

SAMPLE BYLAWS FOR 501(c)(3) NONPROFIT SQUARE DANCE CLUBS

All organized groups need to have governing documents to facilitate their operation. Most square dance club's 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.

SAMPLE 501(c)(3) NONPROFIT SQUARE DANCE CLUB BYLAWS

BYLAWS OF THE _____
(Name of Club)

ARTICLE I -- NAME

The name of this nonprofit organization / corporation (if incorporated) shall be the _____, hereinafter.
(Name of Club)
referred to as the Club.

ARTICLE II -- PURPOSE

The Club is formed for charitable and educational purposes, providing 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.

The Club and its members agree to adhere to the United Square Dancers of America Bylaws and Standing Rules and agrees to subscribe to the United Square Dancers of America's Code of Conduct and Code of Ethics.

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 (e.g., SSD, MAINSTREAM, 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 the 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 the Club offices.

Vice-President: Assumes duties of the President in their 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 the Club meetings, maintains a list of current standing policies and the Club information sheet, and 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, and collects, and forwards Association fees when applicable.

Sec. 2: Immediate Past President: The President at the end of a normal term of office shall be designated as the Immediate Past President during the following term, provided they remain a member of the Club. A President leaving office in mid-term shall not hold the designation as Immediate Past President.

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 the 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 a photo record in album or digital format of all the Club activities.

d) Social Activities Chair: Arranges for non-dancing Club activities.

Sec. 4: The President may assign other duties as necessary, such as: Sunshine, Flyer Coordinator, Class Publicity, and the Club 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 1st of each year, 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 be a member of the Club and indicate their willingness to serve by the time of the election. Nominations will be accepted from the floor at the time of the election.

Sec. 2: Elections shall be held at the first Club dance in November. Voting shall be by secret ballot. 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 majority vote of the active members, present and voting at the election 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 of 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 Executive Board meetings or who otherwise fails to perform the duties of the office, may be recalled by a majority vote of the Club with at least one week's advance notice having been given to the Club.

ARTICLE VI -- FINANCE

Sec. 1: The fiscal year of the Club shall be January 1st through December 31st.

Sec. 2: 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. 3: The caller shall be paid as specified by agreement.

Sec. 4: Club checks will be signed by two of the following officers: Treasurer, Vice-President, or President.

Sec. 5: All expenditures of funds other than regular and recurring expenses shall be approved by the Executive Board in advance of payment.

Sec. 6: The monthly financial report shall be made available for inspection by any Club member requesting it.

ARTICLE VII -- AMENDMENTS

These Bylaws may be amended only by a two-thirds vote of those active members present at a Club dance. At least one week in advance an announcement shall be made at a Club dance that an amendment is to be considered and copies of the proposed changes shall be provided copies, via mail or emailed to members not present.

ARTICLE VIII -- CLUB DISSOLUTION

Upon majority vote of the Club to dissolve, the officers shall, after paying or making provision for the payment of all of the liabilities, dispose of all of the assets exclusively for the benefit of the Club to any exempt corporation or entity organized for purposes similar to those set forth under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law) as the officers shall determine.

Groups are welcome to modify these SAMPLE Bylaws to specifically fit to their specific needs and situation.

Live Lively -



Square Dance!

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

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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 Nonprofit Square Dance Club.

Leadership Education material can also be printed directly from USDA web site at www.usda.org

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