

# BYLAWS OF THE SCOOTBACKS SQUARE DANCE CLUB

## ARTICLE I. Name

The name of the Club shall be "Scootbacks".

## ARTICLE II. Purpose

- A. The purpose of this Club shall be to provide its members the pleasure of square dancing and complementary activities in a spirit of friendliness and good fellowship.
- B. This Club shall be a non-profit organization and no part of any net operating income may be used for the benefit of any individual or for profit organization or venture.
- C. This Club shall be a member of the Denver Area Square and Round Dance Council, DAS&RDC.
- D. If Scootbacks should disband, disposition of funds and debts shall be determined at a special meeting. Any distribution of assets shall go to non-profit organization(s).

## ARTICLE III. Membership

- A. An applicant for membership must know the basics of square dancing at the mainstream level. Exceptions may be made for non-dancing honorary membership.
- B. Annual membership dues payment is required to be a member of Scootbacks.
- C. Membership dues shall be payable at the Annual Club meeting. Non-payment of dues by the first October dance is voluntary withdrawal from Club membership. Everyone not paying dues will be reminded in September. Any dancer who is not a Club member must pay guest dance donation rates at Scootback dances.
- D. Members must agree to uphold these bylaws, a copy of which will be provided to each new member.
- E. Any paid up member of the Club may call for a report from the Secretary and/or Treasurer at any meeting and may view Club records upon request.

## ARTICLE IV. Dances

Regular dances are held the second and fourth and fifth Fridays of the month during the dance season, September through May as scheduled by the Executive Board.

## ARTICLE V. Meetings

- A. An annual Club member meeting shall be held after the last dance of the season and before July 1st. The President may call special meetings of Club members when deemed necessary. A quorum for Club member meetings shall be one fourth of the dues paying members.
- B. In all meetings of Club members there shall be one vote allowed cast per individual member in attendance. Only dues paying members shall have voting privileges. There shall be no voting by proxy.
- C. In all meetings a majority vote shall require at least 51% of votes cast.
- D. Executive Board meetings will be held during the months of October and March and at such other times as the President shall deem necessary. A quorum consists of four Executive Board members representing at least three of the six Executive Board offices.
- E. Revised Robert's Rules of Order apply to procedures not covered in these bylaws.

## ARTICLE VI. Officers and Executive Board

- A. Club officers serve voluntarily without compensation
- B. The elected Club officers shall consist of President, Vice President, Secretary, Treasurer, Council Representatives and Caller-Cuer Coordinator. When two members are elected to an office, each of them is considered to hold that office.
- C. The Executive Board shall consist of the elected officers plus the immediate Past President each of whom shall be the voting members at Executive Board meetings.
- D. The Club Caller and Club Cuer, as designated by the Executive Board, shall be honorary Club members, and members of the Executive Board without voting privileges.

- E. The term of officers of Scootbacks Square Dance Club shall normally be one year commencing at the close of the annual meeting and continue until a successor is elected and assumes office.
- F. Only dues paying members may hold office.
- G. The Office of Council Representative is the only elected office in which a Club member may hold another elected office simultaneously.
- H. A Club officer may not hold office in another square dance club where the offices held may create a conflict of interest.

## **ARTICLE VII. Duties of the Executive Board**

- A. The Executive Board shall set up the dance schedule, special dances and other Club activities and approve any permanent change in the selection of a regular dance hall.
- B. The Executive Board shall approve square dance callers and round dance cuers as selected by the Caller-Cuer Coordinator.
- C. The Executive Board shall plan and schedule advertising, activities, and demonstration dances to: introduce the public to square dancing, recruit new members, and plan Square Dance classes including; arranging a place for classes and selecting a caller as the instructor.
- D. The Executive Board shall attend meetings as required representing the Club, or to support duties as Club officers or duties of the Executive Board.
- E. The Executive Board shall establish annual Club membership dues and Club dance donations.
- F. Any expenditure over \$50.00, other than expense authorized in Article XI paragraph C, shall require prior approval of the Executive Board.
- G. In case of a vacancy in any elected office, except President, the Executive Board may appoint a Club member to fill the remaining term of office. If the President's office is vacated the Vice President shall assume the office of President, leaving a vacancy for Vice President.
- H. Each member of the Executive Board must preserve historical records of the Club's activities and release all records to the custody of new Club officers as they assume office. This applies to all Club officers and committee chairpersons individually and collectively.

## **ARTICLE VIII. Duties of President**

- A. The President shall call and preside at all meetings of the Club membership and Executive Board.
- B. The President may sign checks drawn on Club funds only when the Treasurer is incapacitated.
- C. The President shall act in emergencies as required by the Club's needs.
- D. The President shall keep members informed through a newsletter throughout the year.
- E. President shall obtain a hall for Club dances, special dances and activities, including substitute halls as required. The Executive Board must approve any permanent change in dance hall location.
- F. The President shall appoint and announce a Nominating Committee at least six weeks prior to election of officers. At that time the President shall announce to all Club members that nominations are being sought for Club officers. The qualifications and duties for each office must accompany the announcement.
- G. To appoint a committee comprised of the President, Treasurer and another member from the general Club membership to review the Club's financial records after the last regularly scheduled dance of the season and before the annual meeting elections. A financial review is to be completed annually even if the current Treasurer is retained in office.
- H. The President may appoint and announce a committee comprised of one Executive Board member and two members from the general Club membership to review these Bylaws as needed.
- I. The President may appoint other committees to support the duties of any office and as otherwise necessary.

