson, Sunshine Chairperson, Ways and Means Chairperson, etc.

### Section 2.

Executive Board meetings shall be called by the President as necessary. Three (3) Executive Board members, representing three (3) separate offices, may request the President to call an Executive Board meeting.

### Section 3.

A majority vote of all officers, committee heads and other members present at any regularly scheduled board meeting shall determine any action to be taken by the club. Each person shall have one vote.

### Section 4.

The Executive Board shall direct and control the annual Festival which is under the supervision of the 1<sup>st</sup> Vice President.

### Section 5.

The Executive Board has no power to alter, adopt, rescind, or nullify any part of the By-Laws and Constitution. Section 6. Policies and Procedures Manual. This manual contains policies and procedures approved by the Board of Directors which are not in the constitution or By-Laws. All are subject to change or deletion on the action of the Executive Board. A majority vote of the members present will ratify such changes.

## ARTICLE VI- Officers

### Section 1. Officers.

The officers of the club shall include a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary, Webmaster, Public Relations/Publicity Chairman, and the Immediate Past President.

### Section 2. Elections.

The officers shall be elected annually in the month of February.

- a. A majority vote of qualified members (as defined in Article X, Section 5) in attendance determines the election of officers.
- b. In addition to the slate of nominees presented by the nominating committee, nominations from the floor shall be requested.
- c. Officers shall assume their duties on March 1<sup>st</sup> and serve for a term of one year plus three (3) months to assist new incoming officers.
- d. Only members whose dues are not in arrears shall be eligible to hold office.
- e. A nominee for any office must be a member in good standing and be 18 years of age or older.
- f. Voting for club officers shall be by secret ballot when there are two (2) or more nominations for an office.

### Section 3. Vacancies

- a. A vacancy occurring in an office shall be appointed by the President with the approval of the Executive Board. The appointee shall hold that position for the remainder of the un-expired term.
- b. Types of Vacancies:
  1. A written resignation submitted to the President of the club.
  2. Disciplinary action instituted in accordance with the removal procedure in section 4.
  3. Death.
  4. President's resignation shall be submitted to the Recording Secretary.
- c. A vacancy in the President's office shall be filled by the Vice-President in order of their titles. If this is not possible, a special meeting of the Executive Board may be called to appoint a President.
- d. When the First Vice-President automatically becomes President, he in turn, appoints a new First Vice President with the approval of the Executive Board.

#### Section 4. Suspension/Removal

- a. The Executive Board shall, by 2/3 vote, have the power to suspend or expel a club officer for malfeasance in office.
- b. When in the judgment of the Executive Board that any officer of the club is unable through disability or prolonged illness to perform the duties of their office, the Executive Board may, by 2 / 3 vote, declare the office vacated.
- c. If any officer shall miss three (3) consecutive Executive Board meetings without prior notice to the Executive Board, that office shall be declared vacant.

### ARTICLE VII - Duties of Officers

#### Section 1. Duties of the President

- a. He shall preside at all meetings.
- b. Appoint members to committees unless otherwise provided in bylaws or in motions requesting a special committee.
- c. Sign checks (in the absence of the Treasurer or Assistant Treasurer), agreements, notes or other instruments in writing made and entered into by or in behalf of the membership. The president may assign the duty of signing checks to an assistant to the treasurer.
- d. Shall call Business or Executive Board meetings as necessary.
- e. He will work closely with the other officers.
- f. Acts an Ex-Officio member of all committees. Has same rights as other committee members (voice and vote). The President is not obligated to attend meetings of committees.
- g. Disbursements up to \$50.00 may be authorized by the President and made by the Treasurer.
- h. On or before the first week in January, the President will appoint, with the approval of the Executive Board, two (2) persons to work with the President and the Immediate Past President on the nominating committee. This committee of four (4) persons will prepare a slate of officers for the coming year to be submitted to the general meeting for election in the month of February, and will assume the duties of the office March 1. Nominees shall have been contacted and be willing to serve if elected.
- i. An auditing committee shall be appointed by the President at least thirty (30) days before the end of the club year. The books of the Treasurer shall be audited annually by a committee of not less than two (2) persons who, satisfied that the report is correct, and shall sign a statement to that effect.
- j. The President shall call at least one (1) general meeting per year; one in the month of February for elections.
- k. Appoint board-approved committee heads for all committee's that are not elected in February.
- l. It shall be his responsibility to schedule the facilities for dances and meetings.
- m. Appoint a Demonstration Coordinator with the approval of the Executive Board. This coordinator will work with community organizations such as churches, schools, fair boards, and nursing homes to supply them with dance music and square dancers.

