

COWTOWN SINGLES

(A SINGLES AND COUPLES
SQUARE DANCE CLUB)

BY-LAWS

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Cowtown Singles By-Laws
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BY-LAWS COWTOWN SINGLES

(A SINGLES AND COUPLES SQUARE DANCE CLUB) OF RIVERSIDE, CALIFORNIA

ARTICLE I NAME AND PURPOSE

SECTION 1 NAME

The name of this Club shall hereinafter, when referred to, be called, "**Cowtown Singles**", a singles and couples square dancing membership club. Note: for the rest of this document shall be referred to as the "**Club**".

SECTION 2 PURPOSES

- a. The purpose of the **Club** shall be to promote square dancing for fun; and to encourage the members to develop close personal acquaintances and a friendly spirit of mutual co-operation; to educate future generations and to perpetuate American Folk Dancing.
- b. This **Club** may meet the 1st, 3rd, 5th Fridays for the purpose of dancing.

ARTICLE 2 MEMBERSHIPS

SECTION 1 DETERMINATION OF MEMBERS

There are basically FOUR types of membership classifications: Active Members, Minors, Non-Dancers, Honorary.

- a. Active Dancers 18 years of age and older shall have full voting rights and may hold elected and/or appointed offices or that of a **Club** committee.
- b. Youth Dancers under the age of 18 may become non voting members of the **Club** if they are accompanied by a **Club** member adult. Youth dancers can not hold an elected office.
- c. Non-Dancers (those that can no longer dance due to health, age or other issues) 18 years of age and older shall have full voting rights and may hold elected and appointed offices of the **Club**.
- d. Honorary members are those persons that have been voted by the members to hold a **Club** membership for reasons of service to the **Club** above and beyond the normal expected duties. Lifelong honorary members may or may not be active dancers but still have a voice and a vote in a **Club** business meeting. Some honorary members such as the Cow Counties Hoedown Association (CCHA) President, Vice-President, assigned

CCHA District Director and/or **Club** selected cuers/caller that have been voted in with a Honorary **Club** membership, **DO NOT** have a vote in any **Club** meeting or elections

SECTION 2 QUALIFICATION OF MEMBERSHIP

- a. Voting **Club** member Candidate (s) must be a club level dancer in order to be eligible to join the **Club**.
- b. Minors (Anyone under 18 years of age) must be accompanied by a responsible **Club** member adult in order to become a club member.
- c. Failure to observe appropriate square dance behavior could result in revocation of the **Club** membership.
- d. Further Qualifications for **club** membership are outlined in the **Club's** Standing Rules

SECTION 3 CLUBS FISCAL YEAR

The fiscal year for the **Club** shall commence on the first day of January each year and shall end the last day of December the same year.

SECTION 4 CLUB FEES AND DUES

- a. The amount of yearly **Club** membership dues, which includes insurance, monthly newsletters and miscellaneous **Club** benefits, shall be determined by a simple majority vote of **Club** members attending a monthly business meeting
- b. Yearly membership Fees or Dues shall be assigned at a business meeting of the **Clubs'** membership as set forth in the Standing Rules.

SECTION 5 MEMBER RESIGNATIONS

- a. Written resignations may be given to any **Club** officer or membership chairperson.
- b. Verbal resignations must be given to a **Club** officer and then verified by another club officer or membership chairperson.
- c. Resignations will be presented at the next business meeting.
 - i. Written resignations will be read into the meeting minutes
 - ii. Verbal resignations will be presented by the receiving **Club** officer and the verification presented by the verifying **Club** officer or membership chairperson and entered into the meeting minutes.
- d. Resignations shall be accepted at the business meeting as being effective and final at the time of the meeting, unless an effective date of resignation is included in the letter of resignation.
- e. Only resignations submitted within thirty days after paying yearly dues shall be considered for a refund.

ARTICLE 3 MEETINGS

SECTION 1 REGULAR BUSINESS MEETINGS

- a. A regular meeting of the membership may be held once a month to transact all business of the **Club**.
- b. The principal location for holding business meetings can be changed by a vote of simple majority of the membership present at a regular meeting, with the exception of emergencies.

