

Sets in Step Bylaws

Revised August, 2023

PREAMBLE:

The members of Sets In Step Square Dance Club (Club) 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 are herewith established.

SECTION I: CLUB NAME

- A.** The official name of this Square Dance Club will be known as Sets in Step. This Club is a not-for-profit organization.
- B.** The assets of this Club are irrevocably dedicated to recreational purposes and no part of the net income or assets of this Club will ever benefit any director, officer, or member, or benefit 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 will be distributed to a similar not-for-profit fund, foundation, or corporation which is organized and operated exclusively for recreational purposes, and which has established its tax-exempt status.

SECTION II: AFFILIATION

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

SECTION III: OFFICERS

A. The Officers of this Club will be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Party Chairperson
6. Square Dance Association Representative
7. Visitation Chairperson
8. Publicity Chairperson
9. Sheriff
10. Social Chairperson
11. Digital Historian
12. Class Chairperson (when needed)
13. Caller Recruiting Chairperson

B. Executive Board

1. The offices listed in Section III A will constitute the Executive Board of the Club.

C. Requirements of the Executive Board

1. A term of office will constitute a year beginning July 1st and ending June 30th.
2. All members, to be eligible for office whether elected or appointed, will have been a Club member for a minimum of six (6) months. A member with less than 6 months and a unique fit for an office may be approved by the board.
3. Any Executive Board member unable to fulfill his/her position will be dropped from the Board and a new member will be appointed to that office by the President and ratified within (1) month by the Board. If a replacement cannot be found the position will remain empty until the next election. The President will appoint other board members to complete any needed duties.

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

1. The President, or the President's designee, will preside at all meetings. The President, with the consent of the Executive Board, may appoint such committees as may be necessary. The President will be responsible for the fulfillment of the duties of all the other officers. The president is also responsible for completion of any and all accident reports.
2. The Vice President will assist the President in all meetings and act in the absence of the President. The Vice President will be responsible for the purchase and maintenance of general supplies.
3. The Secretary will keep complete minutes of each board meeting, annually publish a Club Roster, publish a monthly calendar of events/newsletter, and be responsible for all Club correspondence and update the club directory. The Secretary will maintain the list of current members, along with applications for membership.
4. The Treasurer will be custodian of all funds, collecting the Club members' dues, keeping a record of dues owed, and collecting guest donations. The Treasurer will pay all bills and keep an accurate accounting of all income and disbursements, including a bank reconciliation of said inflows/outflows. The Treasurer will present a written report of expenditures and income for the current month at the monthly board meeting. The Treasurer will keep the Club dance attendance records. The Treasurer will also maintain the insurance records for members and class attendees, and is responsible for the renewal of the Club's insurance policy. The Treasurer will maintain a checking account in the name of the Club.
5. The Party Chairperson will oversee coordinating parties and other special events at the club, including decorations, and will appoint members or seek volunteers to serve on the refreshment committee.
6. The Square Dance association Representative or a volunteer member will attend meetings of the association on a quarterly basis. A report of said meeting will be given at the following Executive Board meeting.

7. The Visitation Chairperson will be responsible for setting up a club visitation for the Club as a group. This could also include organizing a lunch/dinner for the group on those occasions. Sign up sheets should be utilized. The Visitation chairperson will keep a visitation binder to pass on to the next chairperson.
8. The Publicity Chairperson is responsible for coordinating all of the Club's publicity.
9. The Sheriff's responsibility is to collect a nominal fine from members not wearing their badges or for any other misdemeanors. The Sheriff will give the collected monies to the Social Chairperson, or another designated volunteer, for cards, flowers, and gifts.
10. The Social Chairperson will coordinate special Club activities, such as restaurant dinners, progressive dinners and parties held on other than regular dance nights. The Social Chairperson will be the holder of monies collected by the Sheriff and which will be spent purchasing and sending cards, flowers, and/or gifts to members who are ill and/or who have had a death in the immediate family. The Social Chairperson is responsible for reporting to the Board on a monthly basis.
11. The Digital Historian will be responsible for and maintain the Club history as it occurs in digital pictures form and set up a visual program on special occasions. The Digital Historian may appoint an alternate if unable to attend an event.
12. The Class Chairperson will be in charge of the classes and workshops which are sponsored by the Club. The Class Chairperson will, subject to Executive Board approval, set the class night, the starting time and date, and will obtain the instructor and hall. The Class Chairperson will maintain an attendance record, collect the weekly student and Angels' donations, and pay the caller fees, if adequate from this income. The Class Chairperson will report monthly to the board.
13. The Caller Recruiting Chairperson will be responsible for the contracting of all guest callers. The Caller Recruiter will contact the guest caller in advance to confirm.

