

WESTERVILLE PROMENADERS WESTERN SQUARE DANCE CLUB

CONSTITUTION AND BY-LAWS

WRITTEN: 2005 REVISED: 2009, 2010, 2013, 2015

I. NAME

I The name of the Square Dance club shall be the "Westerville Promenaders."

II. PURPOSE

The objectives of the club are to promote sociability, good fellowship, and contemporary western square dancing for its members and guests.

III. MEMBERSHIP

- A.) All proposed new members shall demonstrate proficiency in contemporary western square dancing and must be sponsored by an active member of the club in good standing and then be approved by a three-fourths vote of the Grand Square.
- B.) Each individual member shall have one vote on all club business.
- C.) All members completing "beginner or new dancer lessons," sponsored by the club shall automatically be issued an invitation to join the Westerville Promenaders.
- D.) Reinstatement of a forfeited membership may be applied for with a written request for reinstatement by the member and endorsed by an active member in good standing. Such a request must be approved by a majority vote of the Grand Square at their next meeting.
- E.) Medical Leave - Members who develop a "disability" that may keep them from active membership for a short period (operation, injury, etc.), may apply for "Medical Leave" from the club. The member shall be allowed to participate in all club activities.-These members shall not pay dues during their medical leave Members on medical leave shall remain on the clubs mailing list.

Members who need to leave the active club membership for this reason are asked to notify the Grand Square of their situation as soon as possible. The Grand Square may vote to place the member on medical leave with a simple majority vote needed. Members using this clause are not permitted to vote on club business or hold elected office until full reinstatement takes place.

Reinstatement of full membership after using this clause shall take place when the member submits a letter to the Grand Square requesting reinstatement of full membership. Reinstatement is complete upon a simple majority vote of the Grand Square and payment of dues.

IV. MEETINGS

- A.) Dances shall be held on the 2nd and 4th Saturdays of each month thru June 2016 and **the** 1st and 3rd Saturdays thereafter starting September. The Grand Square may schedule additional dances and/or delete dance dates as they see fit.
- B.) . Open and Closed dances and activities shall be determined by a majority vote of the Grand Square.
- C.) Grand Square meetings shall be held a minimum of six times each year at a time, place and date designated by the club president. All Grand Square meetings shall be open and any

active member of the club may attend. The Treasurer will submit the required written financial report(s) to the Grand Square by email or other means when meetings are held.

- D.) The club shall hold at least two general club meetings per year. One club meeting shall normally be held at the first dance in March of each year for the purpose of electing officers for the forthcoming year, and another meeting shall normally be held at the dinner dance in May of each year (usually between the dinner and the dance) for the purpose of reviewing the club budget and any other business requiring the entire membership's attention and/or action.
- E.) The President has the right to call additional club meetings as necessary.

V. Dues

- A.) Each active member, in order to remain in good standing, shall help defray the expenses of the club by paying dues. The amount of said dues shall be determined by a majority vote of the Grand Square and a majority vote of the active club membership present at the club meeting in May.
- B.) Dues shall be due and payable semi-annually on September 1st and January 1st of each year and must be paid within thirty (30) days of the previously mentioned dates. Members may pay annually, if they so desire, with annual payments due on September 1st or up to 30 days thereafter.
- C.) If the dues are not paid by the end of September or January, the membership is technically forfeited. The Treasurer shall send a short reminder note to all members in this situation. If the dues are still not paid by the end of October or February, the membership is forfeited and guest fees shall be charged for all future dances unless the member files for membership reinstatement as outlined in Article III, Section E or applies for Medical Leave.
- D.) Guests at open dances shall pay "guest fees," at a rate set annually by the Grand Square.

VI. GOVERNING BODY

- A.) The governing body of the club shall be known as the "Grand Square." consisting of the elected offices of "President," "Vice-President," "Secretary," and "Treasurer" in that line of succession.
- B.) The appointed offices of Banner Chair, Club Reporter, COCDC (Central Ohio Council of Dance Clubs) Representative and Historian shall also be voting members of the Grand Square, unless they are also an elected officer. These offices and duties shall be governed by By-Law I to this Constitution.
- C.) Each elected office may be held by an active couple, active single member or 2 active single members serving in one office together. The elected members of the Grand Square shall be known as the "presiding officers."
- D.) Each Grand Square member shall serve a twelve-month term.
- E.) The elected Grand Square members shall assume their offices and duties as the presiding officers on July 1st of each year. During the months of May and June, the "officers-elect" shall serve their "training/transition" term. It shall be the responsibility of the outgoing officers to inform and instruct their successors to prepare them for the office in which they will be serving. The officers-elect should attend Grand Square meetings and begin working with the presiding officers to allow for a smooth transition.
- F.) By no later than the February 1st, the President shall appoint a Nominating Committee to be chaired by the current Secretary and consisting of two other active members, not presently serving as officers, of the club. The purpose of the committee shall be to present a slate of candidates for election. The members presented shall have agreed to serve in the office for which they are being nominated prior to election. The slate of officers shall be