## Section 2. Duties of the 1st Vice-President

- a. Be acquainted with the duties and responsibilities of the President and assist him in every possible way. In the absence of the President, perform the duties of the President. He is the acting Festival Chairman and may appoint a Festival Co-Chairman to assist as he/she deems necessary. The Festival Chairman, with the approval of the Executive Board, shall coordinate Festival activities, appoint committees, and arrange the schedule of events and their location.
- b. He/she is responsible for selecting and contracting callers and cuers for all dances as far ahead as is expedient. He will book callers and cuers for the Festival. The Executive Board will set a policy as to the range of pay this committee is to work with in selecting callers and cuers. After callers and cuers have been contacted and the agreement finalized, it shall be reported to the Executive Board.
- c. He may be assigned special duties such as chairman of special committees.

## Section 3. Duties of the 2nd Vice President

- a. It shall be the responsibility of the 2nd Vice President to encourage and promote participation in all our class activities. To promote programs that will encourage dancers for all classes.
- b. It will be the responsibility of the 2nd Vice President to appoint a class coordinator for each of the classes. They shall be responsible for the class roster, class attendance and shall be present at all class sessions to assist the class in forming squares and obtaining partners. They will assist troubled squares by supplying those squares with angels. If they are unable to attend a class, they shall supply an adequate substitute person(s) to assure the class of proper coordination. The class coordinators also work with the Executive Board in determining which students may need additional class sessions to graduate. This evaluation is to be made two (2) months prior to graduation. The class coordinators assist in presenting the graduating class members their badges and diplomas on graduation night.
- d. He may be assigned special duties such as chairman of special committees.
- e. He shall work closely with the Public Relations/Publicity committee in accomplishing his duties.

## Section 4. Duties of the Secretary

- a. Keep a record of all the proceedings of the meetings of the club and Executive Board meetings.
- b. Keep a membership record of the club with names, addresses and phone numbers. An updated membership list shall be completed no later than June 1st.
- c. Publish a newsletter to include a summary of the Executive Board, actions and future events of the Club.
- d. Shall have custody of the By-Laws, Policy & Procedure manual.

## Section 5. Duties of the Treasurer

- a. Shall have charge of all funds belonging to the club.
- b. Shall receive all revenues generated by activities and keep account of all receipts and expenditures.
- c. Shall submit a financial report at each meeting.
- d. Shall prepare an annual report of all transactions of the club.

- e. Disbursements for rent, refreshments, callers, and postage shall be made by the Treasurer and does not require approval of the Executive Board.
- f. Disbursements of up to \$50.00 may be authorized by the President and made by the Treasurer.
- g. Disbursements other than those listed in section e and section f must be approved by the Executive Board.
- h. The books of the Treasurer shall be audited annually by any two members of the club, selected at a board meeting.
- i. The Treasurer shall enlist the help of at least one other person to act as assistant to the Treasurer and perform all of his/her duties in his/her absence.

#### Section 6. Duties of the Public Relations/Publicity Chairman

- a. Public Relations is the planned effort to create and maintain a positive image of the club.
- b. Publicity is the information Public Relations or Publicity practitioners distribute to media and members to the club to create or maintain these positive images. The information can be distributed to newspapers, magazines, radio and television stations, and membership.
- c. It is the responsibility of the chairman to work closely with the Executive Board in promoting all activities of the club, and to develop materials to recruit new members for the club.

