

BY-LAWS
TWO BY FOUR SQUARE DANCE CLUB, INC.
Adopted June 6, 2022

ARTICLE I – NAME AND PRINCIPAL OFFICE

- 1.01 The name of this organization is the TWO BY FOUR SQUARE DANCE CLUB, INC. hereinafter referred to as the TWO BY FOURS or 2x4s.
- 1.02 The principal office of the TWO BY FOURS shall be the address of the current president or such other place as the president may direct.

ARTICLE II – ORGANIZATION AND PURPOSE

- 2.01 This is to be a non-profit incorporated organization.
- 2.02 The purposes of the organization are to:
 - A. Promote the pleasure, recreation, and relaxation provided by square dancing among members and qualified guests.
 - B. Acquaint the general public with square dancing and promote the teaching of square dancing for the purpose of acquiring new members.
 - C. Provide all elements for dancing.

ARTICLE III – MEMBERSHIP

- 3.01 In order to be eligible for voting membership in the TWO BY FOURS, applicants must meet the following requisites:
 - A. Dancer must have successfully completed the equivalent of the 2x4s Square Dance I (one semester) class.
 - B. Dancer must be at least 18 years of age.
 - C. Dancer must be willing to enter into the spirit of the organization and assist in the operation of the Club.
 - D. Dancer must pay annual dues by the set date each year.
- 3.02 Non-voting Youth Membership shall be available to youth less than 18 years of age with the following requisites:
 - A. Youth dancer must have successfully completed the equivalent of the 2x4s Square Dance I (one semester) class.
 - B. Youth dancer must be sponsored by a parent(s) or guardian(s) who is a member or by a club member.
 - C. Parent(s) or guardian(s) must accompany any youth member to all dance activities if (s)he is under 16 years of age.
 - D. Youth dancer must pay annual youth dues by the set date each year.
- 3.03 Associate Membership shall be available to those over 18 years of age with the following requisites:
 - A. Associate Member is not able to dance on a regular basis due to health or physical condition.

- B. Associate Member must be willing to enter into the spirit of the organization and assist in the operation of the Club.
- C. Associate Member must pay annual associate dues by the set date each year.
- D. Associate Member application is subject to approval by the Operating Council.

ARTICLE IV – ADMINISTRATION

- 4.01 The governing body of the TWO BY FOURS shall be the Executive Board.
 - A. The Executive Board shall consist of the President(s), Vice President(s), Recording Secretary(s), Treasurer(s), and immediate Past President(s).
 - B. The Vice President shall assume the duties of the President if the President is unable to perform those duties, and shall also be nominated for President for the following year.
 - C. The President may convene the Executive Board whenever it is appropriate.
 - D. The job descriptions for the Executive Board members shall be in a file maintained by the president.
 - E. Any job description revision shall be approved by the Executive Board.
 - F. The Executive Board shall approve any dismissals from the Operating Council.
 - G. The Executive Board shall approve appointments made by the President to fill any vacancies on the Executive Board during the President's term in office.
 - H. The President shall be given the authority to spend up to \$100.00 per fiscal year for the Club without prior approval and may spend additional funds with approval of the Executive Board.
 - I. The Executive Board shall vote on all expenditures in excess of \$50.00 prior to the actual date the expenditure would be made by other members of the Operating Council.
 - J. The Executive Board shall recommend next year's membership dues.

- 4.02 The day to day operations of the TWO BY FOURS shall be the responsibility of the Operating Council.
 - A. The Operating Council shall consist of the Executive Board members, one or more member(s)-at-large who is/are appointed by the president, and all committee chairpersons who are appointed by the president.
 - B. All members of the Operating Council shall be voting members. Each position is entitled to one vote regardless of the number of people holding that position. If a person holds more than one position, (s)he is entitled to only one vote.
 - C. The Operating Council shall transact all business, except matters of policy which must be put to a vote by the entire membership.
 - D. The Operating Council shall meet at least three times annually and may meet as often as necessary for the operation of the organization.
 - E. The job descriptions of the Operating Council shall be in a file maintained by the president.
 - F. Any job description concern or change may be suggested by any member of the Operating Council.
 - G. The fiscal year shall be defined as June 1 to May 31.

ARTICLE V – COMMITTEES

- 5.01 The committees shall be as follows: Class, Banner Stealing, Club Membership, Club Scheduler, Media Liaison, Outreach and Recruitment, Publicity, Sunshine, and Website.
- A. Each committee shall have a chairperson.
 - B. Job descriptions for each committee chairperson shall be in a file maintained by the president.
 - C. All committee chairpersons, who shall be appointed by the current President, shall report to the Operating Council.
 - D. Other committees shall be formed, as needed, by the President.
 - E. Additional committee members shall be appointed at the discretion of the chairperson.

5.02 Ad Hoc Committees

A. Nominating Committee

This committee shall consist of the immediate Past President(s) as chairperson, the current President(s), and the current Vice President(s).

