

# **The Ocean Wavers Square Dance Club**

## **Purpose, Powers & Bylaws**

1. The name of this organization shall be "The Ocean Wavers Square Dance Club."
2. The purpose of the Ocean Wavers Club is to promote, teach, and encourage square and round dancing.
3. The club shall function on a non-profit basis.
4. The club shall have membership in the Palomar Square Dance Association, Inc., and participate through this membership in the California Square Dance Council, Inc.
5. The club shall establish a Board of Officers for the purpose of managing the club functions. Duties and responsibilities shall be outlined in the Bylaws Appendix.
6. The Board of Officers shall set an amount donation to be collected at each dance. The funds collected to be used to defray the costs of operating the club.
7. The Board of Officers shall set an amount as annual dues from the membership to be used to defray the costs of operating the club.
8. Regular scheduled dances shall be held. The Board of Officers may modify the dates, time and place of these dances.

## **BYLAWS**

### **ARTICLE 1—MEMBERSHIP**

**Section A:** Membership in this club shall be limited to square and round dancers demonstrated to have the required skills as determined by the Board of Officers.

**Section B:** New members shall have graduated from a class recognized by the National Square Dance Association.

**Section C:** It is a violation of these Bylaws to be served or to consume alcohol at club dances. Dancers with evidences of substance abuse will be banned from club dances.

**Section D:** Life Membership is granted by order of the Board of Officers to members who have made exceptional contributions to the Club in support of the principles of the Club. Procedures on granting Life Membership are described in the Bylaws Appendix.

**Section E:** Associate Members are those that have completed nine months of classes and choose to dance primarily at Club classes and class level functions. Associate Members are also eligible to attend non-dance Club functions. Associate Members shall pay the cost of their accident insurance as provided through the Palomar Square Dance Association, Inc.

## **ARTICLE 2—OFFICERS ELECTED**

**Section A:** The elected officers of this club shall be the President, Vice President, Secretary, and Treasurer.

## **ARTICLE 3—OFFICERS APPOINTED**

**Section A:** The President shall appoint officers to sit on the board who will each have a vote. The positions will include, but not be limited to, 2<sup>nd</sup> Vice President, Publicity, Social, Historian, and Visitation.

**Section B:** The President may select members from the club membership to sit on the Board of Officers to assist the President, subject to approval of the Officers of Article 2, Section A. These members have no voting privileges on the board.

## **ARTICLE 4—BOARD OF OFFICERS**

**Section A:** The Board of Officers is made up of four elected officers and appointed officers, each having a vote on the board. The immediate past President sits on the board and has one vote.

**Section B:** The Board of Officers shall meet once a month. Board decisions shall be subject to a majority vote of the Board. No official meeting can be held without a majority of the voting officers present.

**Section C:** The Board of Officers will open its regular monthly meetings to Club members in order to encourage the idea of participation by all. Club members planning to attend the open Board meeting should notify the Secretary three days in advance and state the subject to be discussed. The President at his/her discretion may schedule Executive Board meetings that would include only Board members.

## **ARTICLE 5—DUTIES OF THE OFFICERS**

**Section A:** The President shall be the administrative head of the Club and is responsible for the functioning of the club. The President will have the power to make appointments to fill vacancies of unexpired terms on the Board, and to select persons to serve for specific tasks for a limited time, without voting privileges on the Board. The President is responsible for an audit of the Treasury each time the person in the office of the Presidency or the Treasurer changes, or once a year, no later than June 30<sup>th</sup>.

**Section B:** The Vice President shall act as President in the absence of the President, and may be called upon to act as club representative for other specific functions as directed by the President.

**Section C:** The Secretary shall keep an accurate written record of the proceedings of the Board of Officers meeting, and attend to all correspondence. In the instance when both the office of the President and the Vice President is vacated, the Secretary will act as temporary head of the Club.

**Section D:** The Treasurer is responsible for all monies collected and disbursed by the Club. The Treasurer will maintain a checking account and be one of the authorized signatures required to draw on the account. The financial records must be audited each time the office of President changes or a minimum of once a year. The Treasurer will be responsible for the compiling of financial reports that conform to present day bookkeeping methods.

**Section E:** Specific office duties are contained in the Bylaws Appendix.

## **ARTICLE 6—ELECTIONS AND VOTING PRIVILEGES**

**Section A:** Notice of an election shall be made in at least one Ocean Wavers Newsletter prior to the election. Also, a Notice of Election shall be posted in a conspicuous place where the club is holding its dance, thirty calendar days prior to the election.

**Section B:** Elections shall be held in May of each year at the General Membership Meeting.

**Section C:** A nominating committee shall be appointed by the Board. One or more candidates for each office shall be submitted for consideration at the General Membership Meeting.

**Section D:** Newly elected officers will take office at the first class dance date in June. The office of President will not be responsible for the treasury until an audit has been successfully made.

**Section E:** The term of each office shall be one year.

**Section F:** When the Office of the President is vacated, the Vice-President assumes the office for the unexpired term. The audit requirements apply. (Reference Article 6, Section D)

## **ARTICLE 7—General Meetings**

**Section A:** A general meeting shall be held yearly in May for the purposes of electing officers and transacting any other matters on the agenda.

**Section B:** Special General Meetings may be called by a two-thirds majority of the Board of Officers or a petition from 20% of eligible membership. The date of a special meeting shall be advertised a minimum of thirty days prior to the date of the meeting.

### **ARTICLE 8—NEW CLASS REGULATIONS**

**Section A:** The Board of Officers shall designate the dates, term and rules governing classes.

### **ARTICLE 9—AMENDMENTS**

**Section A:** Any article or section of these Bylaws may be amended by a majority vote of the members present at any duly constituted General Meeting. An amendment may be initiated by the Board of Officers or by a petition of the membership. The proposed amendments must be posted in a conspicuous place accessible to members three weeks prior to the meeting for action on the amendment. Where facilities permit it shall be announced to the membership.

### **ARTICLE 10—APPENDIX**

**Section A:** An appendix is made outlining duties of the various offices for the purpose of adding continuity between Boards.

**Section B:** Changes to the appendix do not require a vote of the membership.

### **ARTICLE 11—DISBANDMENT PROCEDURES**

**Section A:** When it is determined to disband this Club, after all debts are paid, the remaining property and assets shall be donated to any non-profit organization, as decided by a majority of the existing membership.