



# Frederick County Promenaders Square Dance Club By-Laws

## Article I - Club Identification

- A. The Organization shall be known as Frederick County Promenaders Square Dance Club of Frederick County, Maryland (hereinafter referred to as the "Club").
- B. The Club colors shall be black, white and gold.

## Article II - Purpose

The purpose of the Club shall be:

- A. To promote square dancing as a recreational activity and maintain this activity guided by the standards set forth by the United Square Dancers of America.
- B. To promote fellowship and friendship among those interested in square dancing.

## Article III - Decorum

- A. The Club shall conform to the "Dancers Code of Ethics and Code of Conduct" of the United Square Dancers of America, Publication IS-066.
- B. The Club recommends that members wear traditional square dance attire/western wear, or costume appropriate to the dance theme.
- C. Any member using intoxicating beverages or illegal substances on the dance premises shall be subject to suspension or termination of membership.
- D. All members shall be responsible for the conduct and acts of their guests.

## Article IV- Membership

**A. Active Member** – is a member who has paid the assessed dues for the current dance semester. Any member may be dropped from the Club after thirty (30) days notice has been given that he is in arrears with his dues.

1. Active Members shall have a vote on significant changes in Club activities and business, and will share in the normal duties and chores of Club operations, such as providing refreshments, helping clean the hall and other activities as necessary.
2. All new member applicants must show they can dance at the current Club level and must pledge themselves to abide by the By-Laws of the Club.
3. Ten (10) years old is the minimum age for membership. All members under the age of 18 must have a parent or guardian as an active member of the Club who must be present with the minor at any dance or function, thus relieving the Club of responsibility for the minor.

**B. Honorary Member** – is entitled to participate in Club activities without paying dues. The Club caller, cuer, caller or cuer emeritus, and their taws are honorary members. Honorary members may not serve as Club officers, or vote on Club business.

**C. Inactive Member** – is a member who is not currently able to participate in dancing, but wishes to maintain their relationship with the Club. Inactive members do not pay dues, may not serve in elected office, and do not have voting privileges. Club dues may be pro-rated for members changing between active and inactive status during the dance season.

**D.** Any member of the Club who violates the provisions of the By-Laws of the Club may be suspended or excluded by a majority of the Club membership at a special meeting or by written or electronic vote. Dues may be refunded on a prorated basis.

## **Article V - Club Organization & Responsibilities**

**A.** The Club Executive Board shall consist of the following elected officers:

**1. President**

- a. Shall manage the business of the Club.
- b. Shall appoint a 3 person nominating committee of active members sixty (60) days prior to the bi-annual election.
- c. Shall appoint an auditing committee to audit the Treasurer's records before the transfer of officers, or any time when deemed necessary.

**2. Vice President**

- a. Shall assist the president, and conduct business in the absence of the President.

**3. Secretary**

- a. Shall take minutes of the executive board and Club meetings.
- b. Shall maintain the membership roster and emergency notification plan.
- c. Tabulates and records votes from membership meetings.

**4. Treasurer**

- a. Shall be responsible for all finances of the Club.
- b. Will collect annual dues paid in full by the end of September; or if paid in two installments, by the end of September for the period of September through December and by the end of January for the period of January through May.
- c. Is authorized to disperse funds for approved budget items.
- d. Shall draft an annual budget, and prepare an annual financial report for the membership.

**5. Immediate Past President**

- a. Shall serve on the Board and assist the president.

**B.** The above positions can be shared by two (2) members (co-officers).

**C.** Each office of the Executive Board shall have one vote, whether filled by one single officer or two co-officers.

**D.** Officers shall be elected from active Club membership prior to the start of the Club's regular fall dance season. Officers serve for two (2) years.

**E.** No person shall be elected as an officer of the Club unless, prior to the election for said office, he/she has signified his/her consent to accept such office.

**F.** The Executive Board shall determine how funds in the treasury shall be used for the best advantage of the Club. A budget will be presented to the membership for approval at the annual meeting.

**G.** The Executive Board may create committees to assist in the conduct of Club activities or business.

**H.** If a vacancy occurs in an elected office, the remainder of that officer's term may be filled by appointment of the Executive Board.

**I.** A board meeting of the Club officers may be called by a majority of the Executive Board or the

President.

J. The Executive Board may act upon Club business not otherwise covered in the By-Laws.

### **Article VI - Club Meetings**

A. A membership meeting will be held annually between May 1<sup>st</sup> and August 31<sup>st</sup> at a place and time designated by the Executive Board. The active members shall be notified of the meeting thirty (30) days in advance.

B. A quorum for conducting the business of the Club will be obtained with ten (10) or more active members present, or ten (10) or more respondents to electronic voting.

C. At the Executive Board's discretion, Club business requiring a membership vote may be conducted via electronic means, in lieu of a special membership meeting.

### **Article VII - Dances**

A. Club dances, classes, and schedules shall be determined and arranged by the Executive Board and pertinent committee members.

B. Policy for dance cancellations: A dance will be cancelled when weather emergencies are in effect, or in the event of any unforeseen circumstance that prevents the dance from taking place. An emergency notification plan will be established to contact members as expeditiously as possible.

### **Article VIII - Rules of Order**

The proceedings of the Club shall be governed by "Roberts Rules, Revised" except in cases where these conflict with the By-Laws of the Club. Meetings will be conducted in an informal, though orderly, and businesslike manner.

### **Article IX - Amendments**

The By-Laws may be amended by a two-thirds (2/3) vote of active members present at any regular meeting of the Club or any special vote/meeting called for that purpose, provided that the members are notified of any proposed amendment at least thirty (30) days prior to such vote or meeting. Any proposed amendment to these By-Laws must be submitted in writing.

### **Article X – Caller & Cuer**

A. The selection of a caller and cuer shall be confirmed by a majority of the membership of the Club.

B. In case of the absence of the regular caller or cuer, a substitute may be selected by an officer of the Club.

C. The Caller and Cuer fees shall be negotiated by the Executive Board and approved by the membership as part of the annual budget.

### **Article XI - Salaries**

A. No officer of this Club shall receive a salary.

B. Club members shall be entitled to reimbursement for expenses incident to the handling of the affairs of the Club, with prior authorization of the Executive Board. An invoice or sales slip must be submitted with the request for reimbursement.

## **Article XII - Dissolution**

This Club shall use its funds only to accomplish the objectives and purposes specified in the By-Laws, and no part of said funds shall be distributed to the members of the Frederick County Promenaders. Any funds or property remaining after dissolution shall be distributed to one or more regularly organized and qualified nonprofit organizations selected by the Executive Board, with preference given to other square dance organizations.

## **Article XIII - Savings Clause**

Should any article or section of these By-Laws be held invalid by operation of law, such invalidity shall not affect the validity of the remaining portion of the By-Laws.

## **Article XIV- Submission & Approval**

These By-Laws were submitted to the members of the Club at the annual business meeting held on August 13, 2017 at the Ballenger Community Center, Frederick, MD, and approved by a vote of the members as the basic law governing the operation of the Frederick County Promenaders Square Dance Club on October 28, 2017. All previous versions of the by-laws are hereby superseded.