

# **Bylaws of the Jacks & Jills Square Dance Club**

**Revised 09/30/2018**

## **ARTICLE I: NAME & PURPOSE**

### **Section A: Name –**

- 1) The name of this club shall be Jacks & Jills Square and Round Dance Club.
- 2) Jacks & Jills Square and Round Dance Club is a modern youth and family dance club.

### **Section B: State Affiliation –**

- 1) The club shall maintain membership with the Square and Folk Dance Federation of Washington and our regional council, the Central Puget Sound Square Dance Council.
- 2) The club shall be a not-for-profit organization registered with the state of Washington.

### **Section C: Purpose –** The purpose of this club shall be:

- 1) To teach youth and families to dance in a fun, positive, and family-friendly environment.
- 2) To host dances, open to the community.
- 3) To provide an opportunity for and to coach youth members up to 21 years old to participate in the Pacific Northwest Teen Square Dance Festival (PNTSDF).

## **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility –** Club Membership shall be open to any person who has filled out and signed the club's membership application, signed the club's Code of Conduct, and paid the dues outlined in Section B.

**Section B: Dues –** Dues for the following dance year shall be decided by the Executive Committee by a two-thirds (2/3) vote.

### **Section C: Compliance –**

- 1) Each Member must follow the Jacks & Jills Square Dance Club Bylaws and Code of Conduct. Indecent behavior or failure to comply may result in termination of membership without reimbursement of any dues paid.
- 2) All other enforcement of the Code of Conduct may be enacted by any Advisor or Advisors.

**Section D: Removal –** The decision to terminate an individual's club membership must be made by at least a two-thirds (2/3) majority vote of the Advisors so long as said individual has violated the clubs' bylaws, code of conduct, or engaged in indecent behavior. Officers may not be removed as club members unless they are first removed as officers by the Executive Committee.

## **ARTICLE III: EXECUTIVE COMMITTEE**

**Section A: Executive Committee –** The Executive Committee shall consist of Officers and Advisors.

### **Section B: Meetings –**

- 1) Executive Committee meetings shall be held at least twice per year.
- 2) The executive committee members must be notified of an upcoming meeting at least 30 days before said meeting.
- 3) The Secretary is responsible to ensure there are up-to-date copies of Club Bylaws and Code of Conduct at all Executive Committee meetings.

**Section C: Special Meetings –** Special club meetings are emergency meetings where advance notice cannot be given. They may be called by the President with the approval of the majority of the Executive Committee.

**Section D: Responsibilities –** Management of this club shall be vested in the Executive Committee, which is responsible to the entire membership to uphold these bylaws.

**Section E: Officers –** The officers shall be President, Vice-President, Secretary, Treasurer, Primary Delegate, and Secondary Delegate.

### **1) Eligibility –**

- a. Officers may be current club members who have been elected by a majority vote of the club membership and will be between the ages of 13 and 21 at the beginning of their term unless they served as an officer at least once in the past two years, in which

case, they may be reelected as an officer so long as they will not be above the age of 30 at the beginning of their term.

- b. For the positions of President, Vice-President, and Treasurer, the minimum age is 16.
  - c. Officers may not have any children who are involved with the Pacific Northwest Teen Square Dance Festival
  - d. The Treasurer may not have a family relation to any Dance Leader Advisor. If family members are nominated for both of these positions, they must agree who will step down. In the event they do not agree, the last person to have been nominated must step down.
- 2) **Delegation** – Duties of officers may be delegated to any other member of the executive committee when said officer is unable to perform them. This does not include voting.
- 3) **Duties** –
- a. **President** – it shall be the duty of the President to:
    - Preside at club and executive committee meetings
    - Vote only in case of a tie
    - Represent the club
    - Appoint members to special committees and the exhibition committee
    - Set the price for special dances as defined in Article VI, Section A when necessary
    - Perform other such duties as such ordinarily pertain to this office.
  - b. **Vice-President** – It shall be the duty of the Vice-President to:
    - Preside at club and executive committee meetings in the absence of the president
    - Assist the president in his/her duties as necessary
  - c. **Secretary** – It shall be the duty of the Secretary to:
    - Record the minutes of all club and executive committee meetings
    - Issue notices of meetings and conduct the general correspondence of the club

