

# **Mountaineers Square Dance Club**

## **BYLAWS**

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**ARTICLE I:**            **NAME:**

Section 1:            The name of the club shall be Mountaineers Square Dance Club.

**ARTICLE II:**           **PURPOSE:**

Section 1:            The purpose of this non-profit club shall be to provide a place where square and round dancers may enjoy dancing together in a spirit of friendliness and fun and where each member is afforded the opportunity to share in the club responsibilities.

Section 2:            The normal dance year shall be from January through December; unless club officers elect to shorten the dance year.

Section 3:            Dances shall be held on the odd Saturdays – first, third and fifth – of each month.

Section 4:            Regular board meetings of the Mountaineers shall be held at least once a month, at such time and place as the board shall designate. No regular board meeting shall be held in July and August.

Section 5:            A quorum is required to conduct official club business. A quorum will be defined as 2/3 of the board members.

**ARTICLE III:**           **MEMBERSHIP:**

Section 1:            Membership shall be open to all qualified square and round dancers, qualified dancers being those who know the basic steps and have enough necessary experience to execute calls given.

Section 2:            A qualified dancer shall validate membership by paying annual dues, which have been established by the club officers.

Section 3:            Members shall purchase and wear the approved club badge.

Section 4:            Members attending club dances are expected to bring enough food to serve 6-8 persons after the dance.

Section 5:            Every member must serve as host or hostess at one dance during each calendar year.

**ARTICLE IV:**           **DUES AND DANCE FEES:**

Section 1:            The officers of the club shall review and establish the dues each year. The guidelines for establishing dues shall be to meet the necessary expenses of the club and provide no profit.

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Section 2: Dance fees shall be reviewed and established each year by the club officers. Guidelines for establishing dues shall meet necessary expenses and provide no profit. Member dance fees shall be less than guest fees.

### **ARTICLE V: OFFICERS AND OTHER BOARD MEMBERS:**

Section 1: The elected officers of the Mountaineers shall be President; Vice President/President elect; Recording Secretary; Corresponding Secretary; Senior Treasurer, Junior Treasurer. Vice President shall also be the President-elect to provide continuity in office. The Junior Treasurer shall become the Senior Treasurer to provide continuity in office. Two members shall be considered to fill the offices jointly and shall serve for one (1) year. They may be re-elected.

Section 2: Board members shall consist of the Elected Officers, Senior and Junior Council Representatives, and Committee Heads and Co-Heads as deemed necessary by the Office of the President. These board members shall have one vote per person.

Section 3: Duties of President shall be to preside over meetings and carry out necessary duties to provide successful and enjoyable dances. Council representatives, a nominating committee and a financial review committee shall be appointed by this office. The incoming President shall also serve on the Budget Committee.

Section 4: Duties of Vice President/President Elect shall be to preside in the absence of President and to perform duties assigned by President. Should Vice President/President Elect be unable to take on the Office of President the following year, a nominating committee shall be appointed to obtain new candidates, which may include the current President. The new Vice President will also serve on the Budget Committee.

Section 5: The duties of the Secretary shall be divided between the Offices of a Recording Secretary and Corresponding Secretary. The duties of this office shall be divided as set forth below. These officers shall be given the authority to delegate any duty to a third person or persons willing to assist in the job.

The Office of Recording Secretary shall be charged with the following duties:

1. Keep an accurate record of business proceedings conducted at the Board meetings;
2. Prepare copies of Board minutes for distribution to Board members;
3. Maintain a current copy of the Club By-Laws; and
4. Write and submit an article of Club news for publication in each Council Bulletin.

The Office of Corresponding Secretary shall be charged with the following duties:

1. Prepare the Club Newsletter, the Trailblazer, for distribution to members;
2. Maintain an accurate database of all members' names, addresses, phone numbers, birthdays, date(s) joined, offices held, and any other pertinent information needed by the club;
3. Print and distribute an accurate Membership Roster;
4. Write and send

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any necessary club correspondence, flowers, and/or cards to members; 5. Write and mail invitations to all Past Presidents to the annual Anniversary and Past President dance; 6. Maintain a list of Past Presidents, Lifetime Members, Honorary or Charter Members, and a list of current Officers and Board Members.

