

# Square Dance Club Bylaws

June, 2018

## Article I – General

**Section 1: Name.** The name of this organization shall be Hotlanta Squares (the “Club”).

**Section 2: Purpose.** The Club is a not-for-profit association whose purpose shall be to provide social, educational, and recreational opportunities within the framework of Modern Western square dancing for the gay, lesbian, bisexual and transgender (GLBT) community and their friends. To that end, the Club endeavors to:

- A. Host Modern Western square dances;
- B. Conduct all position dance lessons at all levels in accordance with current dance programs as set forth by CALLERLAB;
- C. Ensure a supportive environment to learn and participate in modern western square dancing for GLBT people and their friends;
- D. Provide an opportunity for social networking;
- E. Support and encourage the growth of Club membership;
- F. Ensure availability of square dancing for all persons without regard to gender, race, ethnicity, creed, religion, age, sexual orientation, disability, gender identity or expression; and
- G. Follow the spirit of the Bylaws and other governing documents of the International Association of Gay Square Dance Clubs (“IAGSDC”), of which this Club is a Full Member organization (as defined in the IAGSDC Bylaws).

## Article II – Membership

**Section 1: Membership.** Membership shall be open to any square dancer who supports the purpose of the Club and has:

- (a) graduated a Mainstream class sponsored by the Club, or
- (b) submitted an application for membership with the organization’s Membership Secretary and has demonstrated a proficiency in the full Mainstream program as defined by CALLERLAB to the satisfaction of the Board of Directors; or
- (c) the non-dancing spouse or domestic partner of a Member who has demonstrated a commitment to the Club through regular attendance at Class Nights and other Club activities over 6 months in a calendar year to the satisfaction of the Board of Directors.

Members shall support the Club purpose, follow the standard square dance programs as prescribed by CALLERLAB, respect Club and dance venue rules and square dance etiquette when participating in Club activities, and keep current contact information on file with the Membership Secretary. The Board of Directors (as defined below) shall make general square dance etiquette and guidelines available for Members’ reference in publicly accessible areas such as the group website. The Board shall periodically reference such guidelines (particularly to new students, Members and guests) as they deem appropriate in order to encourage positive group interactions for those participating in Club activities. These guidelines are adapted from "The Pleasure Principle: F. William Chickering's Guide to Excruciatingly Correct Square Dance Behavior" and the Rocket City Rainbow’s Bylaws, but they may be supplemented/edited over time as deemed necessary.

**Section 2: Dues.** Any person who (a) completes the requirements of Article II, Section 1 above, and (b) pays his or her annual dues, shall be considered a member of the Club (“Member”) . The Board of Directors shall establish the amount for dues, and the date by which they must be paid. At the discretion of the Board, alternative forms of membership may be created for a particular year.

**Section 3: Meetings.** The Annual Meeting of the Members shall be held each year in the month of June at a time and place determined by the Board of Directors. The Board may call a Special Meeting of the Members as deemed necessary. A two-week advance notice will be provided to all Club Members that a meeting will be taking place. The meeting format will be open discussion following "rules of common courtesy." In the case of a vote, a simple majority of Members in attendance will be sufficient to decide on a specific issue or question (except where otherwise noted in these Bylaws). Presiding meeting Chair,

usually the Board President or his or her designee, will only vote in case of a tie. If the meeting is unable to make progress on agenda issues, the presiding Board member may invoke Robert's Rules of Order and facilitate the process accordingly. In the event of a procedural question not fully covered by these Bylaws, the general procedures outlined in Robert's Rules of Order shall be deemed to govern. Only club members who reside outside the state of Georgia will be allowed to vote by absentee ballot either by mail or email received at least one week prior to the Annual or Special meeting.

