

BY-LAWS

STEP 4 STEP SOUL LINE DANCERS SOCIAL CLUB

These By-Laws are not all inclusive. These By-Laws are prepared with the intent that they will continue to grow in work and in spirit so they might better serve its members.

Article I - Background

Step 4 Step Soul Line Dancers Social Club was established in January 2020 by Jillian Barrick, Douglas Hawkins, Jr., and Andrea L. Mason.

The Step 4 Step Soul Line Dancers Social Club is a successor organization to Step 4 Step Line Dancers LLC which was created on August 31, 2012.

Article II - Name and General Information

Section 1. The name of the organization shall be Step 4 Step Soul Line Dancers Social Club, also referred to as (“Step 4 Step” or “S4S”).

Section 2. Step 4 Step is an independent, non-profit organization established as a 501(c)7.

Section 3. Step 4 Step’s official colors are Black and Orange.

Section 4. Step 4 Step’s motto is “We get it in!”

Section 5. Step 4 Step’s **Official Logo**: The Letters “S” and number “4” across a diamond shape that has semi-circles around the border of the diamond. The number “4” is in the center of the diamond and it is flanked on either side by a capital letter “S”. The official logo is pictured below:



Section 6. Step 4 Step’s **Legacy Logo**: The words “STEP 4 STEP” (bold and capitalized) curved over a diamond shape that has a 4-person silhouette within. Towards the bottom of the diamond, across the legs of the pictured persons is a banner with “We get it in” (script font). Under the banner, “SOUL LINE DANCERS” (bold and capitalized). Directly under the last few letters of “DANCERS” in small script is “of NJ” (as pictured below):



Article III - Purpose and Mission

Section 1. To encourage and promote healthy lifestyles for individuals interested in line dancing; to build camaraderie amongst all participants; to collaborate and cooperate in social settings in order to increase morale within the group.

Section 2. To promote engagement, fellowship and provide dance instruction for all skill levels among its members and new recruits.

Section 3. To learn and teach choreographed dance routines in order to demonstrate and perform to music, while participants are in a line formation, dancing to R&B, Hip-Hop, Jazz, Gospel, and other genres.

Section 4. To provide an “equal society” organization. This is defined as an organization that provides all dues-paying members the same opportunities and privileges regardless of how long he or she has been a member or their level of participation.

Section 5. To promote the art of dance by way of classes, socials and performances, and exchange ideas and experiences between choreographers, dance instructors and all others who are like-minded.

Section 6. To encourage members to travel, at their own expense, to other events hosted by the line dance community in order to enhance their dance skills and experience.

Section 7. To promote a free form of expression that produces wellness and healthier lifestyles.

Article IV - Office

Section 1. The principle mailing office of the organization shall be located at the home of the Secretary.

Section 2. The mailing address is: Step 4 Step Soul Line Dancers Social Club, P.O. Box 25217, Newark, NJ 07101.

Article V - Membership

Section 1. General Membership. Membership is open to all persons over the age of 18 who agree to accept and abide by the By-Laws. This organization fully supports equal opportunity and no person may be denied membership based on age, race, gender, creed, sexual preference, socio-economic status or dance ability.

Section 2. Members are considered “active” or in “good standing” when dues are current and membership has not been voided, suspended or terminated. Membership is non-transferable. Only active members are eligible for membership privileges.

Section 3. S4S Logo. Members are not allowed to produce, order, or purchase Step 4 Step attire from any person or outside vendor without the Executive Board's approval.

Section 4. Dues. Annual dues are \$50; and \$45 for Seniors (60 years and over). In addition, new members will pay a \$15 initiation fee at the time they join. Any member whose membership has lapsed for more than a calendar year will have to pay a reinstatement fee of \$15 at the time of rejoining.

Section 5. The regular enrollment period shall be November 1st of the previous year through January 31st of the present year.

Section 6. Membership dues will not be accepted after January 31st of any year.

Section 7. Payments accepted by S4S: The Executive Board will determine which payment methods to accept. The Treasurer and designee(s) will accept payments on behalf of Step 4 Step Line Dancers.

Section 8. Term of Membership. The membership term is one year (Jan 1 – Dec 31).

Section 9. Waiver. Annually each member will be required to complete a Liability Waiver/ Hold Harmless Form.

Section 10. Suspension/Termination/Resignation. Any member of S4S may have membership privileges suspended or revoked upon determination of misconduct, immoral conduct, infractions or violations of the By-Laws, or committing an act or conduct which the members find detrimental to the best interest of the organization. Suspension or revocation of membership privileges can be executed by a majority vote of the Executive Committee. Any member may resign from an office or from general membership at any time by providing a letter of resignation to the Executive Board.

Section 11. Confidentiality. S4S is committed to protecting the privacy of its members. Personal data will NEVER (for any reason) be sold, shared or distributed to outside organizations nor will that data be used by any member for personal use. All information will be retained for S4S membership purposes only.

Section 12. Personal Interests. Members shall not have any personal interests or rights for any of the assets of S4S or in the use of its name. Members shall NOT have any right to borrow, pledge, commit, hypothecate or collateralize any of the assets, or to make loan or advances of any kind in the name of or reference to S4S.

