

By-Laws
of
York Swing Dance Club

ARTICLE I GENERAL

SECTION 1 NAME

For all legal and financial purposes the name of this organization shall be York Swing Dance Club. For all other purposes it shall hereinafter be referred to by the words: YSDC, the Club, or the Dance Club.

SECTION 2 PURPOSE

The purpose of York Swing Dance Club is to:

1. Provide a forum where the community at large can regularly meet to learn, practice, develop, and otherwise enjoy swing dancing.
2. Conduct classes and workshops to teach swing dance styles and improve swing dancing standards throughout.
3. Promote the interest, support, and involvement of its members in swing dancing by holding regular dances and special dance functions.
4. Join with other clubs to exchange ideas, attend conventions, and foster inter-club relationships.
5. Preserve the historical significance of swing dancing.
6. Provide a form of activity to increase the physical and mental health of participants.
7. Build and maintain a social connectedness with the community by allowing community members access to regularly scheduled events despite membership status to the club.

SECTION 3 RULES OF ORDER

The rules contained in "Robert's Rules of Order" (latest revision) shall govern where applicable, except where they are inconsistent with the bylaws of YSDC.

ARTICLE II MEMBERSHIP

SECTION 1 REQUIREMENTS FOR MEMBERSHIP

Membership is open to any person 18 years of age and older regardless of race, color, religion, gender, handicap, familial status, sexual preference, or national origin.

SECTION 2 DESIGNATION OF MEMBERS

A person is designated as a member once their annual dues have been paid and they are not subject to termination proceedings.

SECTION 3 LIABILITIES OF MEMBERS

No person who is now, or later becomes, a member of this club shall be personally liable for any indebtedness or liabilities of the Club with the exception of ARTICLE IVSECTION 4.

SECTION 4 BY-LAWS

Each member shall be entitled to a copy of the Club's By-Laws upon request.

SECTION 5 VOTING RIGHTS

Members are welcome to attend monthly Board meetings unless restricted by the President. Members do not get a vote.

SECTION 6 IDENTIFICATION

Each member shall be issued a membership identification card for proof of membership.

SECTION 7 MEMBER PRIVILEGES

Members of the Club shall receive a "Member Rate" at Club dances and classes. Club members must present a current membership card to receive the "Member Rate".

Members get free admission to the first Friday night dance of each month.

Members may attend monthly Board meetings, as long as the President does not designate such a meeting as being closed to the general membership.

Members may hold positions on any standing committee, including the nominations committee or ad hoc committees.

SECTION 8 TERMINATION OF MEMBERSHIP

Any member may be suspended or expelled from this Club upon determination of misconduct, immoral conduct, infractions or violations of the Club's By-Laws, agreements, rules or practices, properly adopted by the Club, or committing an act or conduct which the Board and/or Club members find detrimental to the best interest of the Club. Said action shall result in suspension or termination of membership privileges. The Board in the Policy and Procedures Manual shall establish suspension or expulsion procedures.

ARTICLE III MEETINGS

SECTION 1 MONTHLY

The Board shall meet once a month, unless cancelled by the President. These meetings are open to the general membership and comments from the general membership are welcome. However, only board members can vote on issues discussed. Each board member gets one vote.

SECTION 2 SPECIAL

Special meetings of the Board may be called by the President or at the request of three (3) Board members.

SECTION 3 ACTION WITHOUT MEETING

The President may call for an "Action Without Meeting". The action may pertain to any policy item that does not entail the expenditure of more than \$100.00 of the club's funds. A minimum of three board members must approve this action, and communication with the board members may be via computer, telephone or written word. The President or approving board member shall then report this action at the next Board meeting for documentation in the minutes.

SECTION 4 BOARD QUORUM

A Board quorum shall consist of a majority of the full complement of the Board. No official business shall be conducted at any meeting of the Board unless there is a quorum present.

SECTION 5 FULL COMPLEMENT OF THE BOARD

The full complement of the Board is considered to be the total of all elected and appointed members of the Board. At no time shall any one member of the Board have more than one vote or be counted for more than one position.

ARTICLE IV BOARD OF DIRECTORS

SECTION 1 DEFINITION

The Board of Directors, hereinafter referred to as the Board, is the group of Club members charged with directing and managing the affairs of the Club.

SECTION 2 NUMBERS

The Board of Directors of the club shall consist of a President, Vice President, Promotions Director, Secretary, Treasurer, Media Director, Teen Liaison, and 2 additional members. (9 board members total). A quorum of the Board is the majority of the full complement of the Board.

