

Capital Squares

By-Laws

Article I – Name

The name of this non-profit square dance club shall be the Capital Squares.

Article II – Purpose

The purpose of this club shall be to promote all phases of good square dancing and to provide a place where dancers may enjoy dancing together in a spirit of friendliness and cooperation.

Article III – Membership

In order for individuals to be considered for membership, each must (1) be capable of dancing at a Mainstream level as determined by the Club Caller, (2) complete an application process determined by the Executive Committee (3) pay one month's dues in advance and any initiation fee, and (4) be approved for membership by the Executive Committee. Membership shall continue as long as dues are paid (see Article IV) unless revoked by a 75% vote of the Executive Committee, acting in the best interests of the Club.

The Executive Committee may establish classes of non-voting membership (e.g. honorary, etc.) and set requirements and terms for such membership (dues, fees, etc.). The primary class of Membership ("Regular Members") includes those members who pay full dues. The only class of members permitted to vote is Regular Members.

Article IV – Dues

The club dues (including new member initiation fees, if any) are set by recommendation of the Executive Committee and approval by a majority of Regular Members present at a meeting of the Club when a vote is taken. Club dues will be reviewed at least annually to keep them aligned with the cost of operating the club.

Membership dues are payable monthly in advance at the first regular scheduled dance of each month. Dues may be paid for more than one month in advance and the treasurer will keep proper records of such payment and notify members when dues must be paid again.

The Treasurer shall notify those members who fall more than one month behind in their dues. Those members who fall more than two months behind in their dues shall, upon written notification by the club President, be dropped from club membership.

When a member anticipates absence for a prolonged period (2 or more months), that member may notify the Treasurer in writing and request Inactive status for that period. No dues will be charged to members while on Inactive status. Failure to notify the Treasurer shall result in full dues being charged for that period. When a member has been absent for a cause not of his/her own volition, the Executive Committee may dispense with the need to pay dues in arrears. Members on Inactive status for a period

greater than one year shall be removed from membership unless an extension is approved by the Executive Committee.

Visitor Fees, if any, shall be set by the Executive Committee.

Article V – Officers

The officers of the Capital Squares shall be the President, Vice-President, Secretary, Treasurer and Social Director. These officers and the immediate past president shall comprise the Executive Committee. If the office of President shall become vacant, the Vice-President shall become President. Other vacancies shall be filled by a majority vote of the Executive Committee.

Article VI – Duties of the Officers

President: Presides at club meetings; appoints and/or removes all special committees; is an ex-officio member of all committees; represents the club with respect to any outside organization as needed; acts in temporary emergencies on behalf of the club or Executive Committee.

Vice President: Assumes the duties of the President in his/her absence; serves as membership chairman; organizes new classes (in conjunction with the caller); plans and manages any special dances in conjunction with the Executive Committee.

Secretary: Keeps minutes, records including Articles of Association and Bylaws, official membership list, and list of standing committees; manages the club's website; manages promotion and publicity.

Treasurer: Acts as a custodian of all club funds; manages all bank activities; collects all monies; pays all bills; prepares financial reports as requested by the President or Executive Committee; submits summary financial reports to members at a frequency no less than quarterly.

Social Director: Serves as the planner and manager of all club social events; prepares a schedule and budget of social events for the year in January and submits to the Executive Committee for approval with updates as needed.

Officers and Committee Chairpersons may delegate responsibilities/duties to other members or contractors with the approval of the Executive Committee.

Article VII – Election of Officers

Terms of office for all club officers shall begin on January 1 and end on December 31.

The President shall appoint a Nominating Committee of at least three Regular Members, no later than the second dance in October. Candidates for office shall be communicated to members.

At the first dance in December, the Nominating Committee shall present its slate of candidates and nominations may be made from the floor. Any nomination from the floor must have the prior consent of the nominee. Nominations will then be closed. Nominees for the offices of President, Vice President or Treasurer must have been members for at least six months prior to the nomination.

Election of officers shall take place at the second dance in December. Election shall be made by majority vote of those Regular Members present at the election. Proxy votes properly signed by members may be submitted to the President or Executive Committee prior to the election and will be counted.

Article VIII – Committees

The Executive Committee shall meet at the pleasure of the President, or upon the request of at least three Executive Committee members, and will coordinate with the Social Director for planning all functions.

Special Committees shall be appointed and removed by the President as necessary.

Article IX – Conduct

Since the Club is operating in the best interest of square dancing, members are expected to maintain proper social behavior. There will be NO alcoholic beverages at club dances (members or visitors) or while wearing the club badge.

Article X – Meeting Date and Place

The date, time, and place of regularly scheduled weekly square dances shall be recommended by the Executive Committee and approved by a majority vote of Regular Members present at an announced meeting of the Club when a vote is taken. Club meetings will be held during scheduled weekly square dances except when approved by the Executive Committee and the Regular Members shall be notified at least three (3) days in advance.

Article XI – Club Caller

The Club Caller and Cuer (or Line Dance Instructor) shall be selected by a majority vote of the membership. Guest Callers shall be selected by the Executive Committee or the Club Caller from a list approved by the Executive Committee. The Club Caller's and other contractor fees will be reviewed at the beginning of each year by the Executive Committee and any change approved by majority vote of the Executive Committee.

Article XII – Amendments

The entire membership must be notified in advance that an amendment to these by-laws is to be considered at a meeting. The by-laws can then be amended or repealed only by a two-thirds vote of Regular Members present at the announced meeting. Properly signed proxy votes can be submitted to the Executive Committee for inclusion in the vote.

Article XIII – Parliamentary Authority

All questions of parliamentary law shall be governed by Robert's Rules of Order, Revised Edition.

Adopted: October, 1994, Amended May, 2006, Amended May, 2016