- presented to the club membership at the Club Meeting held at the first dance in March of each year. The Club Secretary shall place their names in nomination, after which the President or presiding officer of the meeting shall open the floor for additional nominations. A majority vote of the club members present shall be necessary for election.
- G.) Vacancies in the office of Vice-President, Secretary or Treasurer shall be filled by a procedure set forth by the remaining Grand Square members. A vacancy in the office of President, at any time after election, shall be filled by the promotion of the Vice-President.
- H.) Each individual elected member of the Grand Square shall have one vote per person, up to a maximum of 8 votes. The appointed members of the Grand Square (e.g., Banner Chair, Club Reporter, COCDC Representative, and Historian) shall have one vote per office for a maximum of 4 votes. The appointed officers do not have a vote if the person(s) serving is also an elected officer. (No double voting)
- I.) Majority vote shall determine all business except where noted in this Constitution or By-Laws. In the event of a tie vote or issue, which cannot be decided, the issue shall be taken to the entire club membership for a final vote.
- J.) A majority of the individual members of the Grand Square must be present for a quorum. At least two different elected offices must be represented in all quorums. A quorum must be present in order for the Grand Square to conduct business.

VII. DUTIES OF THE OFFICERS

A.) President:

1. Shall preside at all Grand Square and club meetings.
2. Appoint the Chair and members of all committees/coordinators, unless appointed directly under the Constitution or By-Laws.
3. Appoint all appointed officers of the club.
4. May countersign checks drawn on the funds of the club.
5. Act on behalf of the club in a temporary emergency. (loss or change of hall or caller, weather, etc.)
6. Serve as an ex-officio member of all committees /teams.
7. Additional duties assigned to the office by the By-Law or Procedure sections.
8. Shall serve as the Executive Officer of the club.

B.) Vice-President:

1. Shall assume the duties of the President in their absence or inability.
2. Shall become President upon the resignation of the President at any time after their election.
3. May countersign checks drawn on the funds of the club.
4. Shall serve as the Dance Arrangements Coordinator (see VIII, A) for the club and therefore be the "contracting officer" of the club.
5. Additional duties assigned to the office by the By-Law or Procedure sections or assigned to the office by the President

C.) Secretary:

1. Shall keep an accurate record of all meetings of the Grand Square and the club.
2. Shall maintain a list of all committees and their members.
3. May countersign checks drawn on the funds of the club.
4. Conduct all necessary correspondence for the club.
5. Shall serve as Chair of the Nominating Committee.
6. Shall serve as the Refreshments Team Coordinator (see VIII, C).

7. Additional duties assigned to the office by the By-Law or Procedure sections or assigned to the office by the President.

D.) Treasurer:

1. Shall be the custodian of all funds of the club and shall deposit the funds in a checking account designated by the vote of the Grand Square. All checks drawn on the club's account shall require the signatures of two elected members of the Grand Square. The signatures must come from two different offices.
2. May countersign checks drawn on the funds of the club.
3. Shall collect all dues and send notices of non-payment as noted in section V, C.
4. Shall pay all bills of the club.
5. Shall maintain the checkbook and financial records of the club.
6. Shall submit a financial report to the Grand Square at all scheduled meetings.
7. Shall submit an annual financial report to the club membership at the annual club meeting held in May of each year.
8. Along with the rest of the Grand Square, the Treasurer shall prepare an annual club budget for the next fiscal year (July-June), which shall be submitted to the club membership for their approval at the annual meeting each year in May.
9. Shall serve as the Membership Coordinator (see VIII, B)
10. Additional duties assigned to the office by the By-Law or Procedure sections or assigned to the office by the President.

VIII. CLUB COORDINATORS

- A.) Dance Arrangements Coordinator is the Vice-President. The Vice-President is responsible for arranging the club dances including the reservation of halls and the scheduling and contracting of callers and cuers. The Vice-President is authorized to enter into contract agreements with the callers, cuers and halls on behalf of the club with the approval of the Grand Square.
- B.) Membership Coordinator is chaired by the Treasurer. The Treasurer is responsible for receiving and considering all applications for membership and reporting the same to the Grand Square for action. The Treasurer is responsible for keeping an accurate and up-to-date list of active, honorary and medical leave members and providing the list annually to the membership.
- C.) Dance Refreshment Team Coordinator is chaired by the Secretary. The Secretary is responsible for the appointment of a separate refreshment team for each dance, who are responsible for refreshments, decorations and clean up at and after the dance. A list of the refreshment teams duties shall be kept up to date by the secretary and distributed to each refreshment team and membership annually. The Refreshment Team shall coordinate with the Banner Chair and Club Reporter on publicity for special dances. The Secretary shall maintain the club storage containers and their security key(s). The Secretary shall also maintain the supplies of club purchased items, napkins, cups, coffee, etc.

IX. HONORARY MEMBERSHIP

- A.) When the health of a member makes it impossible for the member to continue as active, the member can be named "Honorary Member of the Westerville Promenaders." A surviving member may choose honorary membership or choose to remain an active member.
- B.) When a member cannot remain as an active member due to the above-mentioned circumstances, any active club member may propose Honorary Membership for the member

by sending a letter to the Membership Coordinator of the club. The letter shall be signed by at least one active member of the club, but may be signed by more. The request shall be voted upon by the Grand Square at their next meeting. (regular or special). A majority vote of the Grand Square is necessary for Honorary Membership.