**Section 4: Class Nights.** The Club will support regularly scheduled "Class Nights" which shall include square dance lessons or "classes" and, as appropriate in the reasonable determination of the caller, square dance "tips." The Board of Directors will determine all logistics surrounding these Class Nights. There will be an opportunity for Club and other announcements to be made during each Class Night. An attendance fee will be collected for anyone attending Class Nights. The Board will determine these fees. Fee waivers are available in hardship cases. Each hardship case should be brought to a member of the Board for approval. Each hardship case will be kept confidential and will be disclosed only on a "need-to-know" basis.

**Section 5: Special Events;** In addition to the regularly scheduled Class Nights and Club Dances, the Club may, on occasion and upon approval by the Board, conduct or participate in special events as an official club function (a "Special Event"). All Special Events must be conducted in accordance with the letter and spirit of both these Bylaws as well as the IAGSDC Bylaws. These Special Events may include but are not limited to:

1. Participation in events associated with Atlanta's annual GLBT Pride Celebration (such as marching in the parade, renting an information booth or performing special dance demonstrations).
2. Club Nights: An opportunity to enjoy dancing and fellowship in events specifically designated as a benefit for current members. Others may attend, but the event may be offered at no cost or reduced cost to Members.
3. Special charity benefits and fundraisers (such as food drives before Thanksgiving, holiday toy drives, Banner dances for All Join Hands, sponsoring PALS Bingo, etc.)

Club members may petition the Board of Directors with a proposal for a Special Event in writing (an email meets the requirements for "writing" wherever notice is required). If approved, the Board may appoint either the Events Coordinator or one or more other current Members to coordinate the Special Event. Upon approval of a Special Event, the Board will determine who will coordinate the event, appropriate a budget for the event, determine to whom attendance to the event will be promoted and determine any fees or waiver of fees to be charged for the event.

### **Article III – Board of Directors**

**Section 1: Operations and Duties.** The Board of Directors (the "Board" or "Board of Directors") shall take an active part in the leadership of the organization, set the policies for the organization, serve on committees as may be formed from time to time, and be responsible for the management of the organization. The Board and interested Club members shall run classes and special dances. All Board members should help with general duties, including but not necessarily limited to, the following:

- Open the hall before dances;
- Assist the caller and, whenever appropriate, cuer, at dances, including ensuring them help to and from the hall as needed;
- Ensure that members bring refreshments, coordinate the refreshments to be brought, and set up the refreshments at appropriate Club functions;
- Collect admission fees at Club dances and keep a record of attendance at dances and submit it to the Treasurer and Events Coordinator;
- Pay the caller by the end of each class (or on a schedule mutually agreed upon with the caller) and special dance and pay the required fee(s) at each dance venue; and
- Ensure that the dance venue is cleaned and closed properly after each dance whenever necessary per agreement with such venue.

**Section 2: Meetings.** Board of Directors members shall attend Board of Directors meetings in accordance with **Article V** below. All club members shall be given one full week advanced notice of all meetings of the Board of Directors. Meetings of the Board of Directors shall be open to all members; however, only Board of Directors members shall be allowed to vote.

**Section 3: Voting.** Board of Directors members must be present to vote as voting by proxy will not be allowed. In case of a tie vote of the Board members present, the motion is defeated.

**Section 4: Action by the Board of Directors.** Except as otherwise provided in the bylaws, the majority vote of the Board of Directors present at the time of the vote shall be the act of the Board of Directors.

**Section 5: Succession.** Board of Directors members shall orient and advise their successors.

**Section 6: Committees.** Each committee shall have at least one Board of Directors member. Either the Board of Directors President or a majority of the vote of the Board of Directors may appoint committees. Committee chairs shall appoint assistants to their committee as needed. All members are eligible to serve and are encouraged to participate on committees.

**Section 7: Resignations.** Any Board of Directors shall resign from office at any time by delivering a resignation in writing to the Board of Directors President.

**Section 8: Vacancies.** The remaining members of the Board of Directors shall appoint a Club Member to fill a Board of Directors office. This appointment shall serve the remaining term of office for the vacated position.

