

# **Swing Dance Club of Hawaii**

## **Bylaws**

### **Bylaw 1 - Name of Organization**

- 1-1 The name of the organization shall be known as the Swing Dance Club of Hawaii.
- 1-2 The abbreviation of SDCH may be used.

### **Bylaw 2 - Life**

- 2-1 The SDCH shall have an unlimited life span.
- 2-2 If the SDCH ceases, all assets shall be donated to a specific charity approved by the Founders of SDCH.

### **Bylaw 3 - Purpose**

- 3-1 To promote friendship and unity with the members of SDCH and the public.
- 3-2 To establish a higher standard of dancing.
- 3-3 To increase the level of education of the basics of Swing dancing within the SDCH and the public.

### **Bylaw 4 - Membership**

- 4-1 The SDCH shall accept membership from any person(s) who can abide to the Constitution and Bylaws of the SDCH.
- 4-2 Any person(s) in question shall be subject to approval by the Board of Directors and Founders of SDCH.

### **Bylaw 5 - Conduct of Meetings**

- 5-1 All procedures of the Swing Dance Club of Hawaii shall be governed by Parliamentary Procedures at a Glance, new edition, except as otherwise provided.

### **Bylaw 6 - Officers**

- 6-1 The SDCH shall accept selection, nomination and election of any member in good standing within SDCH to a officer position.
- 6-2 The officers of SDCH shall consist of a President, Vice-President, Secretary, and Treasurer and at least three Directors.
- 6-2 All members of the Board of Directors shall abide by the Constitution of SDCH and its Bylaws or be removed.

### **Bylaw 7 - Voting Procedure**

- 7-1 Voting shall be by a show of hand, secret ballot, proxy or by mail.
- 7-2 Members are required to vote Yes, No, or Abstain.
- 7-3 Resolutions receiving a tie vote shall be lost.

### **Bylaw 8 - Meeting Agenda**

- 8-1 Items shall be submitted in writing to officers no less than five (5) days prior to a meeting to be placed on the agenda.
- 8-2 Meeting agenda shall be subject for approval by the Board of Directors.

### **Bylaw 9 - Special Committees**

- 9-1 The President of the Board may establish special committees as needed or required with the understanding that these committees recommend to the Board its findings. The Board then makes the final decision.
- 9-2 Membership and responsibilities of the SDCH special committee shall be approved by the Board of Directors.

### **Bylaw 10 - Meetings**

- 10-1 Regular meeting of SDCH shall be called in accordance with the schedule established by the President.
- 10-2 Regular meetings shall be held once a month, preferably one (1) week before the regular scheduled dance.
- 10-3 Special meetings will be called as the need arises.
- 10-4 Upon invitation of a member of SDCH and with the approval of the Board, members of the public may make presentations to the Board of Directors/members of SDCH.
- 10-5 Invited guests are allowed to be present at regular meetings. Invitation for special meetings shall be approved by the officers and Board..

### **Bylaw 11 - Record of Meetings**

- 11-1 Minutes of the meetings of SDCH shall be kept in detail by the recording Secretary.

### **Bylaw 12 - Board of Directors**

- 12-1 Board of Directors shall offer support and stability in the absence of the officers.
- 12-2 Members in good standing are eligible for a position on the Board.



12-3 Board members shall abide the the SDCH constitution and Bylaws or be subject to removal of office.

**Bylaw 13 - Amendments**

13-1 Members in good standing shall propose changes and suggestion in writing to the officers prior to a regular meeting.

13-2 Amendments must have the affirmative votes of not less than two thirds (2/3) of the voting members in good standing.

**Bylaw 14 - Fiscal**

14-1 SDCH shall follow the rules of the non-profit status.

14-2 Dues shall be collected in accordance with the constituion of SDCH.

**Bylaw 15 - Publications**

15-1 Members shall submit to the Board in Writing any information or article before submission to the public.

15-2 Members shall not use the name of the Swing Dance Club of Hawaii or SDCH on any form of publication without written permission from the Board.

**Bylaw 16 - Code of Conduct**

16-1 Duties of Members - Members shall fulfill their roles and responsibilities with the highest standards of conduct. (See Constitution, Article 15 - Rules of Conduct.)

A. Integrity - Act honestly and in good faith.

B. Care - Act in a prudent and diligent manner, keeping him/her informed as to the policies and affairs of SDCH.

16-2 Conduct of members contrary to the above duties may be subject to review by the SDCH and subsequent punitive action may be imposed as follows:

A. Letter of reprimand.

B. Removal from SDCH.