- 1. They shall be responsible for seeking nominations for the elected offices President(s), Vice President(s), Recording Secretary(s), and Treasurer(s).
- 2. This committee may also be requested by the incoming President or Operating Council Members to seek candidates to serve as committee chairpersons.

B. Audit Committee

This committee shall consist of two members appointed annually by the President for the purpose of auditing the Club's financial accounts.

- 1. The Audit Committee's report shall be presented to the President no later than six weeks after the end of the fiscal year.
- 2. The audit report shall be reviewed and accepted at the next meeting of the Executive Board after it is presented.

C. By-Laws Committee

This committee shall be appointed by the president for the review of the By-Laws and to propose changes, when necessary, to the Executive Board.

ARTICLE VI – CONDUCTING BUSINESS

6.01 Dances

- A. The Dance schedule shall be set by the Executive Board with consideration to Federation guidelines
- B. The regular dance schedule will run from the first Friday in September through the fourth Friday in May.
- C. The Executive Board may schedule dances during the summer months of June, July, and August. The admission fee for members and guests for the summer dances shall be set by the Executive Board.
- D. The Executive Board may schedule dances on the fifth Friday of any month. The admission fee for members and guests for these dances shall be set by the Executive Board.

6.02 Meetings

- A. Meetings of the Executive Board may be called by the President or at the request of three members of the board.
- B. A quorum of the Executive Board shall be a majority of the Board Members, including three elected officers, one of whom must be the President or Vice President.
- C. The annual General Membership Meeting, which includes the election of officers, shall be held in May prior to the start of a regular dance. Business matters shall also be discussed in detail on this date.
- D. In order to properly conduct the business of the TWO BY FOURS, either the President or Vice President must be present at a pre-announced meeting. Each General Membership Meeting shall be announced at the two dances prior to the scheduled meeting, and in writing either by e-mail or postal mail two weeks prior to the meeting date.
- E. Special meetings of the club membership may be called at the discretion of the Executive Board.
- F. A simple majority vote of members present at any meeting is needed to pass any motion on the floor, except Amendments to the By-laws. (See ARTICLE IX – AMENDMENTS)
- G. Each adult member of the club shall have one vote.

6.03 Nominations

- A. Nominations of officers must be submitted by the Nominating Committee, in writing, to the President at least one dance prior to the annual election at the May General Membership Meeting.
- B. Nominations may also be taken from the floor at this meeting.

ARTICLE VII – DUES, NEW MEMBERS, AND GUESTS

7.01 Amount

- A. Adult Membership dues will be recommended by the Executive Board and voted on by the Members of the club at the May business meeting.
- B. Youth Membership dues are 50% of the Adult Membership dues.
- C. Associate Membership dues are the same as Adult Membership dues, but Associate Members will not pay a fee to attend a dance.
- D. Dues may be pro-rated and/or refunded at the discretion of the Executive Board.

7.02 Payment

- A. Dues shall be payable to the treasurer no later than the established deadline.

7.03 New Members and Guests

- A. A badge will be ordered and issued to each new member by the Club Membership Chairperson or his/her appointee. Any replacement badge will be paid for by the member.
- B. A copy of the by-laws will be distributed to each new member by the Club Membership Chairperson.
- C. Guest fees shall be set by the Executive Board.

ARTICLE VIII – MISCELLANEOUS

8.01 Attire and Etiquette

- A. Name badges shall be worn at all club functions.
- B. No alcohol/drugs shall be consumed before or during club classes, dances, or special events.
- C. No firearms or weapons will be allowed at any club function.

8.02 Suggestions and Grievances

- A. Suggestions may be submitted to any member of the Operating Council to be addressed by the Executive Board.
- B. Grievances may be submitted to any member of the Executive Board or to the Member(s)-at-Large to be addressed by the Executive Board.

8.03 Operating Council Indemnification

- A. Each person who is a member of the Operating Council of the club shall be indemnified by the club against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceedings to which he has been made a party by reason of his being or having been a member of the Operating Council of this club, except in relation to matters as to which he shall be adjudged in such action, suit, or proceeding to be liable for gross negligence or willful misconduct, and except for any sum paid for club in settlement of an action, suit, or proceeding based on gross negligence or willful misconduct in the performance of his duties.
- B. The right of indemnification provided herein will inure to each Operating Council member referred to in Article VIII – 8.03A, whether or not he/she is such an Operating Council member at the time such costs of expenses are imposed or incurred, and in the event of death shall extend to his legal representative(s).

ARTICLE IX – AMENDMENTS

Any amendments to these By-laws shall be by the approval of the Executive Board and ratification by two-thirds of the members present at a Club meeting.

THESE BY-LAWS ACCEPTED: June 6 2022

(DATE)

Quinn Embree

PRESIDENT, 2x4s Square Dance Club

Mary Ann Ryan

VICE-PRESIDENT, 2x4s Square Dance Club