SECTION 2 SPECIAL MEETINGS

- a. Special meetings of the membership may be called jointly, by at least two elected **Club** officers.
- b. Special meetings of the membership may be held upon providing twenty-four (24) hours notice prior to the scheduled meeting.
- c. The special meeting notice must specify a brief account or purpose of the meeting and the specific location, date and time.

SECTION 3 QUORUMS FOR MEETINGS

- a. No business shall be conducted at any meeting unless a quorum is present. A quorum shall consist of two officers and seven (7) or more of the **club** membership.
- b. There will be no voting by absentee or proxy ballots allowed with the exception of election of officers.

SECTION 4 CONDUCTS OF MEETINGS

- a. The President, or in his/her absence, the Vice-President shall preside over the meeting; in the absence of both, by a chairperson chosen by the majority present.
- b. **Club** bylaws and Standing Rules will be used.

ARTICLE 4 OFFICERS

SECTION 1 OFFICERS

- a. The organization shall have four elected officers. These officers to be: President, Vice-President, Secretary, and Treasurer.
- b. The number may be changed by a vote of the membership.
- c. **Club** President Appointed committees: News Editor, Duty Service Coordinator, CCHA Representative, Membership Chairperson, Visitation and Outside Activities Coordinator, Historian, Publicity Chairperson, WEB Master and Web Advisor, Insurance, Parliamentarian, Telephone Committee, Caller/Cuer Selection, Audit committee, Sunshine Chair and any other committee chairperson as deemed necessary. All committee positions do not have to be filled and multiple positions may be held by the same **Club** Members
- d. No member shall be asked to resign or vacate an elected office except by a two-thirds (2/3) vote of the membership present at a business meeting.

SECTION 2 TERMS OF OFFICE

- a. Each officer shall hold office for one (1) year or until his/her successor is elected and installed. An officer may serve more than one term.
- b. In the event an office is vacated, a special election will be held to fill the vacancy. (A vacancy of President will automatically be filled by the Vice-President or until a special election can be held).

SECTION 3 ELECTIONS

- a. Nominations for officers shall be open during the first dance in December. Nominations will also be open through out December and during the December dances. Nominations can be made from the floor by an existing **Club** member in good standing (self nominations can be made)
- b. Elections of officers shall be the first January dance.
- c. Installation of officers shall be the first dance following elections.
- d. Officers shall be elected by ballot. (If there is only one person running for an office then a voice vote can be heard from the dance floor).
- e. No **Club** officer may hold office unless he/she is a member in good standing with the **Club** and meet the following conditions: In order to run for office, the candidate must have participated in a minimum of 50% of the **Club's** functions for at least six (6) months. If there is no candidate available that meets the above criteria, the nominating committee reserves the right to review the qualification of any member in good standing to determine his/her eligibility for office.

SECTION 4 ABSENTEE VOTING

Absentee voting guidelines will be address in **Club's** Standing Rule

SECTION 5 VACANCIES

Vacancies of offices shall exist:

- a. On the death, resignation or removal of an officer, and
- b. Whenever the number of authorized offices is increased.
- c. The membership may declare vacant the offices of an officer, who has been declared to be crude and nonprofessional in their attitude to members, or their office, or one who fails to perform duties as assigned. This officer may be requested by the remaining officers, and the membership, to resign. In the event of the officer's refusal, a recall may take place according to Robert's Rules of Order.
- d. Any officer may resign effective upon giving written notice to any other **Club** officer, which is presented to the membership at a business meeting.
- e. Vacancies of offices may be filled at any business meeting.

f. Removal of officers of the **Club**: Any officer may be removed for a just cause by a two-thirds (2/3) vote of the members in good standing present at the meeting. All members will be notified ten (10) days prior to such a meeting.

