

# THE MAVERICKS SQUARE DANCE CLUB OF ROSEVILLE BYLAWS

## **MISSION:**

- The Mavericks is a square dance club dedicated to the promotion, preservation and education of America's only recognized National Folk Dance. (1982 Act of Congress – Ronald Reagan)
- The Mavericks provide instructional classes and venues for social square dances, classes and demonstrations.
- The Mavericks serve our local and regional communities to preserve and promote our National Folk Dance.

## **ARTICLE 1 NAME AND PURPOSE**

Section 1. The name of the club is The Mavericks Square Dance Club of Roseville. The club is a nonprofit organization for the promotion of Square Dancing and Round Dancing and other social dance types.

Section 2. The Mavericks is made up of square dance and round dance members and for the rest of this document the Mavericks will be referred to as the "Club".

Section 3. The Club is a member of the Associated Square Dancers of Superior California (ASDSC) and the California Square Dance Council. The Club is affiliated with the American Legion Post 169 and the Veterans of Foreign Wars post 1487.

Section 4. The purpose of the Club is to promote square and round dancing by providing an atmosphere of fun, friendship, and participation for new and experienced dancers.

Section 5. Square dance clubs that dance on the same night and utilize the same facilities as the Club dance under the auspices of the Club.

## **ARTICLE 2 CLUB MEMBERSHIP**

Section 1. There are two (2) types of Club memberships; General and Associate.

- General membership members:
  - Pay full annual dues
  - Have voting rights at general membership meetings
  - Attend Club workshops without having to pay
  - A portion of their annual dues is used to pay ASDSC membership dues and ASDSC insurance

- Associate members:
  - Must be a participant with one of the square dance clubs that dance under the auspices of the Club
  - Pay reduced annual dues
  - Do not have voting rights
  - Pay guest fees at all Club workshops
  - If the Associate member is not a member of the ASDSC then a portion of their annual dues is used to pay ASDSC membership dues and ASDSC insurance

Section 2. General membership is open to individuals that have successfully completed a Club level dance class or can demonstrate the ability to dance at Club level.

Section 3. Applications for General membership will be submitted to the Board. Dues will not be accepted until an application is approved and applicant has been notified of the acceptance by the board.

Section 4. Requirements for continued General membership are a demonstration of participation in Club activities and payment of Club dues in full and on time.

Section 5. Requirements for Associate members are continued participation with a square dance club dancing under the auspices of the Club and payment of Club dues in full and on time

### **ARTICLE 3 BOARD**

Section 1. The board is made up of the Executive Board and Committee Chairpersons. Chairpersons are recommended by the president and approved by the Executive Board.

Section 2. The Executive Board shall consist of the following elected officers:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer
- Director of Fund Raising
- Director of Finance for Contracts and Investments
- Director of New Dancer Coordination

Section 3. The Executive Board will appoint a Nominating Chairperson two (2) months prior to the election.

Section 4. Nominations for the elected officers shall consist of those selected by the Nominating Committee, and any nominations made from the floor, with prior consent of the nominee, at the 3<sup>rd</sup> Club workshop in October. The election is the 3<sup>rd</sup> Club workshop in November for nominated members and any additional floor nominations. Officers will be installed at the first Club workshop in January.

Section 5. All incoming and outgoing officers shall attend the December Board meeting prior to taking office at the first workshop in January.

Section 6. If a vacancy occurs in the Presidency, the Vice President automatically fills the position until the end of the current term.

Section 7. The Executive Board will fill any other vacant office by appointment. The term of office for these appointments will be until the end of the current year.

Section 8. Anyone wishing to be an elected officer of the Club shall have a minimum of one (1) year membership in the Club and be a member in good standing.

Section 9. Members may not hold more than one elected office at a time.

Section 10. An Executive Board member may not hold an office in another club unless he/she discloses the fact to the Club and receives board approval prior to being elected. If a current Executive Board member is elected to an office in another club he/she must notify the board and get approval to hold an office in that club.

Section 11. Committee chairpersons may be, but are not limited to:

- Special Events
- Greeter Coordinator
- Nomination
- Publicity
- Sunshine
- Hospitality
- Historian

Section 12. An appointed chairperson must be a member in good standing.

Section 13. Term of office for Executive Board members and committee chairpersons is one (1) year. (January-December)

Section 14. There is no limit to the number of times a member may be elected to an office or appointed to a chairmanship

#### **ARTICLE 4 BOARD PURPOSE AND RESPONSIBILITY**

The purpose of the board is to act on behalf of the Club membership in all aspects of Club activity. It is the responsibility of the board to adhere to all Bylaws and Standing Rules.

