

# BYLAWS OF THE SPOKANE SWING DANCE CLUB

## ARTICLE 1. PURPOSE

- 1.0 The purpose of The Spokane Swing Dance Club (SSDC) a not-for-profit organization, shall be to unite the dance community and create growth, enthusiasm, and improve the quality of dance with emphasis on swing dances.

## ARTICLE 2. MEMBERSHIP

- 2.1 Membership shall be open to those who abide by the rules and bylaws of the SSDC, and who are committed to learning dance.
- 2.2 The annual dues shall be determined by the Board of Directors (BOD) at a regular board meeting. Dues are non-refundable.
- 2.3 Prospective members shall submit a completed membership application, along with the appropriate dues, to the SSDC.
- 2.4 Acceptance for membership shall be by simple majority vote taken at the next regular board meeting. Dues shall be returned to the applicant on the rare occasion that an application is denied.
- 2.4.1 Written letter of denial to be mailed within 24 hours of Board decision. Letter of denial to contain appeal process. Letter to define time period for appeal process.
- 2.4.2 When an individual has appealed the decline of their membership, a committee of five non-Board members will be asked to review the process and vote on the individual in question. If their decision is different than that of the BOD, then there will be a vote of the committee and the BOD. There will be no appeal from this decision.
- 2.5 Membership may be rescinded for inappropriate behavior upon implementation of the following procedure:
  - 2.5.1 Written notification will be sent to the member of such behavior;
  - 2.5.2 Termination of the membership will be determined by a 2/3 majority vote of the BOD. Any such member shall have the right to appear before the BOD. Any person whose membership is rescinded shall be denied admittance to club functions for an appropriate period of time as determined by the BOD.
  - 2.5.3 Written letter of termination.
  - 2.5.4 When an individual has appealed the termination of their membership, a committee of five non Board members will be asked to review the decision and vote on the individual in question. If their decision is different than that of the BOD, then there will be a vote of the committee and BOD. There will be no appeal from this decision.

## ARTICLE 3. ADMISSIONS

- 3.1 Admission charges to club dances and functions shall be determined by the Board of Directors.
- 3.2 members whose dues are in arrears receive a grace period of one month during which time they will continue to receive the membership discount for SSDC functions.

## ARTICLE 4. BOARD OF DIRECTORS

- 4.1 The Executive Committee shall be comprised of the following officers: President, Vice President, Secretary, and Treasurer.
- 4.2 The Board of Directors shall be comprised of the Executive Committee and four members-at-large.
- 4.3 The BOD shall be the governing body of the SSDC and be responsible for its proper function and the performance of its officers. It is the duty of all BOD members to attend all board meetings.
- 4.3.1 Board members that miss three consecutive meetings or four meetings in a twelve-month period will be removed from the BOD and replaced in accordance with article 4.4.
- 4.4 Vacancies in the BOD or the Executive Committee, except the office of the President, shall be filled by Presidential appointment. All appointments are for the remainder of the term for the vacant office and shall be approved by simple majority vote of the BOD. In the event of a vacancy in the office of President, the Vice-President shall assume that office and appoint his/her replacement with Board of Director approval.

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- 4.5 Any officer or board member, after investigation by the BOD, found to be acting improperly or contrary to the best interest of the SSDC, or failing to perform his or her duties, shall be subject to corrective action as determined by majority vote of the BOD. Such action could include removal from office and revocation of membership.
- 4.6 Members of the Executive Committee shall serve one-year terms.
- 4.7 Members-at-large shall serve two-year terms. Two members-at-large shall be elected each year.
- 4.8 No one shall run for more than one office in any given year.
- 4.9 No more than one member of a business interest may hold an office in the same year or serve on the Board of Directors.
- 4.10 Admission charges to regular SSDC dances will be waived for board of director's members (workshops excluded).

