

By-Laws

The Dudes & Dolls Square Dance Club

As amended 1988, 1989, 2003, 2006, 2010, 2012, 2016 and 2018

PREAMBLE

The members of the Dudes & Dolls Square Dance Club are banded together as a non-profit club in the spirit of friendliness and good fellowship to share the pleasures of square and round dancing. In order that the club may function smoothly as a group for the benefit of all, the following By-laws are herewith established.

ARTICLE I CLUB DESCRIPTION

Section 1 Name

The name of this club shall be: The Dudes & Dolls Square Dance Club.

ARTICLE II OFFICERS & THEIR DUTIES

Section 1 Designations

a. The officers of this organization shall consist of the President, Vice President, Secretary and Treasurer.

Section 2 Presidential Responsibilities

- a. To preside over all meetings of the club.
- b. To appoint committees for Audit, Caravan, Class, Footnotes, Hearing Enhancement, Advisor, Publicity, Purchasing, Scrapbook, Sunshine, Telephone, Ad Hoc Chairs, and to appoint the Primary and Secondary Delegate to the Mount Baker Council of Square and Folk Dance Federation of Washington, Inc.
- c. To serve as ex-facto member of all committees.
- d. To act in temporary emergencies, such as change of hall, caller or cuer; permanent changes to always be subject to a vote of the majority of members present at regular business or special meeting.
- e. To present square and round suggestions to the caller and cuer keeping in mind that the Caller is responsible for the dance program while the Executive Committee is responsible for the dance schedule.
- f. To negotiate and sign a contract with the caller, cuer, and for the rental of the hall for dancing and lessons for the next dancing season. Said contract will be finalized not later than March 15th. The terms will be presented to the Executive Committee for approval prior to finalization. The membership will be informed of the contract terms at the next regular business meeting.

Section 3 Vice-Presidential Responsibilities

- a. To assume the duties of the President in his/her absence.
- b. To assist the President in the performance of his/her duties.
- c. To select the Duty Host and Kitchen Help for all club regular dances.
- d. To oversee the Class Coordinators.
- e. To be responsible for opening, closing, and conditions of the dance hall.

Section 4 Secretarial Responsibilities

- a. To keep a correct record of all business proceedings and to provide copies of this record to the board members within 14 days of these proceedings.
- b. To conduct necessary correspondence.

Section 5 Treasurer Responsibilities

- a. To be the sole custodian of all club funds.
- b. To present a financial report at each business meeting.
- c. To collect all dues for the next year which are due and payable by May 15th.
- d. To collect donations at each dance and collect student lesson payments weekly from the Class Committee Chairman.
- e. To pay all Dudes & Dolls bills on a timely basis from existing club funds.
- f. To prepare a written financial report at the close of his term of office.
- g. To maintain the up-to-date master copy of the club roster.
- h. To pay and maintain liability insurance for the club.

Section 6 Elections

- a. Annual elections of the officers of this club shall be finalized not later than March 31st of each year in order to meet guidelines from higher Square Dance Authority. (2018)
- b. A Nominating Committee (ad hoc), consisting of three members, will be appointed by the President at least 45 days prior to the election, to select for nomination, one or more candidates for each office. The membership shall be advised of the nominees at least 10 days prior to the election.
- c. In the event that a member is nominated as a candidate for more than one office of this club, he or she shall announce prior to the time set for voting, that office for which he or she desires to stand for election and all other nominations shall be deemed withdrawn.
- d. Only dues-paying members of this club shall be eligible to vote and to hold office herein. Only these members will have the right of nomination of candidates in addition to those selected by the nominating committee.
- e. Voting can be by E-ballot or Paper Ballot collected in person at an announced dance or meeting. Election shall be by majority vote of the ballots cast prior to the announced cutoff day or March 31st, whichever occurs first. Absentee paper balloting shall not be permitted (2018).
- f. In the event that no candidate for an office should receive the necessary majority, a run-off election shall be held between the two candidates receiving the greatest number of votes.

ARTICLE III STANDING COMMITTEES

Section 1 Executive Committee

- a. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer plus three club members selected by the elected officers and approved by the club at the first club meeting after the election of officers. Any of these offices can be shared by two members. (1/25/2015)

b. Duties of the Executive Committee shall be:

1. To publish and distribute the Dudes & Dolls Square Dance Directory which will include, but not be limited to the list of officers, permanent chairs, ad hoc chairs, meeting and dance schedules and location, club roster, bylaws, and the Standing Rules of the Dudes & Dolls Square Dance Club to each paid-up member of the club not later than the first dance in September.
2. To authorize and approve the contract for hall rental, caller, and cuer.
3. To determine which dances during the year are considered special dances that will require different and more detailed consideration than regular dances, e.g., New Year's Eve and dances in locations other than the regular dance floor.
4. Regular and special dances will be set at the transitional meeting of the Executive Committee.
5. Special dance donations will be set by the Executive Committee. (Added 3/25/12)
6. The President will confer with the Board by email and will call a full Board meeting when deemed necessary. (Revised 5/1/16)
7. To meet at other times at the request of the president.

