

## **Bylaws 2019 (revision) of the St. Cloud Ballroom Dance Club**

### **Mission:**

St. Cloud Ballroom Dance Club is committed to promoting ballroom dance in a healthy, enjoyable, and friendly environment.

### **Vision:**

St Cloud Ballroom Dance Club will become a leading organization in Central Minnesota, known for promoting and nurturing ballroom dance in the community.

### **Membership:**

1. New memberships are valid for 6 months to 1 year from the date of enrollment. Renewals are effective on the same date of the original enrollment unless members have not been attending dances and using membership privileges, in which case, the membership will be treated as a new enrollment.
2. Member benefits include:
  - Free admission to the dance in which they enroll or renew.
  - Discounted admission to regular dance events.
  - A vote at general membership meetings.
  - Members may be nominated and run for a position to serve on the Advisory Board.
  - Members may serve as volunteers to open, close, or DJ at dance events.

## **Advisory Board**

**Section 1:** The Advisory Board shall be elected by the club membership and shall consist of 5 members. Each of the board members shall elect from their number those who will serve in the offices of Board Chair, Secretary, Membership Chair, and Treasurer.

1. Board Chair
  - Preside at all meetings
  - Ultimately responsible for administration and organization of all club functions.
  - Secure and keep record of written reports of minutes and finances.
  - Delegate miscellaneous duties.
2. Secretary

- Record the minutes of all Board meetings, general membership meetings and all votes and actions taken at or between meetings.

### 3. Treasurer

- Maintain complete and accurate financial records
- Collect and deposit club monies
- Pay club obligations from club funds.
  1. Include approval from one other officer for payments above \$100.
  2. Include approval from one other board member for disbursements that are not part of regular obligations.
- Give financial report at regular board meetings.
- Prepare and distribute bi-annual financial reports at general meetings.
- The Treasurer, along with one other board member, will be signed onto the bank account.
- Annual renewal of the club's non-profit status with the Secretary of State.
- Annual renewal of the club's liability insurance.

### 4. Membership Chair

- Be responsible for Club correspondence as might be required, including, but not necessarily limited to electronic communication with the Board and the Membership.
  1. Send Club correspondence to Board, Membership, and non-membership via official Club e-mail.
  2. Send announcements to Membership as submitted.
- Collect/Compile Club member information (name, phone, e-mail, etc.)
- Track membership accounts and communicate renewal process to Club members prior to membership expiration.
- Supply current, printed membership list to the dance management book every month.

### 5. Dance Manager (rotating/shared position)

- Dance Manager Preside at meetings in absence of Board Chair.
- Oversee professional operation of weekly dances.
- Management of club sponsored dances:
  - i. Recruit, train, and schedule weekly opener, closer, and DJ.

**Other Important Duties:** can be performed by Advisory Board or SCBDC members by recommendation of the Board

### IT Duties

- Maintain and Update website.
- Train board members to use specific web services (i.e. e-mail, website)
- Maintain computer, music library, and sound system equipment

### Dance lesson Coordinator

- Maintain current list of potential teachers and contact information.
- Schedule weekly lesson style and weekly instructor.
- Communicates regularly with the Board regarding lesson style and instructor.

### Public Relations Duties

- Oversee production of posters, flyers, brochures and other printed material.
- Promote the club and club events through various media outlets.
- Maintain and update Facebook page.

### Special Event Chair

- Schedule, plan, and organize club sponsored special events.
- Obtain input regarding events.
- Coordinate special event promotional and public relation activities.

### **Section 2 :** Following are the terms of office:

1. The term for each elected board member is one (1) year. Three (3) board members will be elected at the general meeting in February/March, and two (2) at the general meeting in August/September. New Board members will assume their post immediately after election.
2. If a position is vacated, the board will replace the position with an appointment of a current club member.

**Section 3:** Outgoing officers will pass all relevant information and materials on to the incoming board within one week of the election and will not retain any proprietary data for their own use. Examples of materials, information, and data include but are not limited to: e-mail and other mailing lists, phone numbers, membership lists and materials, checkbooks and records, bank cosigners, treasurer's ledger, receipts, dance management records, minutes of meetings, lists of teachers, photos, advertising contact information, web site passwords and all relevant web site information, social media, e-mail accounts, etc.

## **Meetings of the Board**

1. Meetings of the Board will be open to club members who shall have a voice but no vote.
2. Regular meetings of the Board shall be held as determined by the Board. All Board Chairs and committee chairs shall be notified no less than one week in advance. Each regular meeting will include reports provided by all Advisory Board members and committee chairs. Meetings should not exceed 1 hour.
3. All decisions of the Board will be made by a simple majority of all board members, and not a simple majority of Board members present.

**Votes by absent Board members:** On critical issues where a Board member is unable to attend a meeting, the Board member may communicate their vote on specific issues in writing or verbally to at least two other Board members who will attend the meeting.

## **General Meetings**

1. General Meetings shall be held twice a year (once in February/March and once in August/September), for the entire membership, for the purposes of electing Advisory Board Members, providing reports from Board members and committees, and any other business that may arise. The general meetings are open to all members and guests. Voting privileges, however, shall be extended to members only.
2. The Board shall meet before any general membership meeting with ample time to prepare for it.
3. A simple majority of the Club members in attendance and having voting privileges shall constitute a quorum at any general meeting.
4. Proxies at general meetings shall not be used at any time.

## **Dance Operating Procedures**

1. Openers, Closers, DJs, and Teachers are admitted to dance free.
2. All members and guests will sign in on the designated dance management form.
3. At the beginning of each dance, there should be \$50.00 in start-up money, and a check made out for the teacher.
  - Admissions, donations, or other revenue will be added to the start-up fund as they are collected. At the end of the dance all receipts will be reconciled with the dance management form.
4. The St. Cloud Ballroom Dance Club does not permit intimidation, harassment, or abuse of any kind. We strive to maintain a safe and respectful social dance etiquette environment. If a safety concern is reported to a board member:

- a) Board member notified of concern may determine level of response and whether or not to intervene immediately or wait to consult with other board members.
- b) If immediate intervention is needed Board member may notify other members of the board, in a timely manner.
- c) Anyone asked to stop concerning behavior is expected to do so immediately.

### **Record Retention**

Hard copies of membership information, meeting minutes, dance management logs, and member/guest sign in sheets may be destroyed after 5 years.

### **Insurance**

A General Liability insurance policy will be maintained by the club.

### **Photography and Videotaping**

- 1. Taping the lessons: The Board reserves the right to videotape for club purposes.
- 2. Outside photographers: No photography or videotaping without prior permission of a Board member.

### **Founding Objectives**

St. Cloud Ballroom Dance Club Objectives as recommended August 25 2007 by the Development and Nominating Committee. Members: Carol A. Hamilton, Samantha Kirckof, J. Michael Nelson, Mine Schwerdtfeger and Warren Yu.

- 1. Sponsor regular dances.
- 2. Facilitate dance instruction.
- 3. Promote participation in regional dance events.
- 4. Establish and maintain social dance etiquette.
- 5. Collaborate to increase awareness of ballroom dance.
- 6. Maintain publicity.