

# **KATYDIDS SQUARE DANCE CLUB**

## **Bylaws, Revised September 17, 2004**

### **SECTION I – NAME AND PURPOSE**

The name of the square dance club shall be the Katydids. It shall be a non-profit organization with the purpose of enjoying square dancing and furthering square dancing as a recreation. The club shall be Plus level.

### **SECTION II – MEMBERSHIP**

- a. Club members shall be qualified square dancers, 18 years of age or older. Life Members are exempt from club dues only.
- b. Prospective new members (excepting Katydoers beginner class graduates) shall submit a membership application and dance with the club members three out of four consecutive club nights.
- c. At the nearest board meeting following IIb above, the Membership Chairman shall nominate the prospective new member(s) for membership in the club. Any club member in good standing may attend the board meeting and participate in the discussion of the candidate(s). The board officers will then vote on these candidate(s), with the simple majority of those present being sufficient for admission. The Membership Chairman will notify the candidate(s) of the result of the vote within one week.
- d. Prospective new members shall have paid for their Katydids badge, and the current month's club dues prior to being officially added to the club's membership roster.
- e. Katydoer beginner-class members that have attained plus-level dancing skills shall be considered for membership. Upon acceptance by the board as in "c" above, an application form shall be submitted, along with applicable fees and their Katydids badges paid for, prior to being admitted to the club's membership roster.
- f. Club membership may be temporarily closed by the Executive Board because of the limitation of the club's facilities for dancing.
- g. A club member shall be eligible for life membership after 25 years of continuous membership in the club. Any member can nominate another member for life membership if they meet the eligibility requirements. It will require a majority vote of the Executive Board to be approved for life membership.

### **SECTION III – FEES AND DUES**

- a. All club members shall be assessed fees and dues as determined by the club's executive board and approved by a majority of the club's active membership voting at a general meeting.
- b. Dues shall be due and payable by the first Friday of the month and considered delinquent thereafter.
- c. Club members who are two months in arrears of club dues shall be removed from the club's membership roster and eligible for reinstatement only upon payment of all fees prorated and dues in arrears and the current month's dues paid.
- d. A nightly door donation shall be established by the club's Executive Board for inactive members and visitors.
- e. If the club disbands, any money remaining in the treasury after payment of all debts shall be either donated to a worthwhile charity designated by the remaining club members or used to start a new club.
- f. The club's fiscal year shall be May 1 through April 30.

## SECTION IV – INACTIVE STATUS

- a. A club member whose dues are paid up through the current month may request in writing to the Membership Chairperson or the Treasurer to be placed on inactive status for a period not to exceed three (3) months.
- b. The request for inactive status shall be effective as of the first Friday of the month following the month in which the request is received.
- c. Inactive members, as defined above, shall not be responsible for club dues during their period of inactive status and may dance with the club by paying the established door fee.
- d. A member on inactive status for reasons of disability may apply for extension of inactive status for up to an additional six (6) months subject to approval of the Executive Board.
- e. An inactive member may request to be returned to active status at any time by notification to the Membership Chairperson or the Treasurer and payment of dues for the current month in which they wish to be reinstated.
- f. A member who does not request reinstatement upon expiration of the inactive status period will be considered to have withdrawn from membership.

## SECTION V – WITHDRAWAL OF MEMBERSHIP

- a. An active or inactive member in good standing, i.e., whose dues are paid up through the current month or the month prior to going on inactive status, may submit a written notice of withdrawal from club membership to the Membership Chairperson. The withdrawal shall be effective the first Friday of the month following receipt of the withdrawal notice.

## SECTION VI – NEW CLASS

The club's Executive Board may authorize the starting of a new beginner's class not more than every other year. The number of active members, the size of the club's facilities for dancing, and the benefits of having a new beginner's class shall be factors considered in deciding upon having a new beginner's class.

## SECTION VII – OFFICERS

- a. There shall be seven elected officers that make up the club's Executive Board.
- b. The elected club officers shall be President, Vice President, Secretary, Treasurer, Membership Chairperson, Chaplain, and Publicity Chairperson.
- c. The election of officers shall be held at a general meeting of the club membership in March or April. Voting shall be by secret ballot of active members present. A simple majority of ballots cast shall be required to elect officers.
- d. The term of office for elected officers shall be for the club's fiscal year following the date of election.

## SECTION VIII – DUTIES OF OFFICERS AND SPECIAL APPOINTEES

- a. President  
The President shall preside over all board and club-membership general meetings, appoint a Sheriff, Phone Committee Chairperson, Historian, Chirper Editor, Social Director, Super Square Heads, Nominating Committee Chairperson, and Class Angels, if needed. The term of office of appointees shall be the same as elected officers' term of office, except for Class Angels, who shall serve for the term of the class. The President shall also assist all members of the Executive Board and appointees in the performance of their duties.

