

**LEBANON SQUARECIRCLERS
SQUARE DANCE CLUB
BY-LAWS**

Adopted - 01/1949	Amended - 01/1960
Amended - 03/1968	Amended - 06/1975
Amended - 01/1990	Amended - 10/24/00
Amended - 05/28/02	Amended - 11/25/03
Amended - 09/24/12	

PREAMBLE: The membership of this Club are banded together in spirit of friendliness and good fellowship to promote and encourage the pastime of square and round dancing and to foster the well-being of square dancers everywhere; and the corporation may engage in any legal activity, none of which is for profit, for which corporations may be organized under ORS Chapter 61.

ARTICLE ONE - CLUB NAME

Section 1: The name of this Club shall be **LEBANON SQUARE CIRCLERS SQUARE DANCE CLUB**. The club will be incorporated as a mutual benefit, non-profit organization. Membership in the Club is open to anyone without regard to race, creed, sex, age, national origin or religion, who has an interest in square and round dancing..

ARTICLE TWO - MEMBERSHIP AND DONATIONS

Section 1: Membership in the Club is open to anyone without regard to race, creed, sex, age, national origin or religion, who has an interest in square and round dancing. The Board may deny membership to anyone whose membership would reflect discredit upon the Club and in like manner may void the membership of any member whose actions discredit the organization.

- A. Upon graduation from any square-dance-sponsored classes, dancers will be eligible for membership upon approval of the general membership. Each member will receive a copy of the by-laws and current roster.
- B. Family membership will be encouraged.
- C. Honorary memberships (a certificate of lifetime membership) will be approved by the Board.

Section 2 Donations for membership are recommended by the Board and voted on by the membership. Membership for children under 16 shall be 50% of an adult membership and shall not have voting privileges. Family memberships will not exceed three times the regular donation.

Section 3 Membership donations are due March 1. To be a member in good standing, membership donations must be paid by June 1.

A. New members are expected to buy Club badges.

B. Payment of donation implies acceptance of and willingness to abide by these by-laws by the person becoming a member.

Section 4 The Board will determine the amount of donation for each dance, subject to approval of the membership. Admission for children under 16 shall be \$1.00 less than regular adult donation. Family rate available with the approval of the Board.

ARTICLE THREE - MEETINGS

Section 1: A Board (the officers) meeting shall be called at the discretion of the President. General membership meetings shall be held monthly -- except July. All members are encouraged to attend.

A. A quorum for a Board meeting shall be four (4) officers..

B. The first general membership meeting in March shall set up the dance calendar for the entire year including special dances and budget guidelines for special dances.

Section 2:

A. A quorum for Club meetings shall consist of at least 3 Officers and however many are present.

B. Except as specifically stated elsewhere in the by-laws matters of decision shall be passed by a simple majority of those present and voting at the meetings..

ARTICLE FOUR - CLUB OFFICERS

Section 1: The Board shall consist of President, Vice President, Secretary, Treasurer, **Immediate Past President**, Area Council Delegate. All Board members shall have equal voting rights and one vote for each position.

A. All Board members shall turn over all monies, books, and property of the Club to their successors upon vacating their office.

B. A vacancy which occurs during the normal term of office of any officer shall be filled for the remainder of the unexpired term as follows:

1. President, by the Vice President

2. All other officers by appointment of the President with approval of the Board.

Section 2: **Duties of the President:**

- A. Preside at the Board and Club meetings.
- B. Appoint and remove, with elected officers= approval, the following committee Chairpersons: nominating, kitchen, communications coordinator, Historian, Corresponding Secretary, publicity, sheriff, and membership. The appointments are for one year duration running concurrently with officer terms.
- C. Make sure the Area Delegate gets a list of the new officers and special dances to the area for the dance calendar and the State directory.
- D. Make recommendations to the Board for lessons. Arrange for an instructor, place, and time.
- E. Greet all visitors at dances and thank them for coming.
- F. Activate the nominating committee in February for the election of Board Member candidates. The elections will be held during the April general meeting.
- G. Confirm dates with guest callers one week before the dance.
- H. Designate someone to be charge of the keys to the hall and see that the hall is opened before dances.
- I. Delegate two (2) persons to perform an audit of the books prior to change of office of the treasurer. Random audits can be requested by any member of the board.

Section 3: **Duties of the Vice President:**

- A. Take over the President=s duties at dances and meetings, if the President is unable to be there.
- B. Responsible for arranging mystery trips.
- C. Chairperson in charge of Strawberry Fair Activities.
- D. Schedule visitations, picnics, and camp-outs, if desired by the Club.
- E. Greet all visitors at dances and thank them for coming.

Section 4:

Duties of the Secretary:

- A. Keep records of all Board and general meetings and handle correspondence.
- B. Forward a copy of the minutes to the President and Vice President prior to upcoming meetings.
- C. Inform the President if unable to attend meetings.
- D. Publish a periodic Newsletter, to include a listing of area news, upcoming events and dances and people on kitchen duty for these dances.
- E. Maintain a current list of all paid members and addresses, to be supplied by the Treasurer.