- Ensure there are up-to-date copies of the club bylaws, and code of conduct at all executive committee and club meetings
  - Write a monthly article about the current status of the club to be submitted to the Central Puget Sound Square Dance Council. The secretary may delegate this to any willing club member at will.
- d. **Treasurer** – Duties of the Treasurer may be delegated only to a dance leader advisor except in the case of receiving funds for special dances and lessons which may be delegated to any officer. No duties of the Treasurer may ever be delegated to a family relative. It shall be the duty of the Treasurer to:
- Maintain a current roster of membership
  - Keep a file of the clubs' records
  - Receive all funds and process requests for payment, deposit slip, and officer signature forms
  - Keep an itemized account of all receipts and expenditures and make reports as directed.
- e. **Primary Delegate** – It shall be the duty of the Primary Delegate to:
- Attend meetings of the Central Puget Sound Square Dance Council
  - Give a report to the club of any relevant updates
- f. **Secondary Delegate** – It shall be the duty of the Secondary Delegate to:
- Attend meetings of the Central Puget Sound Square Dance Council
  - Give a report to the club of any relevant updates

**Section F: Advisors** – The Advisor positions shall consist of the following: Head Advisor and Dance Leader Advisor(s). Advisors must use their position to promote and improve the club. They may not use their position for personal benefit.

1) **Head Advisor** –

- a. The Head Advisor may be any legal adult who has interest in the club and has been elected by a majority vote of the club membership.
  - b. There may be only one Head Advisor.
  - c. The Head Advisor shall take on role of individual officers when they are vacant, or otherwise cannot perform their duties. This does not include voting.
- 2) **Dance Leader Advisor(s)** – All Dance Leaders as defined in Article IV, Section A, shall be considered Dance Leader Advisors for the duration that they are a Dance Leader.
- 3) **Duties** – The responsibilities of the Advisor(s) shall be to:
- Maintain an awareness of the activities and programs sponsored by the club
  - Maintain communication with the club President to discuss upcoming meetings, dances, long range plans, goals, and problems of the club
  - Attend club meetings, and executive committee meetings as often as schedule allows
  - Assist in the orientation of new officers
  - Explain and clarify the Code of Conduct and club bylaws to new officers and anyone who inquires about them
  - Enforce the Code of Conduct when necessary
  - Provide direction in parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning
  - Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger
  - Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

**Section G: Election** – Executive Committee members shall be elected by ballot at the first meeting in March by a majority of the vote cast for that position.

**Section H: Term** – Executive Committee members shall serve for one year and their term of office shall begin on the first day of September.

**Section I: Vacancy** –

- 1) If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term.
- 2) Vacancies in any other office shall be filled by special election.
- 3) If necessary, the Head Advisor will assume the duties of any vacant officer until a special election can be held. This does not include voting.

#### **Section J: Voting –**

- 1) Voting – Each person on the Executive Committee may have a vote in Executive Committee decisions when present at the Executive Committee meeting which the vote takes place. The President may only vote in case of a tie. A quorum must be present to perform club business.
- 2) Quorum – A quorum shall consist of two-thirds (2/3) of the Executive Committee.

#### **Section K: Removal –**

- 1) Any person may be removed from a Head Advisor or Officer position upon a majority vote from the Executive Committee so long as they have violated the clubs' bylaws, code of conduct, engaged in indecent behavior, or demonstrated themselves to be a threat to the accomplishment of the purpose of the club as stated in Article I, Section C.
- 2) If a person has been removed from any position such as member, Advisor, Dance Leader, or otherwise, they may only be reinstated to that position by a two-thirds (2/3) majority vote of the Executive Committee. (Refer to Article II, Section C, part 2.)
- 3) Persons may not be removed from a Dance Leader Advisor position without being removed as a Dance Leader. At which point, they will no longer be a Dance Leader Advisor. For removal of Dance Leaders, refer to Article IV, Section E.

**Section L: Parliamentary Authority –** Robert's Rules of Order shall govern this Executive Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

### **ARTICLE IV: Dance Leaders**

**Section A: Dance Leaders –** The Dance Leader(s) shall be volunteer person(s) charged with leading and instructing dance activities.

**Section B: Selection** – The club membership shall by a two-thirds (2/3) majority vote select at least one club caller and one club cuer to hold positions as Dance Leaders. This vote may be taken at any regular club meeting (not special meeting). Potential dance leaders must be given notice of when to expect the result of the club vote regarding their acceptance.