SECTION 3 ADVISORS

The Board of Directors has the authority to bestow advisory capacity to any individual who would contribute valuable knowledge to any discussion regarding club business. Advisory members shall not hold office nor have voting privileges or serve in any other official capacity within the club.

SECTION 4 GENERAL POWERS

The Board is responsible for the proper governing of the Club including the establishment of all Club policies. If any individual Board member or group of Board members makes a decision in regard to business or policy without the approval of the majority of the Board, any expense or liabilities incurred shall be the responsibility of the individual(s) originally initiating the expense(s) or liability.

SECTION 5 CONSENT OF THE BOARD

Unless otherwise noted, "consent of the Board" shall be an affirmative vote by the majority of the Board quorum present at the time of the vote. No vote shall be taken without a quorum present.

SECTION 6 CHECK SIGNATURES

Authorized signatures on the Club checking account shall be the President, Treasurer and/or the Secretary. Two signatures shall be required on all checks and withdrawals exceeding \$650.00.

ARTICLE V DUTIES OF THE BOARD MEMBERS

SECTION 1 PRESIDENT

The President shall be the principal executive officer of the club, in charge of the business and affairs of the club. The President shall be subject to the advice and consent of the Board of Directors. The President shall assure that the resolutions and directives of the Board of Directors are carried out, except in those instances in which the Board of Directors assigns that responsibility to another officer or person. The President shall preside at all meetings of the Board of Directors. The President and/or the Board of Directors shall have the authority to appoint any Ad Hoc committee deemed appropriate at any given time whether listed in these by-laws or not. The President may assign miscellaneous club duties to any Club member. The President shall be in charge of setting an agenda for each meeting of the Board of Directors.

SECTION 2 VICE PRESIDENT

The Vice President shall share the responsibilities of the President. In the absence of the President, the Vice President shall preside at monthly board meetings.

SECTION 3 TREASURER

The Treasurer shall be the principal accounting and financial officer of the club. The Treasurer shall be responsible for the maintenance of adequate books of account for the club; have charge, custody and responsibility for all funds, securities, and moneys of the club; and be responsible for receipts and disbursements. The Treasurer shall perform all duties incidental to the office of the Treasurer and such other duties as may be assigned by the President or the Board of Directors. No funds shall be expended without prior approval of the Board of Directors except that the President has the authorization to expend no more than two hundred (\$200.00) dollars for administrative costs duly required for the operations of the club. The Treasurer shall file with the Board of Directors, and have available, monthly financial reports. If the President and Vice President are absent at any monthly meeting, the treasurer shall preside.

SECTION 4 SECRETARY

The Secretary shall maintain a permanent record of the minutes of the meetings of the Board of Directors and see that all notices are duly given in accordance with the provisions of the by-laws or as required by law. The Secretary shall be custodian of the clubs' records which shall remain the property of the club; maintain member database, keeping track of expired memberships; keep a current list of all property belonging to the club and in whose possession it remains; perform all duties incidental to the office of the Secretary; and such other duties as may be assigned by the President or the Board of Directors. The Secretary may appoint other individuals to these duties. In the absence of the President, Vice President or treasurer, the Secretary shall preside at the monthly board meeting.

SECTION 5 PROMOTIONS DIRECTOR

The Promotions Director shall be the chairperson of the Promotions Committee, with duties of organizing and directing all social activities or events, except in cases when he/she may delegate subcommittee chairmanship for any activity or event upon the approval by the Board of Directors. The Promotions Director shall have the responsibility of promoting to the community the intent and activities of this club. The Promotions Director shall perform other duties as may be assigned by the President or Board of Directors.

SECTION 6 MEDIA DIRECTOR

The Media Director is the Chair of the Media Committee and is responsible for providing appropriate music (pre-recorded, DJ, live band, etc.) resources for all Club activities. He/She shall create, expand, inventory and maintain the music/video library and equipment (stereo, microphone, etc.) of YSDC in order to best serve the interests of the club. The Media Director may also assume other duties as directed by the President or the Board of Directors.

SECTION 7 TEEN LIASION

The Teen Liaison is responsible for representing the interests of teens under the age of 18 to the Board. The Teen Liaison coordinates activities and ensures proper running of events and dances for individuals geared for this age group.

SECTION 8 BOARD MEMBERS

Board members attend the majority of monthly board meetings. They may serve on various committees or be assigned various tasks by any committee chair or Board Officer.

ARTICLE VI COMMITTEES

SECTION 1 EXECUTIVE COMMITTEE

The President shall serve as the Chairperson of the Executive Committee, which consists of the President, Treasurer, and the Secretary.