Article VI - Officers

Section 1. Qualifications of an Officer. To be eligible for an officer position in S4S, an individual must be a member of the E-board and a member in good standing. Officers must have been active members of S4S for at least 2 consecutive calendar years preceding the term of office.

Section 2. They must attend 75% of the regularly scheduled general body meetings, and E-board participation is mandatory.

Section 3. Duties of an Officer. During the final month of the term of office (December), the Officers will deliver to their successor all files, supplies and other materials related to the position in

their possession. Outgoing Officers must mentor and train their successor as part of the transition process which runs through the end of the first quarter after their term ends.

Section 4. Term of Office. The term of each Officer is one (1) year. For At-Large E-Board Members, the term of office is two (2) years beginning January 1. At-Large terms are to be staggered every other year. The term of a committee chairman is one (1) year beginning January 1 of each year.

Section 5. Officers. Step 4 Step Officers shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Sergeant-At-Arms

A. President:

- 1. Preside at all meetings and will supervise plans for the effective and efficient work of the organization; and
- 2. In the absence of the Treasurer, provide the Treasurer's Report to the membership.

B. Vice President:

- 1. Assume the responsibilities of the President in their absence;
- 2. Available to assist the President at any time; and
- 3. Represent the President, as delegated at meetings, social affairs, etc.

C. Secretary:

- 1. Keep and preserve accurate record of all proceedings and present at the following meeting to be approved by the general body;
- 2. Provide meeting minutes for each meeting via email prior to the next General Body Meeting and/or have a few copies at the meeting;
- 3. Assume the responsibilities of the President in the absence of both the President and Vice President;
- 4. Maintain an alphabetical list of active members with their contact information
- 5. Responsible for keeping attendance at all Step 4 Step meetings including General Body and E-Board meeting. Prepare a member sign-in sheet, using the current member roster, for each in- person meeting.
- 6. Read correspondence addressed to Step 4 Step and maintain a correspondence file;

7. Prepare notices and communicate meeting reminders for all meetings as directed by the President and/or Executive Board; and
8. Keep all documents pertaining to the Organization in a secured electronic file which will also be shared with the Officers.

D. Treasurer:

1. Maintain basic bookkeeping and/or accounting skills, knowledge of proper procedures for handling and reporting finances, and the ability to establish an orderly and accurate method of reporting income and expenditures;
2. Receive, collect, and disburse all monies and deposit into the financial institution within five (5) business days of collection;
3. Provide receipts for monies received; upon request and/or if applicable;
4. Manage the collection of the dues of the organization;
5. Keep accurate and detailed records of all the finances of the association, including but not limited to disbursements, online payments, and transactions within apps and programs used by S4S;
6. Prepare a written monthly report for each E-Board meeting of the organization regarding all monies received and expended; and
7. Prepare a written report for each quarterly meeting of the General Body summarizing all monies received and expended; and
8. Keep all documents pertaining to the finances in a secured electronic file which will also be shared with the Officers. If anything needs to be filed on a municipal, state, or federal level, they will be responsible.

E. Sergeant-at-Arms:

1. Maintain order at meetings;
2. Serve as the Parliamentarian. They will interpret policies and procedures of the organization in accordance with Robert's Rules of Order, and will have access to this set of rules and procedures during all meetings;
3. Ensure all members sign in, using the current member roster, for all in-person meetings. This will ensure that a proper quorum is established; and
4. Maintain the accuracy of the roster.

Section 6. Vacancies. If any office(s) remain vacant, the Executive Board may appoint a member to serve in that capacity until that term ends.

Article VII - Nomination and Elections

Section 1. Officers are elected in November of each year by majority vote of the general body. Nominations are open to any member in good standing that meets the qualifications for the position of interest. The term of each office is one (1) year.

Section 2. An At-Large E-Board member is elected by the general body at the first meeting of each year by majority vote. Nominations are open to any member in good standing that meets the qualifications for the position of interest. At-Large E-Board members may not be founding members or chairperson of any standing committee at the same time. Newly elected E-Board members will serve a 2-year term, from January through December of the next calendar year.

Section 3. Elections will be held in November and conducted in-person by paper ballots or by proxy electronic ballots to all members in good standing.

Section 4. Each member in good standing is allowed one (1) vote per office, per year.

Article VIII - Executive Board

Section 1. The Executive Board or E-Board, whose chairperson is the President, consists of two (2) at-large board members, the four (4) chairpersons of the standing committees, and the three (3) founding members.

Section 2. The Officers of the E-Board as referenced in Article VI will be nominated from members of the E-Board and elected by a majority vote of the General Body as part of the annual election process in November.

Section 3. Will meet at least quarterly; in addition to the regularly scheduled general body meetings.

Section 4. Will have the power to set the agenda for the general body meetings, make recommendations to the membership, and make emergency decisions for the organization in accordance with the By-Laws of the organization.

Article IX - Committees/Term

Section 1. There are four (4) standing committees of Step 4 Step:

- A. Apparel Committee
- B. Events Committee
- C. Membership and Hospitality Committee
- D. Marketing Committee

Section 2. Committee chairs are elected by vote of their respective committee members. Committee members are selected by the E-board following solicitation of volunteers.

