

# CONSTITUTION

## ARTICLE I — NAME

The name of this organization shall be: The Circulators Square Dance Club of San Diego. A member of the San Diego Square Dance Association, a non-profit organization.

## ARTICLE II — PURPOSE

The primary purpose of this club shall be to promote Square Dancing as a recreational activity and to further the interest and participation of the members in the art and development of the Square Dance movement.

## ARTICLE III — MEMBERSHIP

- A. All new applicants for membership must show they can dance at the current club level and must pledge themselves to abide by the Constitution and By-Laws of the Club. All members under the age of 18 must have a parent or guardian as an Active Member of the Club and must be present with the minor at any dance or function, thus relieving the Club of responsibility for the minor. These qualifications are to be determined by the current membership chairman. If a dispute over qualifications arise, the subject will go before the Executive Board.
- B. An Active Member is defined as one who has paid club dues and insurance fees to the Association in a timely manner.
- C. An Associate Member is defined as one who has paid club dues but has not paid Association insurance fees, nor been reported to the Association as a Member. If attending any dance, anywhere, the Associate member must sign-in as a guest, to relieve the hosting organization of liability. They will be accorded all other Club privileges, correspondence, and information.

## ARTICLE IV — CLUB OFFICERS

The officers of the club shall consist of a five (5) member Board of Directors: President, Vice President, Secretary, Treasurer, and the Senior Representative with each office having one vote.

## ARTICLE V — COMMITTEES

The President may appoint any committee, subject to the approval of the board. Any committee so appointed shall report to the Board and shall retain its identity until dismissed by the Board of Directors. Examples:

Sheriff & Deputy Sheriff	Telephone	Blood Bank	Junior Reps
Historian/Photographer	Travel/Visitation	Newsletter	Ambassadors
Anniversary Dance	Goodwill/Door Greeters		
Social Chairman/Special Events	Membership/Insurance		

The duties of the above committees/positions are to be outlined by the President.

## ARTICLE VI — MEETINGS

- A. A board meeting of the club officers may be called by a majority of the Board or a call of the President.
- B. A general business meeting of the club may be called by the President, a majority of the Board, or may be called upon the written request of three (3) active members.

## ARTICLE VII — QUORUM

- A. A quorum for a board meeting shall consist of three (3) Board positions.
- B. A quorum for a business meeting shall consist of a majority of the active members present.

## **ARTICLE VIII — AMENDMENTS**

A business meeting of the club for action on Constitutional Amendments shall be announced two weeks in advance. Proposed amendments to the Constitution must be in writing and will be adopted if passed by a two-thirds (2/3) affirmative vote of the club members present.

## **BY-LAWS**

### **ARTICLE I — DUTIES OF OFFICERS**

**PRESIDENT** – The President shall preside at all meetings for the club and the Board of Directors, appoint committees with Board approval, and perform such other duties as pertain to this office. He/She shall be ex-officio member of all committees except the nominating committee.

**VICE PRESIDENT** – The Vice President shall assist the president and perform his duties in his/her absence. He/She shall be responsible for any committee as directed by the President. He/She shall appoint a class coordinator subject to Board approval and be responsible for the class through the class coordinator.

**SECRETARY** – The Secretary shall be responsible for maintaining a record of the proceedings of the club and shall perform such other duties as usually pertain to the office or as shall be assigned to that officer.

**TREASURER** – The Treasurer shall be responsible for maintaining a record of the financial affairs of the club, collect dues, keep a record of the membership and notify members of delinquency of dues. He/She shall pay all approved bills and prepare a monthly financial report for the San Diego Square Dance Association.

**REPRESENTATIVES** – There shall be four (4) Representatives: two (2) elected and two (2) appointed by active membership to act as liaison between the club and the San Diego Square Dance Association, constituting two Senior and two Junior Representatives. Report Association activities to the Board.

**BOARD OF DIRECTORS** – The Board of Directors shall assist and advise the President in all matters concerning the conduct of the club business and perform all the duties stated in the Constitution and serve as representatives to the Square Dance Association of San Diego County, Inc. (Dancers Association).

### **ARTICLE II — ELECTION OF OFFICERS**

#### **SECTION – 1**

Elections will be held once a year in June and the new Board will take office July 1. All five (5) offices: President, Vice President, Secretary, Treasurer, and Senior Representatives will be open at this time. All offices shall be determined by the club in general at election time.

#### **SECTION – 2**

The new members of the Board of Directors shall be elected from a panel of candidates consisting of:

- A. Candidates nominated by a committee of at least three (3) members appointed by the President.
- B. Candidates nominated by the membership at any club dance prior to the election.
- C. Candidates that notify the Board in writing of their desire to run. Such notification shall be received at least one week prior to the election.