#### **Article IV – Executive Membership Officers**

**Section 1: President.** The President shall:

- Call and chair meetings of the Club and the Board of Directors; Oversee and coordinate the Management Team;
- Serve as the Club's named representative with IAGSDC, MASDA, GSSDA and any other organization; Serve as the only authorized spokesperson for the Club when interacting with news media or outside organizations, unless that authority has otherwise been delegated in writing by the President;
- Review the Club's contract with the Club caller each year;
- Coordinate the annual class schedule, in consultation with the Board of Directors and the Club caller; Make announcements at Class Nights and dances;
- Work with the Events Coordinator to schedule and coordinate callers and other necessary people for special dance events;
- Serve as a procedural expert in all matters relating to running meetings, along with the Secretary; and Serve as ad hoc member to all committees.
- Consult with the Board to designate the delegate and alternate delegate to the IAGSDC annual convention.

The office of President shall be a one-year term. This position will not be voted on in the general election. Instead, each year the serving Vice-President will be promoted into the office of President. Should the Vice-President decide not to fulfill the office of the President, then the remaining members of the Board of Directors shall (a) select a new President from the existing Board to fulfill this role, (b) ask the current President to serve another term or (c) hold a special meeting of the club members to vote for the President's position.

**Section 2: Vice-President.** The Vice-President shall:

- Act in the absence of the President;
- Assist the President in Club oversight and coordination of the Board of Directors; Assist the President in coordination of the annual class schedule;
- Collect suggestions from the general membership either through a Suggestion Box or equivalent mechanism and present those suggestions to the Board for discussion at Board meetings;
- Review and compare the monthly financial statement with the monthly bank statement; Assist the Events Coordinator with caller scheduling for special events and dances.

The office of Vice-President shall be a one-year term elected annually by the general membership. The Vice-President will be promoted to the President.

**Section 3: Treasurer.** The Treasurer shall:

- Collect all of the Club's money, and pay all Club bills as authorized by the Board of Directors;
- Directly manage all of the Club's financial transactions;
- Provide annual tax reporting to the IRS and Georgia Department of Revenue;
- Ensure the Club's liability insurance premiums are paid timely so that coverage never lapses;
- Report to the Board of Directors and Club Members at the annual membership meeting regarding the Club's financial status;
- Provide monthly financial statements to the Board;
- Pay annual dues to IAGSDC, MASDA, GSSDA and any other organization of which Hotlanta Squares is a member club; and
- Handle all financial records, keeping them orderly, accurate and up-to-date.

The office of Treasurer shall be a two-year term elected during odd-numbered years.

**Section 4: Secretary.** The Secretary shall:

- Maintain up-to-date written minutes of Club and Board meetings, and distribute each new set of minutes to the Board of Directors within five (5) business days after each Board of Directors meeting.
- Maintain a roster of Members, which shall be made available to Club members as reasonably determined by the Board of Directors;
- Handle all regular Club correspondence, except as otherwise governed by these bylaws;
- After getting the authorization of at least one other Board member, distribute regular Club notices by email (or other equivalent services) to all Members who provide email addresses;
- Maintain all Club records except as otherwise governed by these bylaws;
- Serve as a procedural expert in all matters relating to running meetings, along with the President; and
- Keep and maintain an up-to-date copy of the bylaws and standing club policies.

The office of Secretary shall be a two-year term elected during even-numbered years.

**Section 5: Events Coordinator.** The Events Coordinator shall:

- Select a caller, venue, theme and decorations for dances and present a proposed budget to the Board for approval.
- Coordinate the planning and operation of dance events and report the results (attendance, income, expenses, etc.) to the Board.
- Communicate with the Treasurer as to the times, dates and locations of special events in order to extend the Club's insurance coverage to all participants.

The office of Events Coordinator shall be a two-year term elected during odd-numbered years.