Section 3. Committee Chair Responsibilities. Report on the activities of their respective committee on a regular basis, inform the Executive Board of current developments and maintain pertinent documentation.

- A.** Apparel Committee. Responsible for coordinating the selection, procurement, and ordering process for Step 4 Step branded apparel and accessories on behalf of the members and public.
- B.** Events Committee. Responsible for coordinating and brainstorming new ideas for the organization's dance and social activities throughout the year. Involved in the research and coordination of all planned events such as seeking out venues, entertainment, flyer/ticket creation and sales, etc.
- C.** Membership and Hospitality Committee. Responsible for the engagement and retention of existing members and recruitment of new members who share a passion for S4S. Responsible for the coordination of "Members Only" activities throughout the year. Responsible for the acknowledgement of deaths of members and of immediate family members (spouse, child, or parent). Will send condolences and greeting cards for celebratory events including retirement, special occasions and accomplishments (cap of \$10); and prayer as needed.
- D.** Marketing Committee. Responsible for maintaining the website, social media platforms, news editing, advertising and photography.

Section 4. Committee Member Term: One (1) year. Committee members are volunteers and can request to be replaced upon written notification to the Executive Board. Committee members may serve on no more than two (2) standing committees at one time.

Section 5. Ad Hoc Committees: From time to time, the E-Board may designate one or more ad hoc committees to accomplish specific tasks.

- A.** Community Service Committee. Responsible for coordinating and scheduling community events that promote good will and harmony towards the Organization.
- B.** Scholarship Committee.
 - Coordinate the application, delivery and selection process for scholarships.
 - Review applications with the ability to focus on the specific selection criteria in determining the award winners.
 - Understand the need for fairness, objectivity and nondiscrimination within the selection process.
 - Announce scholarship recipients.
 - Distribute award letters.
- C.** By-Laws Committee. Responsible for assisting the Executive Board with the overall legislative activities of the organization, including the development of policies and procedures (By-Laws, Rules and Regulations).

Article X - Meetings

Section 1. Regular Meetings. Step 4 Step meetings shall be held quarterly.

Section 2. Special Meetings. Special meetings may be called by the Executive Board for circumstances that cannot be introduced or held to the next regular meeting. All members will be notified via email, social media and/or other means, at the same time, with the purpose of the meeting stated in the announcement.

Section 3. Quorum. A vote at any meeting will require at least 25% of active members including 3 E-board members. Without a quorum no voting is possible. The matter will be deferred until the next meeting.

Section 4. Only a member in good standing is allowed to vote.

Section 5. Order of Business. The meeting will be governed by an agenda, Step 4 Step's By-Laws, and the most current edition of Robert's Rules of Order in cases not specifically covered by the S4S By-Laws.

Section 6. Rules of Order. The latest edition of "Roberts Rules of Order" shall govern all proceedings in the By-Laws.

Article XI - Parliamentary Authority

Section 1. The Secretary and **Sergeant-at-Arms** will ensure that a copy of the most recent By-Laws and Robert's Rules of Order are available at each meeting for reference purposes.

Article XII Earnings

Section 1. Net earnings of Step 4 Step are for the benefit of all members collectively and, secondarily, designated charitable causes as determined by the E-board.

Section 2. No part of the net earnings of Step 4 Step will ensure the benefit of any one member, trustee or officer of the organization, or any private individual.

Article XIII – Expenditures

Section 1. All major event expenditures with a budget of \$1251.00 or over must have the budget voted on and approved by the members. Final expenditures for approved events will be shared with the membership as part of the quarterly financial report.

Section 2. All other expenditures will be approved by vote of the E-board.

Article XIV - Amendments

Section 1. The By-Laws may be amended by a majority vote of the members. Any proposed changes, recommendations, or amendments shall be submitted in writing to the Executive Board

prior to the next general body meeting for review. The E-Board will then transmit proposed amendment(s) to the By-Laws Committee for review.

Section 2. The By-Laws committee will convene to review the proposed changes and if deemed appropriate and necessary, present the proposed changes to the membership body at the next general body meeting to be voted, and approved as set forth by Robert's Rules of Order.

Section 3. A copy of the organization's current By-Laws must be made available to every member in good standing.

Article XV - Dissolution

Section 1. If the organization dissolves, all monetary and physical assets will be donated to a Charity, to be voted on by the members.

Article XVI - Miscellaneous Provisions

Section 1. Savings Clause. Should any article or section of these By-Laws be held invalid by operation of law, such invalidity shall not affect the validity of the remaining portion of the By-Laws.

Section 2. Certification. This is to certify that we, the undersigned Founders, have read and understand the By-Laws of the organization as presented above.

By signing, we hereby agree to adopt and abide by all rules and regulations as specified, as well as educate the general members on its practices, to the best of our ability.

Furthermore, any subsequent amendments will be certified by the current Executive Board at the time of the amendment.

Adopted this ____ Day of _____ 20 ____.

Jillian Barrick, Co-Founder

Douglas Hawkins, Jr., Co-Founder

Andrea L. Mason, Co-Founder