

Boots 'n' Buckles Dance Club

Constitution and Bylaws November 17, 2006

Article I – Name

The name of this club shall be Boots 'n' Buckles Dance Club, located in the Fremont/Newark area, California, an incorporated, non-profit organization. The term "country-western" shall herein be defined as "line and couples" for all purposes.

Article II – Purpose

- A. To promote country-western dancing as an educational, social and recreational activity.
- B. To promote goodwill, fellowship and friendship among those interested in country-western dancing.
- C. To promote and assist involvement, learning, and advancement in country-western dance for all dancers from novice to advanced.
- D. To promote/establish high standards for members, in dance floor courtesy, consideration for fellow dancers and to encourage improvement in dance techniques.

Article III – Membership

- A. Eligibility
 1. Regular membership in the Boots 'n' Buckles Dance Club is open to all country/western dancers and those interested in becoming country/western dancers who are 18 years of age or older, with all rights and privileges of membership.
 2. Associate membership in the Boots 'n' Buckles Dance Club is open to all country/western dancers and those interested in becoming country/western dancers who are under 18, with all rights and privileges of membership except the right to vote in elections.
- B. Dues
 1. Annual dues may be examined/re-evaluated at any time by the Board of Directors and proposed changes presented to the membership at the next General Meeting for consideration.

2. All dance donations/fees shall be established by the Board of Directors.

C. Conduct and Responsibilities

1. Members are expected to maintain discreet social behavior and proper conduct, and reasonable courtesies and consideration of other dancers at all times.
2. Intoxication at any club function is discouraged. Continued intoxication and/or offensive conduct will be adequate cause for termination of membership.
3. Elect the members of the board.
4. Give input and support to the board.
5. Vote on amendments of incorporation.
6. Take action requiring a membership vote.

Article IV – Board of Directors

- A. Board of Directors shall be comprised of twelve elected Directors. Election of Directors will be held once a year in November. Directors will serve for a one-year term of office with a maximum of three consecutive years in the same position. Board members may serve up to five consecutive terms, after which they must take one election year off in order to be eligible to run again, provided there are volunteers to fill the vacancies. Any vacancy occurring during the term of office will be filled by appointment from the general membership by the Board of Directors to serve until the next election. The Executive Board is made up of the officers of the board.
- B. After each election, the new and continuing Directors will meet and elect officers for the next twelve-month period. The following officers shall be elected: President, Vice President, Secretary, and Treasurer. The immediate past President will also be a voting member of the Board of Directors if his/her term as a Director has expired.
- C. Candidates for election as Club Directors may be submitted in writing to any Board member and must be a member in good standing for six (6) months at the time of election and during their term of office. The twelve eligible candidates who receive the most votes will be the new Directors. A quorum must be present to declare a legal election. (Addendum) The

- yearly election will be held in November with the elected Directors taking office in January. The transition will be done during a December meeting.
- D. Procedures for absences. Board members are expected to attend board meetings. If a board member misses four (4) meetings, or three (3) consecutive board meetings, the board may take action, which may result in dismissal from the board.
 - E. The Executive board shall guide the club, direct appointees and chairpersons as authorized herein. It shall be the duty of the Board of Directors to undertake all duties and responsibilities of the dance club in the area of management except as expressly reserved in the vote of membership.
 - F. The Board of Directors set policy for the organization, set goals for the organization, set yearly budget, propose changes to the bylaws, uphold the bylaws, promote the club, be seen on a regular basis, establish and update operations manual for standing rules, and be responsible to abide by rules of the organization.

Article V – Executive Board

- A. The President shall preside over all meetings, appoint all chairpersons, and be an ex-officio member of all committees. May co-sign checks. Initiates general consent when appropriate – responsible for lines of direction given by the membership – sees that actions of the board are carried out – responsible for reporting to the membership and board membership of the affairs of the club – exercise his or her vote to break a tie in accordance with Roberts Rules – enforce all rules – maintain order as pertains to board meetings, shall appoint special committees.
- B. The Vice President shall assume the duties of the President in his/her absence, inability or refusal to act and perform duties delegated to him/her by the President. If a vacancy occurs in any office, the Vice President will assume the duties of that office until such time as the vacancy can be filled. May co-sign checks. Vice President is responsible, with the Treasurer, for seeing that the yearly budget is prepared – renews and confirms that the insurance chair keeps the insurance in force, the club insurance – chairs the Finance Committee.
- C. The Secretary shall maintain minutes of all meetings, handle club correspondence as required, make minutes available to all members when requested and to the Board of Directors as soon as possible after each meeting, as well as the Newsletter Editor for publication of pertinent information. May co-sign checks. Secretary issues notice for all meetings