Section 1. Responsibilities

1. The Board has general supervision of all Club activities.
2. The Executive Board is responsible for ensuring that the Club is in compliance with all city, county, state, IRS and Square Dance Association rules and regulations.
3. The Executive Board is responsible for procuring a place to dance.
4. The Executive Board is responsible for procuring the services of a Club caller and a Club cuer as well as guest callers and cuers for workshop and Club sponsored dances.
5. All board members will keep orderly records and a detailed and updated list of duties to give to succeeding officers and committee chairpersons.
6. The Executive Board will have responsibility for reviewing all contracts which when approved must be signed by the president.
7. The Board is responsible for Club properties.
8. The old and new boards will prepare an annual budget prior to the new board taking office.
9. The Executive Board is responsible for ensuring a financial review of all Club accounts is accomplished prior to the end of the fiscal year.

10. The first order of Board business in January is to approve the budget. Starting in 2015 the second order of business in January is the review and approval of the financial review report.

#### Section 2. Ethics

All members of the Executive Board and all Committee Chairpersons will adhere to a code of ethics that ensures that all Club Bylaws and Standing Rules are followed and the officer or chairperson's actions do not create an atmosphere or appearance that is detrimental to the Club. Any Executive Board member or Chairperson found to be acting in a manner that does not adhere to these ethics is subject to immediate removal from office.

#### Section 3. Removal from Office

Any officer may be removed from office by a 2/3 majority vote of the entire Executive Board for failure to fulfill the duties of the office he/she was elected to or for failure to comply with the Ethics stated in Section 2 above.

### **ARTICLE 5 BOARD MEETINGS**

#### Section 1. Rules of Order

1. Board meetings will adhere to the latest version of Robert's Rules of Order and the current version of the Club Bylaws and Standing Rules.

#### Section 2. Quorum

1. A quorum consists of one half of the voting members of the board (rounded up).
2. No official business can be conducted without a quorum.

#### Section 3. Voting

1. Only Executive Board members can vote on official business.
2. A simple majority vote is required to approve board business with the exception of financial matters as stipulated in the Standing Rules.

#### Section 4. Schedule and Agenda

1. Board meetings will be held quarterly. The membership will be notified of board meetings via email (if possible) and verbally at the workshop 2 weeks prior to the board meeting.
2. All board meetings are open to any interested Club member.
3. Portions of a board meeting dealing with confidential issues may be closed to Club members but may only pertain to those issues. No other business may be conducted without re-opening the meeting to Club members.
4. Emergency board meetings may be called at any time by any board member. Every effort should be made to notify the membership prior to these meetings. Minutes of any emergency board meeting must be presented to the Club members at the next Club workshop.

### **ARTICLE 6 GENERAL MEMBERSHIP MEETINGS**

#### Section 1. Rules of Order

1. General Membership meetings will adhere to the latest version of Robert's Rules of Order and the current version of the Club Bylaws and Standing Rules.

Section 2. Quorum:

1. A quorum is 25 percent of the current Club General Members.
2. A quorum is required to conduct business.

Section 3. Voting

1. Each member has one vote,
2. Voting is done by show of hand except for officer elections which must be done by secret ballot.

Section 4. Agenda

1. General Membership meeting agendas will follow the rules set forth in the Standing Rules.

Section 5. Schedule and Agenda

1. General meetings are scheduled quarterly to be held the first workshop after the regularly scheduled board meeting.
2. Notice of general meetings will be announced by the Club president via email (if possible) and verbally at the workshop prior to the meeting date.
3. Special meetings may be called by the president but must be announced via email (if possible) and verbally at the workshop prior to the special meeting date.
4. Board meeting agendas will follow the rules set forth in the Standing Rules.

**ARTICLE 7 BYLAW AND STANDING RULE CHANGE PROCESS**

1. Requests for Bylaw changes, additions or deletions may be submitted to the Executive Board by any General Membership member.
2. Requested Bylaw changes, additions or deletions are reviewed by the Executive Board for endorsement.
3. Requests for Bylaw changes, additions or deletions endorsed by the Executive Board shall be presented to the general membership for vote at the next scheduled general membership meeting.
4. Requests for Bylaw changes, additions or deletions not endorsed by the Executive Board and the reasons for non-endorsement shall be entered into the minutes of the board meeting.
5. Bylaw additions, revisions or deletions require two thirds (2/3) majority vote of the Club members present at the general membership meeting to pass.
6. Bylaw changes, additions or deletions passed by the general membership take effect immediately.
7. Standing Rule changes, additions or deletions require a two thirds (2/3) **majority** vote by the entire Executive Board.