- E. Officers may appoint assistants and committees as deemed necessary.

SECTION IV: PROCEDURE FOR ELECTION OF OFFICERS

- A. The Nominating Committee will consist of three (3) to five (5) members to be selected by the Executive Board in the month of March. Two (2) to three (3) members will be from the Executive Board, and one (1) to three (3) members will be from the general Club membership. The President will appoint the chairperson. The Nominating Committee, with the candidates' approval, will nominate candidates. The Nominating Committee will present the candidates at the April Executive Board meeting for approval. The approved list will then be presented for election at the second dance in April. Additional nominations may be taken from the floor at this time with the nominees' permission. Once the candidates are in place, the election will follow.
- B. The election of officers will be by the majority of the Club members present at the second dance of April. New officers will attend the Changeover Board Meeting for orientation of duties, which is traditionally the first Sunday in June.

SECTION V: EXECUTIVE BOARD MEETING

- 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 will be presented at the first dance following the board meeting, disseminated via email, and disclosed in the Club newsletter. The President may call special meetings at any time when deemed necessary.
- B. THE EXECUTIVE BOARD MEETINGS – defined:
 - 1. An Executive Board meeting may only be convened with a quorum of no less than half the Board members excluding the President in that count.
 - 2. Any business or policy changes made at an Executive Board meeting must be passed by a majority of the Board member present. Each individual board

member will have one (1) vote, the exception being the President, who will not vote except in the case of a tie.

3. Any change in Club Bylaws which have been approved by the Executive Board must be passed by two thirds (2/3) of the Club members. Voting will be at a special meeting called by the President and/or via email and/or by telephone vote. All members will be notified in writing of the proposed change. All members, including the President have a vote on Bylaws changes.

SECTION VI: CLUB MEMBERSHIP

- A. Any person who graduates from a class sponsored by Sets in Step will be invited to apply for membership. People with previous square dance experience may be invited to submit applications for membership.
- B. Application for membership will be considered by the Executive Board at the next executive board meeting after the receipt of the application. The Board will vote to accept or reject the candidate.
- C. Each new applicant will receive a copy of the Bylaws.
- D. The qualifications to be considered of each new applicant will be:
 1. Completion of an approved square dance class and/or adequate square dancing ability.
 2. Willingness to enter into Club activities.
- E. All members are required to wear the club badges to each dance. The Club will provide the first badge free of charge to the members. All other badges will be paid for by the member. New badges will be presented to the new club members at the next dance they attend.
- F. All members are encouraged 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, and serve on the Board.

- G. Honorary members may be appointed by the Executive Board with a majority vote.
These members are not required to pay dues and will not have a vote in Club matters.
- H. A member may request a Leave of Absence for a period not to exceed two years.
Requests should be submitted to the President. Leave of Absence must be approved by the Executive Board upon notification by the President. The “on leave member” may attend dances paying as a guest. For the duration of their leave, they do not have to pay dues, and their membership benefits and responsibilities will be suspended.
- I. Club Membership can be revoked by a majority 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 will pay dues and charges as may be fixed by the Club. These dues and charges are to be kept current.
- B. Total amount of fixed dues will be paid monthly by each member of Sets in Step.
- C. Any member failing to pay the fixed dues for ninety (90) days without approval by the Treasurer will be considered late. If member does not respond to Treasurer’s request for payment, their membership will be suspended pending vote by the Board.

End of Bylaws