### SECTION – 3

The entire list of candidates shall be announced and certified by the President at least one week prior to the election and on the condition there being no further nominations from the floor, the nominations shall be closed.

### SECTION – 4

Voting shall be by written ballot except that when the number of candidates equal the number of vacancies, voting may be by voice vote. The candidate receiving the highest number of votes shall be elected. In the case of a tie vote, an additional ballot shall be taken.

## **ARTICLE III — DUES**

The annual dues shall be set by unanimous decision of the Board of Directors or a simple majority vote of the club members.

## **ARTICLE IV — DANCE NIGHT**

### SECTION – 1

The regular dance night shall be Friday.

### SECTION – 2

The place, date, and time shall be set by the Board of Directors.

### SECTION – 3

Persons under the influence of intoxicating beverages will not be admitted to club dances.

### SECTION – 4

All visiting San Diego Square Dance Association Officers, Club Presidents, Callers, and Cuers will not be asked for a donation.

## **ARTICLE V — GUESTS**

Guests are welcome at the dances of this club. They shall, however, be subject to the following regulations:

1. Guests under the age of 18 shall have a parent or guardian present at the dance or club function, thus relieving the Club of responsibility for the minor.
2. The guest fee shall be set by the Board of Directors.
3. Prospective members may apply for membership after attending at least one (1) club dance.

## **ARTICLE VI — REMOVAL FROM MEMBERSHIP**

Any member may be removed from membership for violation of the Constitution or By-Laws by two-thirds (2/3) affirmative vote of a quorum of the membership as established in ARTICLE VII of the Constitution. Any member who allows himself/herself to become delinquent through non-payment of dues will automatically be dropped from the membership.

## **ARTICLE VII — GRIEVANCES**

Any complaints or objections made by the members shall be presented in writing to the Board of Directors for action and, if found necessary, the President will appoint a grievance committee to report its findings and recommendations to the club for action.

## **ARTICLE VIII — AMENDMENTS**

Proposed amendments to these By-Laws shall be in writing and presented at any regular club meeting and adopted if passed by a majority vote of a quorum of the club membership as established in ARTICLE VII of the Constitution.

## STANDING RULES

1. In addition to the name, the Circulators may be identified by a banner rectangular in shape with a burgundy background with white lettering and white edging.
2. The individual member's badge shall be a plastic pin and type similar in shape and color to the above described banner and shall contain, at a minimum, the member's name.
3. The club pins, badges, decals, etc., shall be sold at requisition price plus postage rounded to the next half (1/2) dollar.
4. The colors of the club shall be Burgundy and White.
5. The Club shall have "Club Dress" for ladies and men.
6. Annual dues shall be a donation of \$10.50 per person per club year. Insurance fees shall be collected with dues from those members wanting active status not already listed with the Association as having paid such fees at another club.
7. Dues are payable annually in June. To ensure that a member's name is included in the current club roster, dues and current address must be turned in by the third (3<sup>rd</sup>) Friday in June. Dancers wanting to join the club at a time other than the annual membership drive, and wishing to be active members must pay 100% of the annual insurance fee, if not already insured with another club, along with the pro-rated membership fee of:

July – December	100% of the membership dues
January – June	50% of the membership dues

Percentages rounded up to the nearest \$0.25.
8. A suggested donation of \$6.00 per person will be requested on regular dance nights. (Effective 7-2022)
9. "Angels" shall be available during class dances for temporary assistance and are admitted to this portion of the night activities with the same donation as that of the class members. If they are staying for the club dance, the donation is the suggested club donation.
10. There shall be no commercial announcements or sales at any club activities. NOTE: Announcements for activities sanctioned by the Circulators are excepted.
11. All club members in good standing are welcome to attend the Board of Directors meetings but shall have no vote. Members will be notified of the time and place of Board meetings through the use of Club bulletin board on dance nights or monthly newsletter.
12. Any suggestions for the betterment of the Club should be directed to a Club Officer. It is recommended that a suggestion be in writing, however brief.
13. All members are to be given a copy of the Constitution and By-Laws.
14. No bill or debt shall be contracted by any member without the consent of the Board of Directors.
15. Social events of the year are currently: Anniversary Dance, Sheriff's Picnic and the associated campout, Toys for Tots Dance (Christmas), and weekend campouts in March or April and October.
16. Refreshment duty should be rotated among members. A roster on the Club Bulletin Board will be provided for volunteers on specified dates.

17. Each office of the Club shall have a list of guidelines and each officer shall pass this information on to their successor(s). A copy of each officer's guidelines is to be filed with the Club Secretary.