**ARTICLE 8 DISSOLUTION**

Upon dissolution of the Club and after liquidation of all tangible assets and payment of all debts, the balance of monies remaining will be prorated and disbursed to qualified charities as directed by the Board.

**AFFECTIVE DATES**

**Bylaws Adopted: February 10, 2014**

**Updated:**

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| 01/01/2017 | Standing Rules |  |
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# THE MAVERICKS SQUARE DANCE CLUB OF ROSEVILLE STANDING RULES

**Revised 01/01/2017**

## GENERAL

1. The official colors of the Club are red and blue denim.
2. Intoxication or excessive swearing by members or guess will not be tolerated. The highest ranking club officer in attendance has the authority to ask anyone who conducts them self in such a manner to leave.
3. If a member continues behavior described above at successive dances or workshops, they may be called before the Board to be verbally reprimanded, suspended for a month, or expelled from the club whichever is appropriate.
4. Men will be encouraged to wear long sleeved shirts and trousers (no shorts) and women will be encouraged to wear dresses or appropriate pants and blouse combinations (no shorts) to club dances.
5. Regulations regarding attire may be reasonably modified during the summer months or for special dances.
6. Attire must be clean and not ragged.
7. NO TOBACCO, ILLEGAL DRUGS, or ALCOHOL is allowed at any club function. (Smoking may be permitted in designated areas away from club events, as directed by State and local ordinances.)

## MEMBERSHIP

1. Visitors wishing to join the club must attend at least three (3) consecutive workshops.
2. As of January 2017 the dues for the Club Associated membership will be \$12.00 (ASDSC membership fee) per year regardless of what month during the clubs year the person joins, and General Membership dues are \$60.00 per year regardless of what month during the clubs year the person joins, making the total membership fee \$72.00 (\$60.00 Club membership fees and \$12.00 ASDSC membership fees) per year regardless of what month during the clubs year (09/01 thru 08/31) the person joins.
3. Dues are to be paid by September 1<sup>st</sup> of each calendar year. General Membership dues may be paid in two (2) equal installments, half on September 1<sup>st</sup> and half on March 1<sup>st</sup>.
4. General membership dues and ASDSC membership fee are reviewed and subject to change annually.
5. Club membership may be revoked for failure to follow Club By-laws and/or Standing Rules. If a membership is revoked the member's dues will be prorated and refunded minus the ASDSC fee.
6. Revoking membership requires 2/3 majority vote of the Executive Board in closed session.
7. A Member whose membership is revoked will be informed by the club president and at least one other board member in a private meeting.

## FINANCIAL

1. Budgeted expenses incurred in the line of the club business shall be reimbursed by the club treasurer.
2. Non-budgeted expenses incurred in the line of club business shall require Executive Board approval prior to reimbursement.
3. Up to five (5) members of the Executive Board may have signature privileges for Club financial transactions.
4. All transactions on Club investments require two signatures.
5. All checks written on Club accounts totaling \$500.00 dollars or more require 2 signatures.
6. In financial matters totaling \$500.00 dollars or more a 2/3 majority of the Executive Board is required to pass a motion.
7. The fiscal year is defined as January 1<sup>st</sup> through December 31<sup>st</sup>.
8. Door prizes for the club dances shall not exceed 5 prizes per dance. Dollar amount of the prizes shall be determined by the Board.

## EXECUTIVE BOARD MEMBER DUTIES AND RESPONSIBILITIES

The President shall:

1. Preside over Board meetings.
2. With the exception of the Nominating committee, be an ex-officio member of all committees.
3. Ensure that announcements are made at workshops and dances, including advising of upcoming dance events in the area.
4. Responsible for attending or appointing a delegate to attend the ASDSC meetings.

The 1<sup>st</sup> Vice President shall:

1. Fulfill the duties of the President in his/her absence.
2. Act as parliamentarian ensuring that the most current edition of Robert's Rules of Order current club by-laws and standing rules shall govern all general club and board meetings of the Club.
3. Provide assistance to the president when requested.

The 2<sup>nd</sup> Vice President shall:

1. Coordinate setup and cleanup of workshop dances.
2. Call roll at board meetings to determine if a quorum is present.
3. Determine if a quorum is present at general membership meetings.
4. Provide assistance to the president when required.