- keeps minutes for all meetings. Responsible for custody of corporate books, records, files.
- D. The Treasurer shall maintain records of all club financial transactions, collect record and deposit dues paid by members, make monthly reports to the Board of Directors, furnish financial reports for general membership meetings and the Newsletter Editor for publication; maintain bank account and co-sign checks. Treasurer prepares income taxes – renews annual city of Newark business license (12/31) – pays annual insurance – monitors the control, receipt and custody of all financial assets of the board and other fees as appropriate – monitors all disbursements as authorized by the board – reports receipts, use and disbursements of all financial assets of the board – with the Vice President, submits an annual budget of estimated income and expenses to the Vice President for approval of the board – sees that no expenses in excess of the budgetary appropriations shall be made without prior approval of the board Annual budget will follow the calendar year.

Article VI – Committees

- A. Committees may be established to service specific needs of the club and may be standing or time limited. Time limited positions shall have job descriptions located in the standing rules in the operations manual, and formulated by the president and chairpersons.
- B. Standing committees shall be membership and insurance; Friday workshops and advertising; special events; decorations; merchandizing; RoundUp editor; good will ambassador and public relations.
- C. The Membership/Insurance Chairman will be appointed by the Board of Directors and shall maintain membership records, issue membership cards, promote membership, advertise the club to maintain and increase membership, work with the Advertising Chair on flyers and other forms of advertising, receive from cashier new membership applications, update the list for board meetings, notify insurance companies of new members, order badges for new members, update membership application form and other membership advertisements, responsible for maintenance and increase of memberships.
- D. The need for committees will be established by the Board of Directors. The special committee chairperson positions shall be filled by appointment of the President.
- E. Committees are responsible for submitting yearly budgets on the calendar year by December 1st of each year.

Article VII – Meetings

- A. The Executive Board will meet once monthly on a day/date agreed upon by the Directors.
- B. General membership meetings will be held quarterly.
- C. A Quorum for the Board of Directors shall consist of a majority of the current board. A Quorum for a general meeting or membership meeting called for specific purpose shall consist of those members present and voting provided notice of such meeting was made available to membership not less than two weeks prior to said meeting. Publication in the Newsletter shall constitute such notice. A simple majority vote will decide issues.

Article VIII – Amendments to the Constitution

This constitution may be amended by a majority vote of the members present and voting at a meeting called for this purpose or at a regular membership meeting provided, in either case, the general membership is given thirty (30) days notice.

Article IX – Properties

Any property accumulated by this Club shall be in the custody of the President or member designated by the President.

Article X – Financial

- A. Funds to cover operational cost of the club shall be derived from membership dues and donations at social activities
- B. A checking account shall be maintained for receipt and disbursements of funds.
- C. Club checks shall require two (2) signatures. Persons authorized to sign checks shall be: President, Vice President, Secretary, and Treasurer. Signature authorization documents must be filed with the bank selected by the club.
- D. Financial records may be audited on the request of a minimum of three (3) members in good standing or at the request of an incoming Board of Directors.
- E. The annual budget will follow the calendar year.

Article XI – Standing Rules

Standing rules may be adopted to cover situations not covered herein. Standing rules may not be in conflict with the constitution and bylaws of this organization.

Article XII – Affiliations

- A. The Boots 'n' Buckles Dance Club is a non-affiliated, socially and educationally oriented organization.

- B. The Boots 'n' Buckles Dance Club is in support of the concept of a Country-Western Dancers Association and would support an organization (association) formed with the welfare and advancement of country-western dance and the interest of the country-western dancer as its primary consideration.

Article XIII – Dissolution

This club can be dissolved by approval of two-thirds of the members present and voting at a meeting called for this purpose, provided a thirty (30) day notice has been given the membership in writing. Notice in the club newsletter will serve this requirement. Any property or funds belonging to the club is to be disbursed to a charitable organization(s), selected by the membership. 501 c.3 and IRS must be notified.

Article XIV – Roberts Rules of Order

Any situation not covered by the constitution and bylaws shall be resolved using Roberts Rules of Order, Newly Revised.

Article XV – Adoption

The undersigned certifies that this constitution and bylaws was adopted and ratified by a standing vote of the general membership at a regularly scheduled general meeting held on November 17, 2006.

President