**Section 6: Marketing and Promotions Coordinator.** The Marketing and Promotions Coordinator shall:

- Coordinate marketing and promotions;
- Provide graphic design and printing;
- Provide flyers, posters and business cards for club dances, open houses and special events; and
- Publish a monthly club newsletter.

The office of Marketing and Promotions Coordinator shall be a two-year term elected during even-numbered years.

**Section 7: President Emeritus.** The President Emeritus shall:

- Serve as advisor to the Board of Directors;

Do announcements and perform other leadership activities as needed in the absence of both the President and the Vice President; and  
Serve as mentor to the President.

The President Emeritus shall be a one-year term filled by the vacating President.

**Section 8: Webmaster.** The Webmaster shall:

Provide development and management of web pages, web content and links;  
Provide oversight of online social media pages, online communities, sites and equivalents in the name of the Club, along with the President and Vice President; and  
Obtain list of calls covered each week from the Club caller and then publish such list regularly to facilitate learning by current students.

The office of Webmaster shall be a two-year term elected during even-numbered years.

**Section 9: Appointed Leadership Positions.**

The following positions are appointed directly by the Board of Directors:

**Club Caller:** The Club caller will be an honorary Member reporting directly to the Board of Directors. This person must have completed and must be a member in good standing of CALLERLAB, Inc. The caller will provide music, plan and provide dance lessons, call for dance tips during classes, help solicit callers for club events as requested by the Board, and provide the Webmaster with a list of calls covered each week. At the discretion of the Board, the Club may choose to have more than one Club caller as needed.

**Annual Fly-in Coordinator:** The fly-in coordinator will serve as manager of the fly-in committee and as such shall manage the annual club fly-in (or equivalent in years where an alternative to a traditional Fly-In is done) . The fly-in coordinator shall be appointed by the Board within one month before or after the prior year's Fly- In (or equivalent) to facilitate planning for the following year. The fly-in coordinator will present his or her choices for subcommittee chairpersons and assistant coordinator(s) to the Board, which shall vote to approve or reject such persons by a simple majority vote. Except under exceptional circumstances, an assistant coordinator shall be promoted to fly-in coordinator during the following year. The fly-In coordinator will report directly to the Board.

**New Mainstream Dance Coordinator:** This position will be for one year beginning July 1st. The main responsibilities will be to engage with guests during Open House, record contact information, follow up with prospective dancers, the assignment of dance buddies, coordinate with dance buddies as to the progress of their assigned student, and the reporting to the Board of the status of new dancers.

Appointed positions may be removed in the same way in which they were appointed

**Section 10: Exchanging and assigning of duties.** Officers may exchange duties among themselves and their assistants as they see fit. An officer who will be unable to perform a duty may assign for a period of no more than four weeks that duty to a non-officer, who will be supervised by the Board.

**Section 11: Officer Nominations.** The procedure for annual nomination of Board officers shall be as follows:

Three (3) weeks prior to the annual membership meeting nominations will be open for all positions that are up for election in the given year.

There will be two (2) weeks during which open nominations may be made by any Member, and these nominations will close one week prior to the annual meeting. Anyone can self-nominate or be nominated by another individual (as a courtesy please make sure the person you nominate is willing to run for that particular office).

One week before the annual meeting, nominations will be closed and no further nominations accepted. However, if no one is nominated for a certain position then the current Board can make a determination if

someone wants to run for an open position after the nomination period has closed, or otherwise the Board may appoint someone to this position.

Whenever possible, the Board member in the current position for which someone has been nominated (or another Board member) should contact a nominated person and verify that the nominated person (i) understands the duties required of the officer in the nominated position and (ii) is willing to run for the position.

The term for elected officers begins July 1 and ends June 30 following the established guidelines for that position.

## **Article V – Board of Directors Meetings**

**Section 1: Decisions.** The decisions of the Board of Directors shall be binding on all members of the Board and the Club.

**Section 2: Expenditures.** Any expenditure over \$200 must have the prior approval of a simple majority of the Board. The President must authorize all expenditures.