The Secretary shall:

1. Handle club correspondence.
2. Maintain up to date membership rosters.
3. Maintain copies of current By-Laws and Standing Rules.
4. Record, make available, and maintain copies of minutes from all board and general membership meetings.
5. Present the minutes of the previous meeting at all board and general membership meetings.

The Treasurer shall:

1. Create and train a two to three person team to collect money at the dances and workshops.
2. Reconcile money received from dances and workshop and deposit in the checking account.
3. Pay the callers/cuers at workshops and dances.
4. Pay any club expenses and reimbursements.
5. Receive and record all funds for other club functions: New Year's Eve dance, clothes closet and any other club functions.
6. Issue checks to clothes closet participants.



7. Maintain signature authorization cards for the general and investment accounts.
8. Work with Director of Finance monthly and at year end to create financial reports.

The Director of Finance shall:

1. Record all income and expenses for the general account in a ledger monthly and prepare a financial report for the board.
2. Oversee transactions of the treasurer.
3. Reconcile bank statements.
4. Report any changes in accounts balances or account expiration dates to the board.
5. Give financial advice to the board or seek information from the club's CPA.
6. Receive and maintain all contracts and W9 forms during the year for year end 1099 reporting.
7. Prepare financial records for CPA to file Federal tax return and all other legal documents on time.
8. Prepare 1099's at year end or provide the CPA with information to prepare them.

The Director of Fundraising shall:

1. Coordinate fund raising activities including but not limited to the annual Clothes Closet.
2. Prepare itemized tracking documents of income and expenses for fund raising activities and present them to the board at the first board meeting following the completion of the fund raising activity.
3. Provide the treasurer with appropriate documentation to enable payment of the clothes closet expenses.

The Director of New Dance Coordination shall:

1. Serve as chairperson of all new dancer activities, including the graduation ceremony.
2. Be present at all new dancer classes and graduation ceremony or arrange for another officer to attend in his/her place.
3. Prepare and present a new dancer activity report at board meetings.
4. Coordinate "Angels" to provide dance partners for single new dancers.
5. Maintain a roster and attendance log at new dancer classes.

## **RESPONSIBILITIES OF APPOINTED POSITIONS**

The Nomination Chairperson shall:

1. Assemble a committee of up to three members to be approved by the Board as the nominating committee.
2. The Nominating committee shall:
  - a. Present two candidates for each office (if possible).
  - b. Preside over the election including making, distributing and counting ballots.

The Historian shall:

1. Maintain all club historical information.
2. Display club historical data at anniversary dances.
3. Provide photography capability at club functions.

The Publicity Chairperson shall:

1. Be responsible for making and distributing dance flyers for distribution to other area clubs and the ASDSC.
2. Develop and publicize ideas or ways to promote square/round dancing.

The Greeter Chairperson shall:

1. Work with the membership to insure that at least 2 dancers are available at the door to meet guests at all club dances.
2. Insure that the guest register is maintained and a tally of guests by club is made available to the president in time for any announcements by the president.

The Sunshine Chairperson shall:

1. Keep track of members experiencing personal difficulties. Calls or sends get-well or sympathy cards as appropriate.
2. Send cards for special events in member's lives such as milestone anniversaries, etc.

The Hospitality Chairperson shall:

1. Coordinate procurement and setup of refreshments for dances and workshops.

The Special Events Chairperson shall:

1. Act as a chairman of all club dances other than club workshops and new dancer dances.

The Contract Negotiator shall:

1. Negotiate and execute caller contracts for all dances.
2. Responsible for hall rental agreements at the direction of the board.

#### **MEETING AGENDAS**

1. Board meeting agendas will consist of:

Call to order

Roll call to determine if a quorum is present

Reading and acceptance/correction of minutes of previous meeting

Presentation and acceptance/correction of the Treasurer's report

Presentation and acceptance/correction of the Director of Finance financial report

Presentation and acceptance/correction of the Director of Fund Raising's report

Presentation of the Director of New Dancer activity's report

Old business

New business

Adjournment

2. General Membership meeting agendas will consist of:

Call to order

Determination of a quorum being present by manual count of members attending

Reading of minutes of previous board and general membership meetings

Presentation of the Treasurer's report

Presentation of the Director of Finance financial report

Presentation of the Director of Fund Raising's report

Presentation of the Director of New Dancer activity's report

Old business

New Business

Adjournment

AFFECTED DATES

Bylaws Adopted: February 10, 2014

Updated:

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