**Section C: Club Callers** – The Club Caller(s)' respective dance shall be square dancing.

- 1) **Authority** – Club Callers shall have the authority to manage all square dance related activities including those related to competition. This includes, but is not restricted to assigning teams for competition, disallowing members to compete, and creating a set of rules for the Callers respective dance to be followed in addition to the code of conduct.
- 2) **Duties** – The responsibilities of the Club Callers(s) shall be as follows:
  - Call/MC square dancing at club dances
  - Coach PNTSDF square dance teams and square dance Callers
  - Appoint a coach or coaches for PNTSDF square dance teams and square dance callers when necessary

**Section D: Club Cuers** – The Club Cuer(s) respective dance shall be round dancing.

- 1) **Authority** – Club Cuers shall have the authority to manage all dance related activities for the Cuer's respective dance, including those related to competition. This includes, but is not restricted to: assigning teams for competition; disallowing members to compete; and creating a set of rules for the Cuer's respective dance to be followed; in addition to the Code of Conduct.
- 2) **Duties** – The responsibilities of the Club Cuer(s) shall be as follows:
  - Cue/MC round dancing at club dances
  - Coach PNTSDF round dancing and round dance cuers
  - Appoint a coach or coaches for PNTSDF round dance couples and round dance Cuers when necessary.

**Section E: Removal** – A person may be removed from a Dance Leader position upon a majority vote of the club membership so long as they have violated the clubs' bylaws, code of conduct, engaged in indecent behavior, or demonstrated themselves to be a threat to the accomplishment of the purpose

of the club as stated in Article I, Section C. The decision to take a vote to remove a Dance Leader must be made by a unanimous vote of the Executive committee (not including the person to be removed). The Executive Committee should, but is not required to, provide the Dance Leader an opportunity to resign before taking a club vote to remove said Dance Leader.

## **ARTICLE V: CLUB MEETINGS**

### **Section A: Meetings –**

- 1) Club meetings shall be held at least twice per year.
- 2) The club members must be notified of an upcoming meeting at least 30 days before said meeting. The Secretary is responsible to ensure there are up-to-date copies of the Club Bylaws, and Code of Conduct at all club meetings.

**Section B: Special Meetings –** Special club meetings are emergency meetings where advance notice cannot be given. They may be called by the President with the approval of the majority of the Executive Committee.

### **Section C: Voting –**

- 1) Voting – Each club member, except for the President, may have a vote in club member decisions when present at the club meeting which the vote takes place. A quorum must be present for the club to conduct business.
- 2) Quorum – A quorum shall consist of two-thirds (2/3) of the club membership.

**Section E: Parliamentary Authority –** Robert's Rules of Order shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE VI: SPECIAL DANCES**

**Section A: Definition –** A Special Dance is a club dance that is unrelated to competition or lessons.



**Section B: Price –**

- 1) The default price for special dances for the following dance year shall be set by the Executive Committee with a two-thirds (2/3) vote.
- 2) The president may change the price for any special dance with the approval of at least two-thirds (2/3) of the Advisors when he/she deems it necessary.

**Section C: Callers and Cuers –**

- 1) By default, the dance leaders shall be responsible to call and cue at special dances
- 2) Upon a majority vote, the Executive Committee may hire a guest caller and/or cuer.
- 3) If a dance leader is unable to attend a special dance, it is the responsibility of the Executive Committee to find a suitable replacement.

**ARTICLE VII: COMMITTEES**

**Section A: Special Committees –** The President shall have the authority to appoint any special committees consisting of volunteers, with the approval of the majority of the Executive Committee, from time to time as need demands.

**Section B: Exhibition Committee –**

- 1) This section applies only if there are at least eight willing dancers to perform an exhibition dance at the next PNTSDF.
- 2) An exhibition committee composed of two or more members shall be appointed by the President before the end of December, whose duty shall be to choreograph an exhibition dance for the club to perform at the PNTSDF, and teach it to participants. The president may later modify this committee, if necessary.
- 3) The committee has authority over all things related to exhibition. All exhibition participants must be club members.

**Section C: Wardrobe Committee –** A wardrobe committee composed of the Head Advisor as chairperson and at least three other voluntary members shall be appointed by the President before the end of December, whose duty shall

be to ensure the club has the appropriate attire fitting with that year's club theme to wear at the PNTSDF.

### **ARTICLE VIII: AMENDMENTS**

**Section A: Amendments** – These bylaws and/or Code of Conduct may be amended by a two-thirds (2/3) majority vote of the Executive Committee.

**Section B: Notice** – All members of the Executive Committee shall receive advance notice of the proposed amendment at least 30 days before the meeting.

**Section C: Implementation** – By default, amendments to these bylaws and/or Code of Conduct are implemented on the first day of September. Amendments may be considered effective immediately, upon a unanimous vote of the Executive Committee.