



# **Boots 'n' Buckles Dance Club**

## **Constitution and Bylaws September 6, 1985; amended February 18, 2004 amended November 17, 2006; amended September 14, 2018**

### **Article I – Name**

The name of this club shall be Boots 'n' Buckles Dance Club, located in the Fremont/Newark area, California, an incorporated, non-profit organization. Note: Originally the Line and Partner dancing done today was called "Country Western", since it started out by dancing to Country music.

### **Article II – Purpose**

- A. To promote line and partner dancing as an educational, social and recreational activity.
- B. To promote goodwill, fellowship and friendship among those interested in line and partner dancing.
- C. To promote and assist involvement, learning, and advancement line and partner dance for all dancers from novice to advanced.
- D. To promote/establish high standards for members, in dance floor courtesy, consideration for fellow dancers and to encourage improvement in dance techniques.

### **Article III – Membership**

- A. Eligibility
  - 1. Regular membership in the Boots 'n' Buckles Dance Club is open to all line and partner dancers and those interested in becoming line and partner dancers who are 18 years of age or older, with all rights and privileges of membership.
  - 2. Associate membership in the Boots 'n' Buckles Dance Club is open to all line and partner dancers and those interested in becoming line and partner dancers who are under 18, with all rights and privileges of membership except the right to vote in elections.

## B. Dues

1. Annual dues may be examined/re-evaluated at any time by the Board of Directors and proposed changes presented to the membership at the next General Meeting for consideration.
2. All dance donations/fees shall be established by the Board of Directors.

## C. Conduct and Responsibilities

1. Members are expected to maintain discreet social behavior and proper conduct, and reasonable courtesies and consideration of other dancers at all times.
2. Intoxication at any club function is discouraged. Continued intoxication and/or offensive conduct will be adequate cause for termination of membership.
3. Elect the Officers and other members of the board.
4. Give input and support to the board.
5. Vote on amendments of incorporation.
6. Take action requiring a membership vote.

## **Article IV – Board of Directors**

- A. Board of Directors shall be comprised of at least six up to twelve elected Directors (including the Executive Board). Election of Directors will be held once a year in November. Directors will serve for a one-year term of office with a maximum of three consecutive years in the same position. Board members may serve up to five consecutive terms, after which they must take one election year off in order to be eligible to run again, provided there are volunteers to fill the vacancies. Any vacancy occurring during the term of office will be filled by appointment from the general membership by the Board of Directors to serve until the next election. The Executive Board is made up of the officers of the board and will be elected by the general membership.
- B. After each election, the new and continuing Directors will meet and elect Committee Chairpersons for the next twelve-month period. The following officers shall have been elected by the general membership: President, Vice President, Secretary, and Treasurer.

- C. Candidates for election as Club Directors may be submitted in writing to any Board member and must be a member in good standing for six (6) months at the time of election and during their term of office. Except for the four Executive Board Officers who are specifically voted for in name by the general membership, the remaining two to eight director positions will be filled by the eligible candidates who receive the most votes. A quorum must be present to declare a legal election. The yearly election will be held in November with the elected Directors taking office in January. The transition will be done during a December meeting.
- D. Procedures for absences. Board members are expected to attend board meetings. If a board member misses four (4) meetings, or three (3) consecutive board meetings, the board may take action, which may result in dismissal from the board.
- E. The Executive board shall guide the club, direct appointees and chairpersons as authorized herein. It shall be the duty of the Board of Directors to undertake all duties and responsibilities of the dance club in the area of management except as expressly reserved in the vote of membership.
- F. The Board of Directors set policy for the organization, set goals for the organization, set yearly budget, propose changes to the bylaws, uphold the bylaws, promote the club, are to be seen on a regular basis, establish and update the operations manual for standing rules, and be responsible to abide by and enforce the rules of the organization.

#### **Article V – Executive Board**

- A. The President shall preside over all meetings, appoint all chairpersons, and be an ex-officio member of all committees. He (or she) may sign checks; initiates general consent when appropriate; is responsible for lines of direction given by the membership; sees that actions of the board are carried out; is responsible for reporting to the membership and board membership of the affairs of the club; exercises his or her vote to break a tie in accordance with Roberts Rules; enforces all rules; maintains order as pertains to board meetings, and shall appoint special committees.
- B. The Vice President shall assume the duties of the President in his/her absence, inability or refusal to act and perform duties delegated to him/her by the President. If a vacancy occurs in any office, the Vice President will assume the duties of that office until such time as the vacancy can be filled. He (or she) may sign checks. Vice President is responsible, with the Treasurer, for seeing that the yearly budget is prepared; reviews and confirms that the insurance chair keeps the insurance in force, and chairs the Finance Committee.