- b. Vice President  
The Vice President shall assume the responsibilities of the President in the event of the President's absence. He shall also be custodian of all of the club's property and assist the Social Chairperson and the Super Square Head in his or her duties. He shall also be responsible for the club night and special event dancing place and hire guest callers for hoedowns.
- c. Secretary  
The Secretary shall take and keep the minutes of all the board meetings and club general membership meetings. He or she shall handle all the club's correspondence and take charge of the club's bulletin board. The club's by-laws shall be part of the Secretary's records.
- d. Treasurer  
The Treasurer shall keep accurate records of club income and disbursements for the month and submit to the executive Board a monthly report and year-to-date report of the club's financial position. He or she shall also pay all the bills.  
  
The Treasurer shall also collect the monthly dues and shall send a letter to members whose dues are delinquent after the first month of delinquency. He or she shall notify the club Membership Chairperson of when a member is two months delinquent.
- e. Publicity Chairperson  
The publicity Chairperson shall prepare and submit news bulletins, and announcements to the various square dance publications about the club's activities and events. He or she shall also prepare and distribute flyers, announcements, and notices to publicize club activities such as hoedowns and beginner classes.
- f. Membership Chairperson  
The membership Chairperson shall keep a current month-to-month roster of the club membership and submit a monthly report to the board of the new number of club members, both active and inactive. He or she shall also take orders and collect money from members ordering club badges.
- g. Chaplain  
The Chaplain shall send cards and flowers as needed to members (or their families) who are ill or who have died. He or she shall also be in charge of the suggestion box and act as liaison between the Executive Board, the club members, and the club's caller.
- h. Sheriff  
The Sheriff shall be a general Sergeant-at-Arms and collect a fine from all members who fail to wear his or her club badge at club dances or functions. He or she shall also perform any special duties or tasks as assigned by the President.
- i. Historian  
The Historian shall be responsible for maintaining and preserving all of the club's past records, pictures, scrapbooks, and copies of past Chirpers.
- j. Telephone Chairperson  
The Telephone Chairperson shall form a committee of club members to phone the club membership about all of the club's activities, announcements, and special meetings as deemed necessary by the President.
- k. Nominating Chairperson  
The Nominating Chairperson shall form a committee of club members for the purpose of soliciting club members for club offices and preparing a slate of officers for election with at least one and preferably two candidates for each office.
- l. Chirper Editor  
The Chirper Editor shall form a staff of club members for the purpose of publishing and distributing a monthly club newsletter.

- m. Social Chairperson  
The Social Chairperson shall be in charge of the club's outside events and activities except for the "Sweet-heart Special" hoedown held in February of each year.
- n. Class Angels  
The Class Angels shall be in charge of the new class of Katydoers and shall be required to perform all duties necessary for the formation, continuation, and graduation of the class.

## **SECTION IX – EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet as necessary and the meeting time and place shall be designated by the President. At least four officers must be present to make up a quorum.

A special Executive Board meeting may be called by the President whenever necessary. An active club member in good standing may also request that the President call a special Executive Board meeting whenever necessary. If the club member's request is denied, club members may present a petition signed by 20% of the active club membership requesting a special Executive Board meeting and indicating its purpose. The petition shall be presented to the President and he or she shall call a special Executive Board meeting within two weeks after receiving the petition for the specific purpose stated in the petition

## **SECTION X – GENERAL MEETINGS**

General meetings shall be held when the board deems it necessary and for election of officers. An announcement of the general meeting and its purpose shall be made at the two (2) prior club-dance nights of the general meeting. There shall be no absentee balloting.

An active member in good standing may also request the Executive Board to call a general meeting for a stated purpose. If the request is denied, club members may present a petition signed by 20% of the active members requesting a general meeting. The board shall call the general meeting within three (3) weeks after receiving the petition for the specific purpose stated in the petition.

## **SECTION XI – CALLER**

The caller shall be paid by agreement of the caller and the Executive Board, subject to the approval of the active club membership. Approval shall be obtained by voting by secret ballot at a general meeting. A majority of the active club membership present and voting at the general meeting shall be required to ratify the agreement.

## **SECTION XII – AMENDMENTS**

Amendments to the club's by-laws shall be presented to the club membership at a general meeting called by the President and voted upon at an announced time and place of the next general meeting. A majority of the active club membership must be present at the meeting to constitute a quorum and 2/3 vote of those present and voting shall be required to amend the club's bylaws.

## **SECTION XIII – PARLIAMENTARY PROCEDURE**

Robert's Rules of Order shall be used in the conduct of all board meetings and general-membership meetings.