Section 6: Duties of Treasurers shall be to act as custodian of funds, collect all monies, pay all bills, give financial reports at officers' meetings, prepare a written monthly report for presentation at Board meetings. The Senior Treasurers' duties shall also include serving on the Financial Review and Budget committees.

Section 7: Club officers shall be charged with and authorized to carryout the business of the Mountaineers Club. Any and all club business conducted by the officers shall be available to any club member upon request.

Section 8: If the Office of the President is vacated, the Vice President/President Elect will assume the Office of the President and will be able to nominate a candidate for the Office of Vice President/President Elect, for the board's approval.

If the Office of Vice President/President Elect is vacated, the President shall nominate a candidate for the board's approval.

If the Office of the Senior Treasurer is vacated, the Junior Treasurer shall become the Senior Treasurer and the President and Vice President shall nominate a candidate for the Office of Junior Treasurer for the board's approval.

If a vacancy should occur in the Office of Recording secretary, Corresponding Secretary; or Junior Treasurer between January 1 and September 1, the President and Vice President shall nominate a candidate for the board's approval and they shall serve for the remainder of the term. If a vacancy shall occur in any of these offices during September and prior to the election night in October, the nominating committee shall be responsible to find candidates to run for the office and the elected candidate shall assume the office upon being elected and will serve for the remainder of the term plus 1 year. If the vacancy occurs after the election, but before the first of the year, the officer-elect shall assume the office and shall serve for the remainder of the term plus 1 year.

### **ARTICLE VI: ELECTION OF OFFICERS:**

Section 1: The nominating committee shall submit the names of at least one candidate per office at the second dance in October. The Offices of President and Senior Treasurer need not have candidates presented by the nominating committee, unless these offices are being vacated or if someone wants to run for the office. Nominations shall, at that time, be accepted from the floor for all offices, with prior approval from the nominees being presented from the floor.

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Section 2: A joint board meeting, which includes current and newly elected officers, shall be held in December, with the retiring officers to act in an advisory capacity to the newly elected officers.

### **ARTICLE VII: BANNER STEALING AND RETRIEVING:**

Section 1: The Mountaineers welcome and encourage guests at their dances, as well as encourage club members to dance at other clubs. The Mountaineers elect to participate in banner stealing and retrieving.

### **ARTICLE VIII: SQUARE DANCE COUNCIL:**

Section 1: The officers shall maintain membership in the Denver Area Square and Round Dance Council.

Section 2: Council members appointed by the Office of President, shall be responsible for attending council meetings and reporting to the club.

### **ARTICLE IX: SQUARE DANCE CALLERS AND TEACHERS:**

Section 1: The Mountaineers shall engage the services of a caller designated as the club caller and class teacher.

Section 2: It shall be the responsibility of the club officers to screen and recommend to the membership for approval a club caller/teacher when it is necessary to engage such a person.

Section 3: President and Vice President/President-Elect shall be responsible for selecting and contracting guest callers for regular and special dances as recommended by the officers.

Section 4: President shall renew the contract of the club caller/teacher.

Section 5: The club caller/teacher shall conduct square dance classes, the number of which shall be agreed upon by the caller/teacher and the officers each year.

### **ARTICLE X: AMENDMENTS:**

Section 1: The By-Laws may be amended by a two-thirds majority vote of the club officers. The entire membership must be notified sixty (60) days in advance of any amendment voted on to allow input to club officers.

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### **ARTICLE XI: ANNUAL FINANCIAL REVIEW OF MOUNTAINEER BOOKS:**

- Section 1: Review of the Financial Books. This will be completed, no later than 45 days after the end of the fiscal year.
- Section 2: The Presidents will nominate a minimum of two people, members preferred but non-members can be considered, to perform the annual review.
- Section 3: The board will vote on the President's selections and either accept or reject one or both. If rejected, the President will submit the name(s) of replacement(s). The board will re-vote on the new nomination(s).

### **ARTICLE XII: BUDGET FOR NEW FISCAL YEAR:**

- Section 1: A Budget Committee consisting of the new President, the Vice-President Elect and the Senior Treasurers coming into office.
- Section 2: This committee will create a budget for the new year by January 31 and present to the Board for review in the February meeting. The Board and Review Committee will make any changes deemed necessary and/or approve them.
- The monthly treasurer's report to the board will include an actual vs. budget comparison.