### ARTICLE 5. RESPONSIBILITIES OF ELECTED OFFICERS

- 5.1 Responsibilities of the President:
  - 5.1.1 Preside over all Board of Directors and club meetings and other club functions unless delegated to others;
  - 5.1.2 Direct all club activities in accordance with these bylaws;
  - 5.1.3 Designate annually, subject to Board approval, a Dance Chairperson and a Membership Chairperson;
  - 5.1.4 Appoint such committees as deemed necessary.
  - 5.1.5 Appoint a Nominating Committee Chairperson subject to Board approval. The Nominating Committee Chairperson shall select two additional committee members.
  - 5.1.6 Vote only to break a tie, or if needed to make up a quorum;
  - 5.1.7 Make, or authorize others to do so, all business announcements at functions. In the President's absence an Executive Committee member shall assume this responsibility.
  - 5.1.8 Appoint an audit committee.
- 5.2 Responsibilities of the Vice-President:
  - 5.2.1 Perform the duties of the President in his/her absence;
  - 5.2.2 Perform other duties as assigned by the President.
- 5.3 Responsibilities of the Secretary:
  - 5.3.1 Record the minutes of all Board, Executive Committee, and general membership meetings and maintain a permanent file of all such minutes.
  - 5.3.2 Notify BOD of meetings;
  - 5.3.3 Perform other duties as are usual for that office;
- 5.4 Responsibilities of the Treasurer:
  - 5.4.1 Account for all financial transactions of the SSDC, keep a complete set of books, and prepare and present a Treasurer's report to the BOD prior to each meeting or upon request of the President;
  - 5.4.2 Present a financial statement to the BOD at the close of each fiscal year.
  - 5.4.3 Receive and bank all funds of the SSDC, be responsible for the collection of all monies due, payment of all accounts payable on a timely manner and be one signatory of all checks. Two signatures shall be required on all SSDC checks. Other authorized signatures shall be designated by the BOD.
  - 5.4.4 To have books audited annually by the audit committee.
  - 5.4.5 Chair the Budget Committee and provide an annual budget to the BOD for approval.
- 5.5 Responsibilities of Members-at-large:
  - 5.5.1 Assume responsibilities as assigned by the President.
- 5.6 Responsibilities for the Membership Chairperson:
  - 5.6.1 Keep accurate records on all members and memberships received.
  - 5.6.2 Maintain an accurate membership roster and mailing list.
- 5.7 Responsibilities of the Dance Chairperson:
  - 5.7.1 Make arrangements for dance instruction at the regularly scheduled SSDC dances.

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- 5.7.2 Submit to the BOD for approval a list of proposed dates, instructors and budgets for dance workshops. The list shall be submitted in a timely manner, which will allow for contractual arrangements and advance publicity to be prepared.
- 5.8 Nominating Committee Chairperson:
  - 5.8.1 Select individuals to assist in nominating individuals.
  - 5.8.2 Select three individuals to count ballots/votes.

### ARTICLE 6. ELECTION OF OFFICERS & DIRECTORS

- 6.1 The election of officers and directors shall take place at a November dance. The Nominating Committee shall prepare a list of candidates to be made available to members at the October dance or upon request. Each current member shall be entitled to one vote. Absentee ballots will be available from the Secretary prior to the election. Absentee ballots must be returned prior to collection of the ballots at the election dance. A majority of votes shall constitute election. Candidates receiving the most votes wins. Officers shall take office at the January board meeting.
- 6.2 The Nominating Committee Chairperson shall be responsible for collection and counting of the votes and the announcement of the results at the dance.
- 6.3 All officers must be a minimum of 18 years of age.
- 6.4 No teacher of dance or employee of a dance studio or member of their household shall be eligible to be on the Executive Committee. A teacher is defined as any individual that teaches 12 or more classes annually.

### ARTICLE 7. MEETINGS

- 7.1 Regular meetings of the Board of Directors shall be held monthly, at a time and location determined by the President and agreed to by the BOD.
- 7.2 Special meetings may be called by the President as deemed necessary at a time and location of the President's choosing. Notification of no less than three days by reasonable means.
- 7.3 A quorum of five Board members shall be required to conduct any official club business.
- 7.3.1 In the event there is ever less than five board members due to resignation and/or termination from the BOD, a 2/3 majority of the remaining members of the BOD shall constitute a quorum.
- 7.4 All Board members shall be notified of the location and time of all meetings by the Secretary.
- 7.5 All meetings shall be conducted in accordance with Robert's Rules of Order.
- 7.6 The annual meeting of the SSDC shall be held at a convenient time and location as determined by the BOD. The meeting shall be for the purpose of conducting any business the general membership may have to bring before the Board of Directors.
- 7.7 All BOD meetings shall be open to any member of the SSDC in good standing with exception of those issues deemed to be of confidential matters.
- 7.8 Meeting minutes shall be available for review by any SSDC member in good standing.

### ARTICLE 8. AMENDMENTS AND REVISIONS

- 8.1 Any member may propose an amendment to the bylaws by presenting a petition signed by 20% of the members in good standing.
- 8.2 Any Board of Directors member may propose an amendment to the bylaws.
- 8.3 The BOD shall consider all proposed changes and respond to them within 90 days.
- 8.4 Any revision or amendment to the bylaws must be approved by a 2/3 majority vote of the BOD. Revisions or amendments will be voted on and approved by simple majority of voting members by the membership at the next annual meeting.

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## **ARTICLE 9. GRIEVANCES**

- 9.1 Any grievance must be presented to the President in writing. If the President deems the matter urgent, a special meeting of the BOD may be called. The meeting should be scheduled so that the party or parties bringing the grievance may attend. Such parties should make every effort to present themselves at the meeting. If suitable arrangements cannot be agreed upon, the matter shall be addressed at the next scheduled meeting of the BOD.

## **ARTICLE 10. MISCELLANEOUS**

- 10.1 All service is purely voluntary and in no way places any obligation on the SSDC except for reasonable reimbursement of club related expenses or services or specific contacts, as approved by the BOD.

## **ARTICLE 11. SAVING CLAUSE**

- 11.1 If any of the above articles are found to be illegal or incorrect, it shall not invalidate or affect any of the remaining articles.
- 11.2 These bylaws shall be amended to conform to laws of the State of Washington by which the Spokane Swing Dance Club is bound.