

SETS IN STEP

BYLAWS AND CONSTITUTION

PREAMBLE

The members of Sets In Step are bonded together in a spirit of friendship and good fellowship to share in the pleasure of square dancing. In order that the Club may function smoothly as a group for the benefit of all, the following Bylaws and Constitution are herewith established:

SECTION I: CLUB NAME

- A. This square dance Club shall be known as Sets in Step. This Club is a not-for-profit organization.
- B. The property of this Club is irrevocably dedicated to recreational purposes and no part of the net income or assets of this Club shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution of the Club, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Club shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for recreational purposes and which has established its tax-exempt status under 501 (c) (4) of the Internal Revenue Code.

SECTION II: AFFILIATION

- A. This Club shall be a member of a square dance association and shall pay annual dues as required by said Association. Representation to the association shall be by an elected delegate whose duties are listed in Section III, D-6.

SECTION III:

- A. Officers of this Club shall be:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Party Chairman
 6. Square Dance Assoc. Representative
 7. Visitation Chairman
 8. Publicity Chairman
 9. Historian
 10. Social Chairman

11. Sheriff
12. Class Chairman (when needed)
13. Caller Recruiting
14. Phone Tree Coordinator

B. Executive Board

1. The offices listed in part III.A shall constitute the Executive Board of Sets in Step.

C. Requirements

1. A term of office shall constitute a year beginning July 1st and ending June 30th.
2. All members, to be eligible for office whether elected or appointed, shall have been a Club member for a minimum of six (6) months.
3. Any Executive Board member unable to fulfill his/her position shall be dropped from the Board and a new member be appointed to that office by the President and ratified within one (1) month by the Board.

D. The Duties of the Officers in line shall be:

1. The President or Co-President shall preside at all meetings. The President, with the consent of the Executive Board, shall appoint such committees as may be necessary. The President shall be responsible for the fulfillment of the duties of all other officers.
2. The Vice President shall assist the President and/or Co-President in all meetings and act in the absence of the President. The Vice President shall be responsible for the purchase and maintenance of general supplies.
3. The Secretary shall keep complete minutes of each board meeting, annually publish a Club Roster, publish a monthly calendar of events, appoint members to serve on the refreshment committee, and conduct all business correspondence.
4. The Treasurer shall be custodian of all funds, collecting the Club member's dues and guest donations. He/She shall pay all bills and keep an accurate accounting of all income and disbursements. He/She shall keep the Club attendance record and shall maintain a checking account in the name of the Club.
5. The Party Chairman shall be in charge of coordinating parties and other special events, including decorations.
6. The square dance association Representative shall attend meetings of the association. A report of said meeting shall be given at the following club business meeting.
7. The Visitation Chairman shall be responsible for setting up a club visitation for the club as a group. He/She shall keep a record of the Sets in Step visitation banners which have not been reclaimed.

8. The Publicity Chairman is responsible for all ads, and the distribution and mailing of all ads and flyers, etc.
9. The Historian shall be responsible for, and maintain the Historian Book, and appoint an alternate if they do not attend an event.
10. The Social Chairman is responsible for greeting guests as they arrive and when they leave. Also, he/she shall coordinate special activities, such as progressive dinners and theater parties held on other than regular dance nights.
11. The Sheriff's duties are to see that all members are wearing badges. It is his/her duty to collect a nominal fine from members not wearing their badges or for other misdemeanors. Any money collected is to be used for sending cards, flowers, and/or gifts to members who are ill and/or who have had a death in the immediate family.
12. The Class Chairman shall be in charge of the beginners and work-shop classes which are sponsored by the club. He/She shall, subject to Executive Board approval, set the class night and the starting date, and obtain the instructor and the hall, He/She shall maintain an attendance record, collect the weekly student donation, and pay the caller and hall fees from this income.
13. The person in charge of Caller Recruiting shall be responsible for the booking of all guest callers. He/She contacts the guest caller one week in advance to verify that they will be coming.
14. Officers may appoint assistants as deemed necessary.