Section 5:

Duties of the Treasurer:

- A. Collect all monies, including lesson monies or assure someone does so, if unable to attend functions of the Club. Maintain a door-fund of an adequate amount determined by the board for making change.
- B. Set out sign in sheets for dances and lessons.
- C. Keep a list of students, be responsible for membership roster, and submit such to the Secretary.
- D. Notify members whose membership donations have lapsed.
- E. Give Treasurer=s report at each Club or Board meeting.
- F. Pay callers, cuers and all bills by check.
- G. Give names of new members who join during the year to the Secretary .
- H. Deposit monies in the name of the Club at such a bank or banks as approved by the Board. Treasurer and President, or a designated member, shall have draft authority upon the account(s).
- I. The Treasurer shall be accountable to the Board. The Board shall authorize all expenditures of Club money keeping within the budget. Over budget expenses should be submitted to the Board for approval.
- J. Keep corporate records and pay annual corporate fees.
- K. Send necessary forms to IRS for non-profit status as required, and 1099R forms where required.

Section 6: **Duties of the Past President:**

- A. Attend all meetings and advise, if necessary.
- B. Serve as Alternate Delegate for Area Council.
- C. Serve as Alliance Delegate.

Section 7: **Duties of the Area Council Delegate:**

- A. Attend Area meetings, or if unable to do so, arrange for the Alternate Delegate to attend.
- B. Responsible for getting fliers from the Publicity Chairperson and making sure that publicity for the next month=s dance gets to the Area meetings.
- C. Bring fliers and Area information back to the Club President at the next dance following the Area meetings.
- D. Contact President on any important Area business that needs immediate attention.
- E. Take new Area Delegate and Alternate Area Delegate to the Area meeting when new delegates take over, and introduce them.

Section 8: **Duties of the Sheriff:**

- A. Maintain order, as necessary, collect fines, and promote fun and fellowship.

Section 9: **Duties of the Corresponding Secretary / Sunshine:**

- A. To submit news to OFN and perform sunshine duties.

ARTICLE FIVE - ELECTION OF OFFICERS

Section 1: Officers shall be elected by the majority vote and shall serve for a period of one year, beginning with the first Board Meeting after the Strawberry Dance in June.

This Board meeting shall have past Board members and new Board member present. The Club shall furnish appropriate officer title bars for newly elected officers.

Section 2: At the first regular meeting in February, the President shall instruct the nominating committee to make nominations to fill offices during the next year. Elections shall be held at the first Saturday dance in April and shall be by written secret ballot prepared by the Secretary from the official slate of nominees. The official slate shall be that presented to the nominating

committee and those nominated from the floor, floor nominations must be accepted by the nominee. Nominees must have been members in good standing as defined in Article Two, Section 3 above, for a period of over one year.

Section 3: Counting of ballots shall be done by a committee of three appointed by the President. Results of the balloting shall be announced by the chair person of this committee.

Section 4: Any officer may be removed by two-thirds vote at any business meeting of the Club, provided each member of the Club is notified at least ten days prior to the meeting that such a vote will be taken.

ARTICLE SIX - COMMITTEES AND HISTORIAN

Section 1: **Duties of the Nominating Committee:**

A. It shall be the duty of this Committee to present a panel of available candidates for officers, who in their opinion, will best carry out the wishes of the Club members and work for the best interest of the Club. The Committee must have the consent of all candidates nominated.

Section 2: **Duties of the Kitchen Committee:**

- A. Persons on the Duty Roster prior to each dance.
- B. Assure that supplies are locked up after each dance.
- C. Check supplies and report low supplies to the kitchen chairperson.

Section 3: **Duties of the Publicity Committee:**

- A. Responsible for press releases and ads for the OFN.
- B. Notify local papers about every dance.
- C. Maintain a list of people to contact at the papers and OFN.
- D. Supply the OFN Visitors Calendar with information.
- E. Place regular monthly Club ad and special dance ad in the OFN.
- F. Inform radio stations about event
- G. Inform Chamber of Commerce about dances for their events calendars and publications.

H. Work as a public relations committee to make the public aware of new dancer lessons through exhibitions, fliers, etc.

I. Publish and distribute fliers for all special dances and events.

Section 4: **Duties of the Lesson Coordinator:**

A. Arrange for angels to be present for lessons.

B. Be present for lessons and insure that students feel welcome.

C. Arrange for graduation ceremony for New Dancers= at the end of lessons.

Section 5: **Duties of the Historian:**

A. Maintain Club scrapbook and photo album.

B. Keep track of historical items.

C. Bring books and information to special dances.

ARTICLE SEVEN - REVISIONS

Section 1: Notice of proposed changes or additions to the By-Laws shall be made by the Board and circulated to all members prior to the regular meeting at which voting will take place.

Section 2: The By-Laws may be amended by a two-thirds majority vote of all member present and voting.

Section 3: The By-Laws shall be reviewed every five years, or as needed.

ARTICLE EIGHT - LIABILITY AND PROPERTY DAMAGE

Section 1: Lebanon Square Circlers shall not be responsible for any personal injury or property damage sustained from activities of the Club. The Club shall purchase insurance offered by the Oregon Federation of Square Dancing.

ARTICLE NINE - CONDUCT

Section 1: Disorderly conduct, intoxication, or rough dancing will not be tolerated. There will be no use of intoxicating substances at any of the dances either with in the building or on the premises.

Section 2: All persons under 16 years of age shall be accompanied by a supervising adult.

ARTICLE TEN - CALLER AND CUER

Section 1: Callers and cuers and their fees are at the option of the Board with the approval of the membership.

Section 2: The Board shall serve as a search committee to secure permanent caller and cuers. Proposed callers and cuers shall be approved by the general membership.

ARTICLE ELEVEN - DISSOLUTION

Section 1: Upon dissolution of the Lebanon Square Circlers Square Dance Club, after paying all liabilities, all remaining assets of the Club shall be disposed of to non-profit organizations organized and operated exclusively for charitable, educational and/or scientific purposes.