#### Section 7. Immediate Past President/Spouse

- a. The immediate Past President shall serve as an advisor to the Executive Board.
- b. He is a member of the Nominating Committee.

#### Section 8. Webmaster

- a. The webmaster hosts, administers, creates, maintains, and updates the information content of the club's web site.
- b. The webmaster is, also, responsible for hosting, administering and maintaining the club's email server including Personal Email Accounts, Email Aliases, the club's email lists, etc.
- c. He/she is, also, responsible for administering and maintaining the club's membership database including Member(s), Student(s), Past Member(s)/Frequent Guest(s), etc. and providing electronic Rosters and Reports to the club's board.

### ARTICLE VIII - Dues

#### Section 1.

Annual dues for membership shall be set by the Executive Board and the membership will be notified of any changes not later than September 1st.

#### Section 2.

These dues shall be due and payable on or before October 1<sup>st</sup> each fall for the next calendar year. This allows time to submit all the members' names to the Grand Canyon Square Dance Association by November 1st for insurance coverage.

#### Section 3.

Members whose dues are in arrears shall not participate in the business of the club.

### ARTICLE IX- Voting Body

#### Section 1.

The voting body of this club shall consist of the officers and members in good standing whose dues are up to date.

## ARTICLE X - Meetings

### Section 1.

This club shall hold a general meeting at least once per year in February. This meeting shall be to elect officers and conduct other appropriate business.

### Section 2.

The membership will be notified no less than fourteen (14) days in advance of all general meetings, either by telephone, e-mail or newsletters.

### Section 3.

Special meetings may be called by the President and shall be called by the Executive Board upon request of ten (10) members of the club in good standing. The membership will be notified no less than fourteen (14) days in advance either by telephone, e-mail or newsletters.

### Section 4.

Executive Board meetings may be called by the President as necessary. The membership will be notified no less than 24 hours in advance either by telephone, e-mail or newsletters.

### Section 5.

A quorum consisting of ten (10) members in good standing, including officers representing 3 separate offices from the Executive Board, shall be present before any action can be taken on matters pertinent to the club.

### Section 6.

Procedure at meetings - Roberts Rules of Order shall govern the proceedings of all meetings of the club.

### Section 7.

The order of business at all general meetings of the club shall be as follows:

- a. Call to order
- b. Unfinished business
- c. New business
- d. Elections of officers - (annual meeting only)
- e. Adjournment

### Section 8.

The order of business at an executive board meeting shall be as follows.

- a. Call to order
- b. Roll call
- c. Reading of minutes, financial report and action thereon
- d. Report of officers
- e. Report of standing & special committees
- f. Unfinished business
- g. New business
- h. Adjournment

## ARTICLE XI - General

### Section 1.

Proper attire is most desired and shall be the goal of members at all time and students as soon as possible.

### Section 2.

All officers shall involve as many club members as possible in all committees.

Section 3.

The spouse/partner of an elected officer shall be considered to be co-holder of that office, and shall be empowered to perform the duties of the office in the absence of the elected officer.

Section 4.

Visiting Caller/Cuers and spouses are not charged admission to a club dance or practice.

ARTICLE XII - Proposed changes in Constitution and By-Laws

Section 1.

The constitution and By-Laws of this club may be changed, amended, revised or revoked in the following order. Any desired changes or amendments may be submitted in writing to any officer, who in turn shall submit it for review at the next scheduled Executive board meeting. Changes to these By-Laws must be approved by the executive Board and Ratified by the membership. A 2/3 vote of the members present at a General meeting will ratify such changes. Changes submitted to the board, less than **30** days prior to the next scheduled General meeting, will not be voted on until the following General meeting, unless a special General meeting is arranged. Please refer to Article X Section 3 for special meetings