

## 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.

#### 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).

**Section 5.** The regular enrollment period shall be November 1<sup>st</sup> of the previous year through January 31<sup>st</sup> of the present year. Any dues collected on or after February 1<sup>st</sup> will incur a \$15 late fee if previously a member. This schedule may be amended by the Executive Board with advance notice to the members, but in no case shall the membership period be less than 60 days.

**Section 6.** Any membership dues collected on or after July 1<sup>st</sup> will be assessed at a ½ year rate, \$25 regular membership or \$23 for seniors.

**Section 7.** Payments accepted by S4S: (i) checks payable to Step 4 Step Soul Line Dancers Social Club and mailed to Step 4 Step Soul Line Dancers, P.O. Box 25217, Newark, NJ 07101 (any checks returned for insufficient funds, must pay insufficient funds fee, charged to the organization in addition to the original deposit amount); (ii) cash; or (iii) money transfer services linked to Step 4 Step (i.e. PayPal, Zelle, Venmo, CashApp, etc.). The Treasurer will accept cash or check payments in person as well.

**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, a general member in good standing, and dues must be paid in full to date.

**Section 2.** He or she must attend 75% of the regularly scheduled general body meetings.

**Section 3.** Duties of an Officer. During the final month of the term of office (February), the Officers will deliver to his/her successor all files, supplies and other materials related to the position in his/her possession.

**Section 4. Term of Office.** The term of each At-Large E-Board Member is two (2) years beginning March 1. At-Large terms are to be staggered every other year. The term of committee chairs is one (1) year beginning March 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 his/her 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;
5. Read correspondence addressed to Step 4 Step and maintain a correspondence file;
6. Prepare notices and communicate meeting reminders for all meetings as directed by the President and/or Executive Board; and
7. Keep all documents pertaining to the Association 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 all monies received, recording the same in a duplicate receipt book;
4. Collect the dues of the organization;
5. Keep accurate and detailed records of the finances of the association;
6. Prepare a written report for each quarterly meeting of the organization regarding all monies received and expended; and
7. 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, he/she will be responsible.

**E. Sergeant-at-Arms:**

1. Maintain order at meetings;
2. Serve as the Parliamentarian. He/she will interpret policies and procedures of the organization in accordance with Robert's Rules of Order;
3. Ensure all members sign in, using the current member roster. 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.** At-Large E-Board members are elected by the general body at the first meeting of each year by majority vote. Nominations for At-Large E-Board members are open to any member in good standing. At-Large E-Board members may not be founding members or chairperson of any standing committee at the same time.

**Section 2.** Newly elected E-Board members will serve from February through January of the following year.

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

**Section 4.** Each member in good standing is allowed 1 vote per At-Large position.

### **Article VIII - Executive Board**

**Section 1.** Also known as the Executive Board or E-Board, whose chairperson is the President, consists of two (2) at-large board members elected by the general body, the four (4) chairpersons of the standing committees as selected by the members of their respective committee, and the three (3) founding members. The Officers of the E-Board as referenced in Article VI will be selected by the members of the E-Board through a majority vote at the beginning of each year.

**Section 2.** Will meet at least quarterly; in addition to the regularly scheduled general body meetings.

**Section 3.** 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. By-Laws 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. 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).
- B. Events Committee. Responsible for coordinating and brainstorming new ideas for all 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 engagement and retention of existing members and recruitment of new members who share our passion for S4S. Responsible for the acknowledgement of the death of a member's immediate family member, sending greeting cards for celebratory events including retirement, special occasions and accomplishments (a cap of \$5); and prayer as needed.

- D. Marketing Committee. Responsible for webmaster, social media, news editor 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 promotes good will and harmony towards the Association.
- 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.

## **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 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 \$500 or over must have the budget voted on and approved by the membership. 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 membership. 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 to the Bylaws 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 most 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\_\_\_\_.

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Jillian Barrick, Co-Founder

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Douglas Hawkins, Jr., Co-Founder

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Andrea L. Mason, Co-Founder