ARTICLE IV MEMBERSHIP

Section 1 Applicants

- a. Applicants must know the basics of square dancing and shall be expected to comply with the Code of Ethics for Square Dancers set forth in the Standing Rules.
- b. To recognize membership in the club at its inception in 1951, whether or not service was continuous, a person shall be designated a Charter Member. To recognize continuous membership and service to the club for a period in excess of 20 years, a person shall be designated a Life Member. To recognize special circumstances any person may be designated an Honorary Member. Charter, Life and Honorary Memberships may be recognized by award of an appropriate badge bar and will be identified in the club directory. Honorary designations must be approved by a majority of those attending a regular business meeting of the club.

Section 2 Dues

- a. Membership is per person per year, payable by April 15th. The amount is to be established by the membership at a regular meeting or a special meeting called for that purpose. Dues for members joining during the membership year shall be prorated. (1/25/2015)
- b. Membership entitles members to a copy of the Directory, bulletins and notification of events.
- c. Charter and Life Members will pay no annual dues but will be accorded all the privileges of fully paid membership. Honorary Members will pay no dues for a period as specified at the time the honorarium is approved by the club membership.

Section 3 Dance Donations

- a. Dance donations and charges for lessons will be determined by the membership at the last business meeting of the year.

Section 4 Dance Year

- a. The club fiscal year, membership year, dance year, and the term of office of elected officers will be from June 1 to May 31 of the following calendar year.

- b. Committees' responsibility for activities that extend beyond the membership year, e.g., Annual Campout, Picnic, will remain active until the activity is completed.

ARTICLE V MEETINGS

Section 1 Rules

- a. Business meetings shall be conducted according to Robert's Rules of Order, if not in disagreement with Dudes & Dolls Square Dance Club Bylaws.

Section 2 Schedule

- a. Business meetings shall be held once during each quarter of the year or more often if deemed necessary by the Executive Committee.

Section 3 Notification

- a. All club members shall be notified in advance of the date, time and location of the business meetings.

ARTICLE VI MONIES

Section 1 Custody

- a. All club funds shall be banked in a general account under the club's name, except for a cash on hand to make change. (1/25/2015)

Section 2 Annual Auction and Mystery Caravan

- a. Money derived from an annual auction will be set aside to provide transportation expenses for an annual Mystery Caravan. Additional use of auction funds shall be approved by the members of the club.

ARTICLE VII AMENDMENT OF BYLAWS

Section 1 Proposed Amendments

- a. Text of a proposed amendment must be submitted to the full membership at least 10 days prior to a meeting date or read at the previous regular meeting.

Section 2 Approval

- a. These Bylaws may be amended by a two-thirds vote of the membership present and voting at any regular meeting of the Dudes & Dolls Square Dance Club

Standing Rules of the Dudes and Dolls Square Dance club

- 1. All checks shall be signed by the President or Treasurer.**
- 2. There will be no disbursement of funds without an itemized bill.**
- 3. Books shall be audited immediately after the business year and presented to the club at the first regular meeting of the new dance year.**
- 4. A committee shall be appointed to audit the books. The committee shall consist of the new Treasurer, the Old Treasurer and two non-officer members.**
- 5. The Treasurer shall keep the books current.**
- 6. The bookkeeping system used shall be consistent from year to year.**
- 7. Badges are to be purchased by members through the club.**
- 8. The presiding officers will make up the following year's schedule by March 1st. The outgoing officers and incoming officers, together with the old and new decorating chairpersons, will determine the themes and details for the following years' dances shortly after the last dance at the transitional meeting.**
- 9. Before leaving office all committee chairmen and all officers will write a report outlining their experiences during the year, including, but not necessarily limited to, recommendations for modifications, changes or additions to committee or officers' duties.**
- 10. Everyone pays the dance donation as set by the membership of the club at the last meeting of the year, except the previous year's president couple and the kitchen duty couple; the treasure couple will make half a contribution.**
- 11. Donations will not be accepted from Callers & Cuers and their partners recognized by a national square or round dancing organization, while participating in the dance either as a guest, caller/cuer, or as a dancer.**
- 12. Caller and Cuer are paid per contracts as negotiated by the club President and approved by Executive Committee. The club membership will be informed of the contract terms at the next regular business meeting.**

13. In the event an elected officer cannot serve his or her term, the President will appoint a successor to be approved by the Executive Committee.

14. All Members agree in advance of joining the Dudes & Dolls Square Dance Club to abide by the following code of ethics:

- * Be friendly, courteous, cheerful, and helpful regarding all Club activities.**
- * Be active in the business and social functions of the club.**
- * Never consume alcoholic beverages before or during a dance, class, or business function. Smoke only in appropriate places, never in the hall.**
- * Pay special attention to proper attire, appropriate to the club activity in which you are participating.**
- * Pay special attention to personal hygiene.**
- * Wear your badge and greet club members and guests with a smile.**
- * Listen to the caller and callers, concentrate, dance enthusiastically, but always be gentle with all members of your square.**
- * Never criticize a fellow dancer. Help the person only if seeking help.**
- * Square up with as many couples as possible in the course of the dance and enjoy the fellowship.**
- * Distinctive caravan outfits are to be purchased, sold, or traded by members only through the club.**