SECTION IV: ELECTION OF OFFICERS

- A. The Nominating Committee shall consist of five (5) members to be selected by the Executive Board in the month of April. One (1) member shall come from the Past Presidents' Council, two (2) members from the Executive Board, and two (2) members from the general Club membership. The President shall appoint the chairman.
- B. The Nominating Committee shall nominate candidates with the candidate's approval. At the first dance in May the chair of the Nominating Committee will present to the club members (verbally and in print) a list of the nominees. Additional nominations from the floor will be taken the night of election, with the nominee's approval.
- C. Election of officers shall be by majority of the members present at a club dance. New officers shall attend the June Changeover Board Meeting for orientation of duties.

SECTION V: BOARD MEETING AND BUSINESS MEETINGS

- A. The Executive Board meeting will be open to all club members and is to be held during the first half of each month. Any board decisions deemed necessary to be taken up

before the club members shall be presented at the first dance following the board meeting.

The President may call special board meetings at any time when deemed necessary.

B. Executive Board Meetings

1. An Executive Board meeting may only be convened with a quorum consisting of a majority of the board members, excluding the chairman.
2. Any business at an Executive Board meeting must be passed by a majority of the board members present. Each individual board member shall have one (1) vote, excepting the chairman, who shall not vote except in the case of a tie.
3. Any change in club policy must be passed on by two-thirds (2/3) of the club members present at a regular club meeting. All members shall be notified in writing of the proposed change and date of said meeting two (2) weeks in advance. All members, including the chairman, have a vote at a regular club meeting.
4. All changes regarding Club By-Laws and Constitution must be made at an Executive Board meeting and brought up to the club for vote.

SECTION VI: MEMBERSHIP

- A. Any person who graduates from a class sponsored by Sets in Step shall be invited to submit an application for membership. People with previous square dancing experience may be invited to submit applications for membership.
- B. Application for membership will be considered by the Executive Board at the next board meeting after presentation.
- C. Each new applicant shall receive a set of Bylaws and Constitution to read.
- D. The qualifications to be considered of each new applicant shall be:
 1. Personality
 2. Dancing ability
 3. Willingness to enter into Club activities
- E. The Executive Board must vote on all new applicants.
- F. All members are required to wear the club badges to each dance.
- G. New badges will be presented at a regularly scheduled club dance.
- H. All members are expected to participate in club activities, such as: regularly attend dances, serve on refreshment committees, set up and decorate for parties, serve as angels for class, etc.
- I. Honorary members may be appointed by the Executive Board. These members shall not pay dues and shall not vote.
- J. Leave of Absence may be approved by the Executive Board upon written application with a valid reason, for a period not to exceed six (6) months.
- K. Club membership can be revoked by vote of the Executive Board, at their discretion, if a member exhibits behavior that is disruptive to the club.

SECTION VII: CLUB DUES

- A. Members shall pay dues and charges as may be fixed by the Club.
- B. Total amount of fixed dues shall be paid monthly by each member of Sets in Step.
- C. Dues and charges are payable the first (1st) regular Club meeting of each month. Any member failing to pay the affixed dues for sixty (60) days without a valid reason, which shall be determined by the Executive Board, automatically resigns from the Club.

SECTION VIII: PAST PRESIDENTS' COUNCIL

- A. The active Past Presidents of Sets in Step shall constitute an Advisory Council, whose advice and assistance are available upon request and is not to be considered a governing body. The Junior Past President shall be chairman of the Council.

SECTION IX: AMENDMENT OF BYLAWS AND CONSTITUTION

- A. The Bylaws and Constitution may be amended by a two-thirds (2/3) vote of the members present at a club meeting.
- B. To amend the Bylaws and Constitution, all members shall be notified in writing in advance of the proposed change and date of said meeting.

(End of Bylaws and Constitution)

{the following is also found in our Club Directory, although not officially part of the ByLaws}

REMINDERS:

1. The club pays for new member Club Badges; members must pay for their own duplicate or replacement badges.
2. Members should wear their Club Badge to all dances.
3. Dues are payable monthly, whether you attend the dances or not.
4. Dues continue and accumulate unless Leave of Absence (up to 6 months) is requested, or Resignation is submitted.
5. Members participate regularly in Club activities, and serve as Angels in the club's class for beginners.
6. Members serve in rotation on Refreshment Committees.
(If you are unable to serve at an assigned time, arrange a trade with someone else and give the name of the person you will swap with to the Party chairperson.)