

## **SPRING CITY SQUARES**

### **CONSTITUTION AND BY-LAWS (Effective Date: 2/14/2010)**

#### **ARTICLE I**

##### **NAME**

SECTION 1 The name of the organization shall be the "Spring City Squares".

#### **ARTICLE II**

##### **PURPOSE**

SECTION 1 To promote, encourage, and maintain an interest in square dancing, round dancing, and their related arts.

SECTION 2 To promote a spirit of friendship and cooperation among dancers, clubs, callers and cuers.

SECTION 3 To schedule and sponsor appropriate lessons in square dancing as provided in the By-Laws.

SECTION 4 To exist as a Non-Profit Organization.

#### **ARTICLE III**

##### **MEMBERSHIP**

SECTION 1 Anyone may become a member of this organization by being sponsored by an existing club member, or by graduating from an approved lesson program of this or any other similar club.

SECTION 2 A new member will pay a membership fee as provided in the By-Laws.

SECTION 3 To sustain membership, annual dues, as provided in the By-Laws, are to be paid by April 1st of each year.

SECTION 4 To remain a member in good standing, a member agrees to:

A. Show a willingness to dance in a friendly and courteous manner.

B. Show a willingness to accept Club responsibilities and participate in Club activities.

## **ARTICLE IV**

### **ADMINISTRATION**

SECTION 1 The officers of this Organization shall consist of a President, Vice President, Secretary, Treasurer, and Club Caller.

SECTION 2 The Executive Committee of this Organization shall consist of the officers, the SEA-SDAW Delegate, and the Youth Representative (if applicable).

SECTION 3 Election of officers and terms of office:

- A. Any member in good standing may place themselves or another member on the ballot by contacting a member of the Executive Committee. Nominations will also be accepted from the floor at the election meeting. All candidates must acknowledge and accept the nomination either in person or in writing.
- B. The election of officers will be conducted at the February meeting.
- C. The term of each office is for one year, beginning at the dance on the first Saturday in March.
- D. Each office will be filled by an active adult member.

SECTION 4 The duties of the officers:

A. President:

- 1. Shall prepare an agenda and preside at all meetings and govern the conduct of the meeting.
- 2. Shall, with the aid of the executive committee plan all activities of the Club.
- 3. Shall have general supervision of all affairs of the Club.
- 4. Shall solicit the membership to select two (2) members to serve as SEA-SDAW Delegate and Alternate Delegate.
- 5. Shall solicit the membership to select Committee Chairpersons.
- 6. Shall serve as Chief host or hostess at home dances.
- 7. Plan for and make announcements at all Club dances.

B. Vice President:

1. Shall perform the duties of the President in his/her absence.
2. Shall arrange for the hall in which to dance.
3. Shall prepare and maintain a schedule of callers and cuers for all dances. A schedule should be given to all members of the Executive Committee. Updates to the list should be presented at the quarterly business meetings.

C. Secretary:

1. Shall keep true and accurate records of all Officer, Executive Committee, and General Club meetings, and make minutes available to the general membership.
2. Shall disperse copies of minutes. of general meetings and all announcements to the membership.
3. Shall handle all correspondence of the Club.
4. Shall compile and distribute an updated roster by May 15th.
5. Shall preserve all documents of the Club except those specifically assigned to others.

D. Treasurer (or his/her designee):

1. Shall collect monies at all dances.
2. Shall pay all authorized obligations incurred by the Club.
3. Shall supervise the purchase of Club supplies.
4. Shall collect membership dues and new member fees and notify the Secretary of new members if they join after the membership enrollment period.
5. Shall keep a true and accurate record of all finances of the Club.
6. Shall provide an updated financial report at each meeting of the membership.
7. Shall participate in an annual audit of all financial records.

E. Club Caller:

1. Shall call all scheduled club dances except those contracted with guest callers.
2. Shall call for club exhibition dances, and parades or appoint a licensed Caller to take his place.
3. Shall fill in for any guest caller cancellations, if available.
4. Shall teach beginner square dance lessons, unless another caller has been scheduled or there aren't enough students to hold lessons.

SECTION 5 Youth Representative

- A. The Youth Representative shall be any Club member in good standing who is under 17 years of age.
- B. Shall be elected from the floor by the Club membership at the February meeting.
- C. Shall have the same rights and responsibilities as any Executive Committee member.

**ARTICLE V**

**STANDING RULES**

SECTION 1 The Club (Organization) shall hold four (4) regularly scheduled meetings:

- A. The Annual Meeting will be held in February.
- B. Other business meetings will be held in May, August, and November.
- C. Specific dates will be announced to all members.

SECTION 2

SECTION 3

SECTION 4

SECTION 5

SECTION 6

SECTION 7

## SECTION 1

## SECTION 2

## SECTION 3

D. Special meetings may be called at the discretion of the President and shall be called in the event of unexpected circumstances that suggest a significant change in practice not anticipated at the previous meeting.

All meetings shall be conducted in accordance with Roberts Rules of Order.

Dance Schedule:

A. Mainstream dances will be conducted on the first and third Saturdays of each month. There will be one "Plus" tip at each mainstream dance.

B. Plus dances will be conducted on the fifth Saturday.

Scheduled dances may be canceled by the Executive Committee.

Round dancing will be included at dances sponsored by Spring City Squares.

This Constitution and its By—Laws shall not become effective until they have become ratified by a two—thirds (2/3) majority of those present at a regular membership meeting.

A quorum at each general meeting shall consist of ten percent (10%) of the membership.

The Constitution of this Organization may be amended by a two—thirds (2/3) majority of those present at a regular Club meeting. Further, a proposed amendment must be given in writing to the Secretary thirty (30) days in advance of a meeting and it must be distributed to the membership seven (7) days in advance, or it cannot be considered until the next scheduled Club meeting.

## ARTICLE VI BY-LAWS

Dues of a member:

A. The new membership fee of each member will be set by the

club at the November business meeting, plus the cost of the badge.

B. Renewal membership dues will be set by the club at the November business meeting.

The Spring City Squares will participate in the SEA~SDAW banner program.

Committees:

A. The following standing committees will be operative for the Organization:

Audit

Banner

Food and Beverage

Historian

Lessons

Publicity

Special Events (This includes picnic, trips, 100 club, and

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any other special events.)

8. Sunshine

B. Special committees may be appointed by the President as needed.

Lessons

A. Square dance lessons for beginners will commence on the first

week following Labor Day, if possible, and continue for approximately thirty (30) lessons.

B. The minimum age for a student shall be thirteen (13) years on or before lesson one. Younger students will not be accepted unless accompanied by a parent or guardian.

C. Fees for lessons will be collected by the Club treasurer or his/her designee.

#### Annual Activities

A. Spring City Squares shall endeavor to annually include the following activities provided there is enough interest to warrant them:

1. Club Picnic
2. Anniversary Dance (a Saturday in Spring)
5. "100 Club" dinner (in the Fall)

Guest Callers for 0'D ~22 '37

A. In the event the club caller cannot call a regular scheduled dance, a guest caller may be contracted.