SECTION 6 DUTIES OF PRESIDENT

- a. The President shall preside over all meetings. He/She may also appoint committees and appointee(s) as needed and represent the **Club** at all official functions. The President shall vote only in the case of a tie concerning matters on the floor at a business meeting.
- b. Further Presidential duties are outlined in the **Clubs** standing rules

SECTION 7 DUTIES OF VICE-PRESIDENT

- a. Whose duty shall be to preside in the absence of the President.
- b. Duties shall be in charge of organizing and operating the class.
- c. Further Vice-Presidential duties are outlined in the **Clubs** standing rules

SECTION 8 DUTIES OF THE SECRETARY

- a. The Secretary shall keep a record of the proceedings of the business meetings.
- b. The Secretary will be the custodian of all records and correspondence.
- c. Further Secretary duties will be outlined in the **Clubs** standing rules

SECTION 9 DUTIES OF THE TREASURER

- a. The Treasurer shall have charge and custody of, and be responsible for, all funds of the **Club**.
- b. He/She shall present to the President, Officers, and/or Membership, a monthly accounting of the financial condition of the **Club** at the business meeting.
- c. Prepare for an audit of the books by an audit committee appointed by the President at least on even numbered years.
- d. Further Treasurer duties will be outlined in the **Clubs** standing rules

ARTICLE 5 CLASSES

SECTION 1 FUNCTION

- a. The **Club** may hold class(es) for beginning dancers each year.
- b. This class shall be for the purpose of bringing new dancers/members into the **Club**.

SECTION 2 CLASS RULES

- a. Class rules are defined in the **Club's** Standing Rules

ARTICLE 6 ASSETS and DONATIONS

SECTION 1 ASSETS

The **Club** and its activities shall be financed by receipt of membership dues, donations and other monies approved by the **Club**. (Kitchen equipment and supplies, visitation banners, club signage, enhancement fund barrel and tickets, etc. to list some of the assets)

SECTION 2 DONATIONS

- a. The **Club** may accept gifts, legacies, donations and/or contributions in any amount and any form, upon such terms and conditions as may decide by the membership.
- b. The **Club** may involve itself in a community event, give gifts, monetary donations and/or contribute to a charity, armed forces/ care packages to overseas/domestic forces, Toys for Tots, etc. as directed by a vote of the membership.

ARTICLE 7 MISCELLANEOUS PROVISIONS

SECTION 1 CALLERS/CUERS

- a. The selection of **Club** dance Callers and Cuers is covered in the duty of the caller/cuer selection committee and/or in the **Club's** Standing Rules
- b. The selection of a Class Instructor (Caller) will be covered under the Class in the **Club** standing rules

SECTION 2 DISBANDING

Should the **Club** disband for any reason, all properties shall be auctioned off to the members, and all proceeds shall be given to the CowTown Square Dance Center for the promotion of beginning square dancing.

SECTION 3 CLUB COLOR, DRESS AND OTHER CLUB RULES

The **Club's** Standing Rules address these issues.

ARTICLE 8 BYLAWS

SECTION 1 AMENDMENTS

These by-laws may be amended only by a two-third (2/3) majority of the **Club** membership. All proposed amendments must be in the hands of the **Club** members, in writing, at least ten (10) days before action or same may be taken.

ARTICLE 9 STANDING RULES

SECTION 1 DEFINITIONS

According to **Robert Rules of Order Revised and Parliamentary Law at a Glance**, by Utter. The following are some generalities that apply to any set of Standing Rules.

- a. Standing Rules can be adopted from time to time as needed.
- b. Standing Rules are usually nothing more than important rules or policies adopted by the **Club** not appearing in the Bylaws.
- c. A complete separate listing of Standing Rules is necessary, in addition to appearing in the minutes, for the convenience of officers, committee chairs and other members. It aids in the conduct of the business by providing a ready reference when policies or procedures of the organization are being questioned.
- d. Standing Rules should contain only rules of a continuing nature and these may be adopted by a two-third (2/3) majority at any meeting without previous notice.
- e. Standing Rules may be suspended for a single meeting, amended, or rescinded, by a two-thirds (2/3) vote of the members present at a business meeting.
- f. Standing Rules are not Bylaws, but they have the force of Bylaws and will remain in force until rescinded.
- g. No, Standing Rule, resolution, or motion is in order that conflicts with the Bylaws, or other Standing Rules.