

# BYLAWS FOR SQUARE DANCE CLUBS

All organized groups need to have Governing Documents to facilitate their operation. Most Square Dance clubs Governing Documents consist of Bylaws and Standing Rules, and if the Club is incorporated, they also have Articles of Incorporation.

A Club's Bylaws provide guidance in how the Club is organized and how it should operate. Bylaws detail the responsibilities of the Club Officers and Committee Chairs. The Club Bylaws also establish membership rules and affiliation with local or State Associations. All of these things are important for the continuity and orderly operation of the Club

## SQUARE DANCE CLUB BYLAWS

BYLAWS OF THE \_\_\_\_\_  
(Name of Club)  
SQUARE DANCE CLUB

### ARTICLE I -- NAME

The name of this non-profit organization / corporation (if incorporated) shall be the \_\_\_\_\_,  
(Name of Club), hereinafter referred to as the Club.

### ARTICLE II -- PURPOSE

The Club is formed to provide facilities where Square Dancers can enjoy dancing together in a spirit of friendliness and cooperation; and, where each member is allowed the opportunity of sharing in the Club's responsibilities.

### ARTICLE III -- MEMBERSHIP

- Sec. 1:** Membership is open to all Square Dancers.  
**Sec. 2:** Prospective members shall submit applications on a form approved by the Executive Board.  
**Sec. 3:** All applicants must demonstrate the ability to dance at the Club level (PLUS) for membership.  
**Sec. 4:** Membership applications will be voted on by the Executive Board at regular monthly meetings and membership will become effective

immediately upon approval. Dues, as established within the Club's Standing Rules, will be effective the calendar month following membership approval.

**Sec. 5:** Continued membership is dependent upon dues payment, regular attendance, and appropriate behavior at Club and other square dance functions.

## ARTICLE IV OFFICERS AND EXECUTIVE BOARD

**Sec. 1:** The elected officers of the Club are President, Vice-President, Secretary, and Treasurer. These officers, and the Immediate Past President, constitute the Executive Board. Their duties are as follows:

**President:** Presides at Club and Executive Board meetings; supervises all committees; appoints and discharges committees; initiates suitable action in emergencies; appoints replacements to fill vacancies in Club offices.

**Vice-President:** Assumes duties of the President in his/her absence; takes charge of the beginners' class and acts as liaison between the class and the Club.

**Secretary:** Prepares all Club correspondence; keeps minutes of Executive Board and Club meetings, maintains a list of current standing policies and the Club information sheet. Has custody of the official copy of these Bylaws.

**Treasurer:** Custodian of funds; collects all monies; pays all bills approved by the Executive Board as provided in the Club's Standing Rules; presents financial reports at Executive Board meetings; prepares written financial reports at the end of term of office; notifies the Membership Chairperson of members who are in arrears in dues payments. Collects and forwards Association fees when required.

**Sec. 2:** Immediate Past President: The President at the end of a normal term of office shall be designated the Immediate Past President during the following term, provided he/she remains a member of the Club.

A President leaving office in mid-term shall not hold this designation.

**Sec. 3:** The Executive Board shall appoint the following non-voting officers:

- a) Membership Chairperson:** Accepts membership applications and presents them to the Executive Board for action; retains all membership records; publishes a Club roster periodically; processes Leaves of Absence, resignations and other changes.  
**b) Association Delegates:** Serve as Delegates to the meetings of any Square Dance Association of which the Club is a member; keeps the Executive Board informed of actions of the Association.  
**c) Historian:** Maintains an album of all Club activities  
**d) Social Activities Chair:** Arranges for non-dancing Club activities.

**Sec. 4:** The President may assign other duties as necessary; for example, Sunshine, Flyer Coordinator, Class Publicity, and Sheriff.

**Sec. 5:** The Executive Board shall meet monthly, or as necessary, at the call of the President.

**Sec. 6:** The Club caller may be invited to attend Executive Board meetings in an advisory capacity, but may not hold office in the Club.

## ARTICLE V ELECTION OF OFFICERS

**Sec. 1:** By October the first, the President will appoint a Nominating Committee of three persons, approved by the Executive Board, which shall recruit members to run for elective office. All persons nominated must indicate their willingness to serve by the time of the election. Nominations will be accepted from the floor on the night of the election.

**Sec. 2:** Election shall be the first Club night in November. Voting shall be by secret ballot in a contested election. The Nominating Committee shall prepare, distribute, collect, and count the ballots.

**Sec. 3:** Officers shall be elected for the term of one year by a plurality vote of the active members, present and voting at a general meeting. In case of a tie, a re-vote will be held at this meeting.

**Sec. 4:** Elected officers shall take office on the first Club night the following January, and shall serve until their successor takes office.

**Sec. 5:** Officers shall not hold the same office for more than two consecutive terms.

**Sec. 6:** Any vacancies of office occurring in mid-term shall be filled by appointment by the President.

**Sec. 7:** An officer relinquishes the office if their membership in the Club terminates, or if they take a Leave of Absence. An elected officer who fails to attend three consecutive Board meetings, or who otherwise fails to perform the duties of the office, may be recalled by a majority vote of the Club, a week's prior notice having been given to the Club.

#### ARTICLE VI – FINANCE

**Sec. 1:** Dues and any special membership assessments shall be set by the Executive Board and approved by a simple majority of the members present and voting at the next general or special meeting.

**Sec. 2:** The Caller shall be paid as specified by Agreement.

**Sec. 3:** Club checks will be signed by two of the following officers: Treasurer, Vice-President, or President.

**Sec. 4:** All expenditures of funds other than regular and recurring expenses shall be approved by the Executive Board in advance of payment.

**Sec. 5:** The monthly financial report shall be made available for inspection by any Club member requesting it.

#### ARTICLE VII -- AMENDMENTS

These Bylaws can be amended only by a two-thirds vote of those active members present at a Club night. At least one week in advance, an announcement shall be made at a Club night that an amendment is to be considered and copies of the proposed changes shall

be provided and copies mailed or emailed to members not present.

#### ARTICLE VIII -- CLUB DISSOLUTION

Upon the dissolution of the Club, any assets remaining thereafter shall be conveyed to such organization or organizations as shall be selected by the affirmative vote of a majority of the Board of Directors entitled to vote in respect thereof, however, that such organization or organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code of 1986.

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Clubs are encouraged to expand upon this suggested template to more specifically apply to their situation(s).

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See web site [www.usda.org](http://www.usda.org) Officers & Committees for Current Officers & Committee Chairs mailing address and phone and email addresses.

# BYLAWS FOR SQUARE DANCE CLUBS



This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide a general overview of the typical Bylaws for a non-profit Square Dance Club.

Leadership Education material can also be printed directly from USDA web site at [www.usda.org](http://www.usda.org)

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