- C. The Secretary shall keep and maintain minutes of all meetings, handle club correspondence as required, make minutes available to all members when requested and to the Board of Directors as soon as possible after each meeting, as well as the Webmaster for publication of pertinent information. He (or she) may sign checks. Secretary issues notice for all meetings. Responsible for custody of corporate books, records, and files.
- D. The Treasurer shall maintain records of all club financial transactions, collect, record, and deposit dues paid by members, make monthly reports to the Board of Directors, furnish financial reports for general membership meetings and the Webmaster for publication; maintain bank account and may sign checks. Treasurer prepares income taxes; renews annual city business license or permits (12/31) – pays annual insurance; monitors the control, receipt and custody of all financial assets of the board and other fees as appropriate; monitors all disbursements as authorized by the board; reports receipts, use and disbursements of all financial assets of the board; with the Vice President, submits an annual budget of estimated income and expenses for approval of the board; sees that no expenses in excess of the budgetary appropriations shall be made without prior approval of the board.

#### **Article VI – Committees**

- A. Committees may be established to service specific needs of the club and may be standing or time limited. Time limited positions shall have job descriptions located in the standing rules in the operations manual, and be formulated by the president and chairpersons.
- B. Standing committees shall be membership/insurance; operations; special events; decorations; merchandising; webmaster; good will ambassador; and public relations.
- C. The Membership/Insurance Chairman will be appointed by the Board of Directors and shall maintain membership records, issue membership cards, promote membership, advertise the club to maintain and increase membership, receive from cashier new membership applications, update the list for board meetings, notify insurance companies of new members, order badges for new members, update membership application form and other membership advertisements, and is responsible for maintenance and increase of memberships.
- D. The need for committees will be established by the Board of Directors. The special committee chairperson positions shall be filled by appointment of the President.
- E. Committees are responsible for submitting yearly budgets for the following calendar year by December 1st of each year.

## **Article VII – Meetings**

- A. The Board of Directors will meet as needed (recommended monthly), on a day/date agreed upon by the Directors.
- B. General membership meetings will be held annually with additional meetings as deemed necessary by the Board of Directors.
- C. A Quorum for the Board of Directors shall consist of a majority of the current board. A Quorum for a general meeting or membership meeting called for specific purpose shall consist of those members present and voting provided notice of such meeting was made available to membership not less than two weeks prior to said meeting. Publication on the website and email to all members shall constitute such notice. A simple majority vote will decide issues.

## **Article VIII – Amendments to the Constitution**

This constitution may be amended by a majority vote of the members present and voting at a meeting called for this purpose or at a regular membership meeting provided, in either case, the general membership is given thirty (30) days notice.

## **Article IX – Properties**

Any property accumulated by this Club shall be in the custody of the President or member designated by the President.

## **Article X – Financial**

- A. Funds to cover operational cost of the club shall be derived from membership dues and donations at social activities.
- B. A checking account shall be maintained for receipt and disbursements of funds.
- C. Club checks shall require an Executive Board Officer signature. Persons authorized to sign checks shall be: President, Vice President, Secretary, and Treasurer. Signature authorization documents must be filed with the bank selected by the club.
- D. Financial records may be audited on the request of a minimum of three (3) members in good standing or at the request of an incoming Board of Directors.
- E. The annual budget will follow the calendar year.

## **Article XI – Standing Rules**

Standing rules may be adopted to cover situations not covered herein. Standing rules may not be in conflict with the constitution and bylaws of this organization.

## **Article XII – Affiliations**

- A. The Boots 'n' Buckles Dance Club is a non-affiliated, socially, and educationally oriented organization.
- B. The Boots 'n' Buckles Dance Club is in support of the concept of a Line and Partner Dancers Association and would support an organization (association) formed with the welfare and advancement of line and partner dance and the interest of the line and partner dancer as its primary consideration.

## **Article XIII – Dissolution**

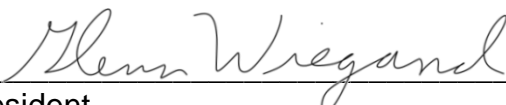
This club can be dissolved by approval of two-thirds of the members present and voting at a meeting called for this purpose, provided a thirty (30) day notice has been given the membership in writing. Notice on the club website and an email to all members will serve this requirement. Any property or funds belonging to the club is to be disbursed to a charitable organization(s), selected by the membership. 501 c.3 and IRS must be notified.

## **Article XIV – Roberts Rules of Order**

Any situation not covered by the constitution and bylaws shall be resolved using Roberts Rules of Order, Newly Revised.

## **Article XV – Adoption**

The undersigned certifies that this constitution and bylaws was adopted and ratified by a standing vote of the general membership at a regularly scheduled general meeting held on September 14, 2018.

  
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President