**Section 3: Temporary Committees.** The Board of Directors and/or the President may create temporary committees as needed.

## **Article VI – Managing Funds**

**Section 1: Expenditures.** The Board of Directors is authorized to expend funds as necessary to maintain Club functions consistent with the Club's Purpose as outlined in **Article I, Section 2**. Typical expenditures include: dance venue rent, caller fees, association dues, insurance premiums, advertising costs, and post office box rental fees. This may also include, and is not limited to, incidentals such as copies, batteries, cards, postage, and food for Class Nights or other events. All expenditures over \$200 must have a simple majority approval of the Board.

**Section 2: Income.** Annual membership payments are due on January 1 of each year. Whenever any Member has not paid his or her dues by February 1, the Board shall temporarily suspend that Member's membership privileges. Membership will be offered for recent graduates of the Mainstream class on a prorated basis.

"Class Night" and class fees shall be determined by the Board. Each Member is expected to pay the necessary fees for each night the Member is in attendance. This includes "Angels" dancing with the Basic/Mainstream classes. These fees are needed to pay the caller fees and venue fees.

Other revenues including proceeds from "fly-ins," other fund-raisers, grant moneys, and/or endowments shall be accounted as part of the general operations of the Club and managed by the Board in accordance with these bylaws.

## **Article VII – Amending Bylaws**

Members have the opportunity to propose amendments to these bylaws. Members must make their amendment proposals properly in advance of the annual meeting as outlined in this section in order for their proposed amendments to be eligible to be voted on at the annual meeting of the club membership in June of each year. Any current Member or group of current club members may propose an amendment to the bylaws.

In addition, the Board of Directors may appoint a bylaws committee to review the bylaws and suggest revisions or corrections. An appointed Bylaws Committee may submit a uniform set of revisions that can be voted on as a whole rather than point by point if such Committee makes that determination by a majority vote of those committee members.

Any proposed amendment to the bylaws must be submitted to the Board of Directors in writing by the later of either (a) at least three weeks prior to the scheduled annual membership meeting or (b) the prior Board of Directors meeting immediately preceding the Annual Meeting. The Board of Directors will review the proposal and approve or reject it. In the event of a rejection, the Board may suggest a revision to the proposal and allow for it to be re-submitted.

If approved by the Board of Directors, the amendment will be placed on the agenda for a discussion and vote at the annual meeting. All Members will be presented a copy of the proposed amendment in writing or by email at least one week prior to the scheduled vote. Members will be given an opportunity to discuss the proposed amendment before

the vote is taken. Only Members in attendance at the annual meeting will be allowed to vote. No provision will be made for proxy or absentee voting. A 2/3 majority affirmative vote by the Members present at the annual meeting is required for a bylaws amendment to take effect.

In the event of an important matter, the Board of Directors may deem it necessary to expedite a vote by calling a special meeting of the club membership (a "Special Meeting") to vote on a particularly important amendment to the bylaws. The Board of Directors must give the Membership at least two (2) weeks' notice of any such Special Meeting and provide the general membership with all proposed language at least one week prior to the date of such Special Meeting. Otherwise, the same rules for submission, approval, notification and voting shall apply.

#### **Article VIII – Membership Data**

The Club shall not distribute Club Member information without written permission of each person whose information is being distributed. This bylaw may never be removed, changed, or amended.

#### **ARTICLE IX - AFFILIATIONS**

This Club shall attempt to maintain working relationships with similar clubs and associations by becoming members of the following: , the International Association of Gay Square Dance Clubs (IAGSDC), the Metropolitan Atlanta Square Dance Association (MASDA), the Georgia State Square Dance Association (GSSDA) and other associations as appropriate.

**These bylaws are accepted and approved by the Hotlanta Squares Board of Directors and Club Membership on June 25, 2018.**

**Doug Miller, Hotlanta Squares President**

**Sam Shepherd, Vice President**