## **ARTICLE IX. Duties of Vice President**

- A. The Vice President shall assume the duties of the President in his/her absence.
- B. The Vice President shall act as Publicity Coordinator.

- C. The Vice President shall organize banner stealing and retrieving activities and maintain records thereof.
- D. The Vice President shall keep the President informed of all activities of this office.

## **ARTICLE X. Duties of the Secretary**

- A. The Secretary shall keep accurate records of all business proceedings, a list of standing committees and a copy of the Club bylaws.
- B. The Secretary shall write a newsletter for the DAS&RDC Bulletin.
- C. The Secretary shall publish a roster of Club members at least twice each year, after our first October dance and after graduation when students join the club.
- D. The Secretary shall publish upcoming year dance schedules, and other pertinent Club information for the Annual Meeting.
- E. The Secretary shall write and maintain Club minutes for all Club meetings and Executive Board meetings and provide a copy to the President.
- F. The Secretary shall keep the President informed of all activities of this office.

## **ARTICLE XI. Duties of Treasurer**

- A. The Treasurer shall keep an accurate record of all Club transactions, collect moneys, pay bills, and prepare a written financial report for meetings of the Club membership.
- B. The Treasurer shall preserve financial records as necessary. Available records must include dance attendance sign in sheets, dance summaries, bills, receipts and bank statements to allow a complete review of the Club's finances during the treasurer's tenure.
- C. The Treasurer is authorized to pay Club expenses as follows:
  - 1. Advertising Club dances in the DAS&RDC Bulletin and elsewhere as directed by the Board.
  - 2. Club's DAS&RDC Dues in June and insurance premium in December or as required.
  - 3. Club's contracts for hall rental, callers, and cuers as required.
  - 4. Club badges, danglers and bars for badges as needed.
  - 5. General expenses under \$50.
  - 6. Other Club expenditures approved by the Executive Board.
- D. The Treasurer shall secure bank signature cards for the President and Treasurer.
- E. The Treasurer shall sign checks drawn on Club funds.
- F. The Treasurer shall maintain the official Club membership roster.
- G. The Treasurer shall keep the President informed of all activities of this office.

## **ARTICLE XII. Council Representatives**

- A. Council Representatives shall attend all meetings of the DAS&RDC. If unable to attend a meeting, the Council Representative should obtain a Club member to attend in their place.
- B. Council Representatives shall report to the President, Executive Board and Club at meetings as needed regarding Council activities.

## **ARTICLE XIII. Caller-Cuer Coordinator**

- A. The Caller-Cuer Coordinator shall serve as the Club's representative for contracting callers and cuers for our dances.
- B. The Caller-Cuer Coordinator shall select callers and cuers for future dance seasons according to the dance schedule approved by the Executive Board and obtain signed contracts from the selected callers and cuers.
- C. If the Executive Board disapproves a contracted caller or cuer, the Caller-Cuer Coordinator will either re-negotiate the contract or replace the selected caller or cuer as directed by the board.
- D. Printed copies of signed caller and cuer contracts for the next dance season will be submitted to the Executive Board at the annual Club member meeting.
- E. If a dance is cancelled, the Caller-Cuer Coordinator will notify the caller and cuer of the cancellation.
- F. If a contracted caller or cuer must cancel a dance, the Caller-Cuer Coordinator will select a replacement and obtain a signed contract from the replacement. If the dance is for a future dance season, the replacement must be approved by the Executive Board at the next board meeting.

## **ARTICLE XIV. Nominations and Elections**

- A.** Nominations and election of officers are to be held at the annual Club meeting.
- B.** The Nominating Committee shall consist of one member of the Executive Board and two members from the general Club membership.
- C.** The Nominating Committee will place in nomination a slate of candidates for Club officers at the annual Club meeting. One member (or member couple) should be presented for each office except Council Representative which requires two to four members.
- D.** The Nominating Committee will contact each prospective nominee for an elected position for their acceptance of an office prior to placing a member in nomination.
- E.** Nominations from the floor will be requested and accepted at the Annual Club meeting.
- F.** Elections of officers shall be by secret ballot for each office only if there is more than one candidate for a particular office.

## **ARTICLE XV. Bylaws**

Bylaws may be amended by a two-thirds majority vote of members present at an Annual Club meeting or special meeting called for purposes of approving amendments.

## **ARTICLE XVI. Standing Committees**

These committees are intended to provide continuous support, bridging the annual meeting elections. They shall serve at the pleasure of the President.

- A. Membership Committee**  
The President shall appoint a Membership Committee to assist the Treasurer and Secretary in gathering, maintaining, and distributing membership information.
- B. Refreshments Committee (Caboose)**  
The President shall appoint a Refreshments Committee to plan, purchase and manage refreshments for our dances and other events as necessary.
- C. Class Coordinator**  
The President shall appoint a Class Coordinator to plan square dance classes, arrange for a hall and coordinate with the caller.