

LEBANON SQUARE CIRCLERS

CLUB BY-LAWS

Adopted - 01/1949

Amended - 01/1960, 03/1968, 06/1975, 01/1990,
10/2000, 05/2002, 11/2003, 09/2012, 4/2025

PREAMBLE:

The members of this Club are banded together in the spirit of friendliness and good fellowship to promote and encourage the pastime of square and/or 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

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 on the Organization.

A. Upon graduation from any square-dance-sponsored classes, dancers will be eligible for membership. Each new 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 (Annual Dues) for membership are recommended by the Board and voted on by the membership. Membership for children under 17 & under 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 donation amount for each dance. Admission for children 17 & under shall be 50% less than regular adult donation. The family rate applies to children with parent, grandparent, or Guardian. (Example: 2 Adults plus 1 or more children will only pay for 2 Adults and 1 child).

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 & August. All members are encouraged to attend.

A. A quorum for a Board meeting shall be three (3) 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 three (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 a President, Vice President, Secretary, Treasurer, and Immediate Past President as elected positions. Membership Chair, Area Council Delegate, and Publicity Chair as board-appointed positions. 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 the elected officer's approval, all standing and temporary committee chairs.

Committee Chair appointments are for one year and run concurrently with membership. The appointments are also for one year and run concurrently with officer terms.

C. Make sure the Area Council 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 March general meeting.

G. Confirm dates with guest callers one week before the dance.

H. Designate someone to be in charge of the keys to the hall and see that the hall is opened before dances.

I. Delegate three (3) persons, including the Treasurer, to perform an annual audit of the books. Random audits can be requested by the President.

Section 3:

Duties of the Vice President:

A. Take over the President's duties at dances and meetings, if the President is unable to attend.

B. Responsible for arranging Mystery Trips.

C. Chairperson in charge of Strawberry Festival activities.

D. Schedule visitations, picnics, and camp-outs, if desired by the Club.

Section 4:

Duties of the Secretary:

A. Keep records of all Board and general meetings: including, motions, procedure changes, and bylaws issues.

B. Handle correspondence

C. Forward a copy of the minutes to the President and Vice President prior to upcoming meetings.

D. Inform the President if unable to attend meetings and arrange for a substitute.

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 or delegate as necessary.

C. Keep a list of students and members.

D. Responsible for Insurance submission in a timely manner per State mandates.,

E Responsible for having Insurance forms on hand at activities.

F. Notify members whose membership donations have lapsed.

G Give the Treasurer's report at each Club or Board meeting.

H Pay callers, cuers, and all bills:-

I. 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).

J. 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.

K. Keep corporate records and pay annual corporate fees.

L. Send necessary forms to IRS for non-profit status as required, and "1099 R" forms where required.

Section 6:

Duties of the Immediate Past President:

A. Attend all meetings and advise, if necessary.

B. Serve as Alternate Delegate for Area Council.

C. Serve as Alliance Delegate when required.

Section 7:

Board appointed Positions

1: Area Council Delegate:

A. Attend Area meetings, or if unable to do so, arrange for the Alternate Delegate to attend.

B. Responsible for getting information on club activities, both past and future, to the Area meetings.

C. Bring information back to the Club President at the next meeting 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.

2: Membership Chair:

A. Maintain membership roster.

B. Membership renewal information to the Treasurer

C. Work with Treasurer for Insurance issues

D. Shall be in charge of the Square Dance Class & communications between the Club and the Class Instructor, Class Graduation, Class Activities, and Class Ceremonies.

E. Responsible for assigning a Class Instructor, Class Roster, and Monies collected

3: Publicity Chair

A. Responsible for press releases and ads for the OFN.

(Oregon Federation News)

B. Notify local media about Club dances and events. .

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 ads and special dance ads in the OFN.

F. Inform radio stations about events.

G. Inform the 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.

J. Monthly Club Newsletter monthly

I. Share Dance Duty Roster with Membership Chair.

K. Publish Dance Duty Schedule

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 members present. The Club shall furnish appropriate officer title bars for newly elected officers.

Section 2:

At the General membership 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 General Membership Meeting in April and shall be by a written secret ballot prepared by the Recording Secretary from the official slate of nominees.

The official slate shall be presented by the nominating committee. Others may be nominated from the floor. Floor Nominations must be accepted by the nominee. Nominees must be members in good standing as defined in Article Two, Section 3 above.

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 chairperson 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, SHERIFF, AND HISTORIAN

Section 1:

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:

Kitchen Coordinator:

- 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:

Lesson Coordinator:

- A. Arrange for angels to be present for lessons.
- B. Be present for lessons and ensure that students feel welcome.
- C. Arrange for a graduation ceremony for New Dancers at the end of lessons.

Section 4:

Historian:

- A. Maintain Club scrapbook and photo album.
- B. Keep track of historical items.
- C. Bring books and information to special dances.

Section 5

Sheriff:

- A. Maintain order, collects fines and promotes fun and fellowship

ARTICLE SEVEN - REVISIONS

Section 1:

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

Section 2:

The By-Laws shall be amended by a two-thirds majority vote of all members 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 within the building or on the premises.

Section 2:

All persons under 17 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.

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 Board.

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.