SECTION 2 ESTABLISHMENTS

With the exception of the Nominating Committee, the Executive Committee shall establish committees and appoint Committee Chairpersons. Classifications shall be as follows:

1. STANDING COMMITTEES shall be chaired by a Board member and have a minimum of two (2) members, which do not have to be members of the Board. These committees require consent of the Board for establishment.
 - a. The Promotions Committee shall be chaired by the Promotions director. Their duties are to promote the activities of the Club to the surrounding community and within the Club itself.
 - b. The Media Committee shall be chaired by the Media Director. Their duties are to keep a schedule of DJ's, coordinate the audio portion of events, both with live and recorded music and assume the efficient operation of audio equipment.
 - c. The By Laws Committee shall be chaired by a Board member appointed by the President. They shall present recommendations on items needing amended and make amendments to the bylaws as they are voted upon by the Board. A copy of the updated by laws is kept by the Chair and the Secretary and is available to any Club member requesting it.
 - d. The Finance Committee shall be chaired by the Treasurer. The committee shall oversee financial concerns, deposit checks and money into bank accounts and share in the duties of the treasurer.
 - e. The Dance Instruction Committee shall be chaired by a Board member appointed by the President. This committee shall arrange workshop instruction, make a schedule of teachers for Friday and Saturday night dance events, and coordinate instruction for lindy hop classes and other events taught by YSDC.
 - f. The Studio Maintenance Committee shall be chaired by a Board member appointed by the president. This committee shall oversee the general maintenance of the studio.
2. TEMPORARY COMMITTEE or AD HOC committees may be established by the Executive Committee to carry out a specific project for a specific period of time. These committees do not require Board consent for establishment and do not need to consist of Board members.

ARTICLE VII ELECTION OF THE BOARD

SECTION 1 NOMINATING COMMITTEE

The President, at the time specified by the Board, shall appoint no fewer than three (3) Club members to the Nominating Committee plus a member of the Board as chair. The chairperson of the committee must be a Board member whose term is not up for reelection. Nominees require a majority vote of the nominating committee to be placed on the slate of candidates. The chairperson shall not have a vote on who is placed on the slate of candidates.

SECTION 2 NOMINEE REQUIREMENTS

Nominees shall have a minimum of six (6) months of current membership in the Club prior to date of the election.

SECTION 3 THE SLATE

The Nominating Committee shall submit a slate of candidates for the Board of Directors at the time specified by the Board. Nominations shall be submitted in writing.

SECTION 4 ACCEPTANCE

All members accepting nomination for the Board shall do so in writing or verbally as confirmed with a recording in the minutes before or at the October Board meeting. A final slate shall then be submitted to the Board by the Chairperson of the Nominating Committee for election at the January meeting.

SECTION 5 BOARD VOTE

The Directors shall be elected by a majority vote of the Board quorum at the January Board meeting. The candidates receiving the greatest number of votes shall be elected. Ties shall be resolved by an additional vote. Voting shall take place on written ballots prepared by the nominating committee.

SECTION 6 VOTING RESTRICTIONS

No member of this Club shall cast his/her vote by proxy. Absentee ballots are accepted for the election at the discretion of the Board.

SECTION 7 TERM OF OFFICE

All newly elected Directors shall take office at the May Board meeting. The new Directors shall have NO voting powers until that date unless being reelected to a new term. Directors shall serve for two (2) years. The Board terms shall be staggered so that the President, Treasurer, Promotions Director and 1 Board member are elected on even years and the Vice President, Secretary, Media Director and Teen Liaison and 1 Board member are elected on odd years.

ARTICLE VIII RESIGNATIONS AND VACANCIES

SECTION 1 FILLING VACANCIES

If a Board member is unable to finish their term or is vacated from their position for any reason, the President, with the approval of the Executive Board, shall appoint a member to fill the vacated board position. The newly appointed board member shall begin their appointment immediately and serve the balance of the remaining term. Appointees to the Board shall have a minimum of six (6) months of current membership in the Club prior to the date of appointment.

SECTION 2 REMOVAL

A Board member may be removed from office for cause, such as misconduct or failure to fulfill their duty. A two-thirds (2/3) affirmative vote by secret ballot of the full complement of the Board, with the exclusion of the accused who shall have no vote in this matter, is necessary for removal.

SECTION 3 UNEXCUSED ABSENCE

A Board member who is not present at three (3) consecutive Board meetings may be subject to dismissal from the Board. A majority vote of the Board quorum is required to take an action. If dismissed, the vacancy would be filled according to ARTICLE VIII SECTION 1.

ARTICLE IX AMENDMENTS

SECTION 1 BOARD APPROVAL

Amendments to the By-Laws require a two thirds (2/3) affirmative vote of the full complement of the Board to pass.