X. ADOPTION, AMENDMENTS, BY-LAW(S) AND PROCEDURES.

- A.) This Constitution and By-Law(s) shall become effective on July 1, 2015 This Constitution and By-Law(s) shall replace any previous Constitution and/or By-Laws of the Westerville Promenaders.
- B.) In all years ending in a 0 or a 5, the President, as of January 1 of said year, shall appoint a committee of at least two people to review the Constitution and By-Law(s) and Procedures of the club and make recommendations to the Grand Square on possible changes or no changes at all. The Grand Square shall determine whether to take any or all of the recommended changes to the Club Membership for a vote. The Club Membership shall vote on all prospective changes under the following guidelines:
1. A two-thirds vote of the active club membership is necessary for passage and all votes shall be by ballot transmitted by either postal mail or email.
 2. Ballots shall be returned to the Secretary by a date set by the Grand Square and the vote shall be counted and certified at a meeting of the Grand Square.
 3. If a ballot is not received from a member by the designated date, it shall be counted as an affirmative or yes vote on the changes.
 4. Each individual member shall have a separate vote. Member signatures may be required on or with the ballots for accounting purposes, but votes are to be kept confidential by the Secretary.
- C.) Amendments to this Constitution may be proposed by any active club member in good standing and presented to the Grand Square for presentation to the club under the following regulations:
1. Amendments shall be presented to the club membership as proposed.
 2. A two-thirds vote of the active club membership shall be necessary for passage and all such votes shall be by ballot transmitted by either postal mail or email.
 3. Ballots shall be returned to the Secretary by a date set by the Grand Square and the vote shall be certified at a meeting of the Grand Square.
 4. If a ballot is not received from a member by the designated date, it shall be counted as an affirmative vote on the amendment.
 5. Each individual member shall have a separate vote. Member signatures may be required on the ballots for accounting purposes, but are to be kept confidential by the Club Secretary.
- D.) The Club shall also operate with a section of By-Law which shall be considered second only to this Constitution in the governing of the club.
 No By-Law may change or override anything found in this Constitution but may change or supersede items found in the Procedures Section.
 Any active member of the club may submit, in writing, a new By-Law or a change in an existing By-Law to the Grand Square. The Grand Square shall call for a meeting of the club as a whole to consider this By-Law. The meeting may be held at any regular dance open to all members or at a date, time and place set by the Grand Square. The club meeting shall be announced at least two weeks prior to the time of the meeting. Copies of the proposed By-Law shall be available for all members before or at the meeting. A three-fourths majority vote of the active club membership present at the meeting shall be necessary for passage. The vote may be either by

ballot or by voice. By-Laws may also be adopted by using the Amendment Procedure outlined in Article X, Section C.

E.) Procedures:

The Grand Square shall maintain a list of Procedures. These procedures are found in the Westerville Grand Squares month to month reminders manual. The procedures are the- instructions for day-to-day operations of the club and general policies of the club. Any Grand Square or active member may submit a change in a Procedure to the Grand Square. A three-fourths vote of all members of the Grand Square shall be necessary to change a Procedure. Any Procedural change may be overridden by a simple majority vote of the active club membership at a regular or called club meeting.

No Procedure shall change or override anything found in the Constitution or in an approved By-Law. Procedures are eligible to become By-Laws or Amendments by following the steps outlined in Article X, Sections C or D.

-- End of Constitution -

BY-LAW(S) of THE WESTERVILLE PROMENADERS

REVISED: 2015

BY-LAW I APPOINTED OFFICERS

- A.) To assist the Grand Square in the operation of the club, the club shall be served by persons appointed to the "Appointed Offices" listed in By-Law I, Section C. By-Law I, Section C. The offices of Banner Chair, Club Reporter, COCDC Representative and Historian shall have a vote on the Grand Square as outlined in Article VI, Sections B & H. Appointed Officers shall attend Grand Square meetings when it is necessary to do so for their position or at the request of the President.
- B.) The President shall have the power to appoint any club members to the listed offices for the term indicated. Appointed Officers are eligible for re-appointment for any number of terms and are eligible to be elected as a Presiding Officer while serving an appointment. Presiding Officers presently in office are eligible for appointment. All vacancies in these offices shall be filled by Presidential appointment.
- C.) The appointed offices are:
- 1.) Banner Chair shall serve from July 1 to June 30 and shall have one vote on the Grand Square, unless the position is filled by an elected officer. This office is responsible for setting up banner steals and retrieves with other clubs and "mystery trips." The Banner Chair should notify the Secretary about groups coming to steal or retrieve so that the refreshment committee for the dance can be prepared.
 - 2.) One Delegate to the Central Ohio Council of Dance Clubs (COCDC). These officers shall serve from July 1 to June 30. This office is responsible for representing the club at Council Meetings in accordance with Council rules and reporting Council information to the Grand Square. The delegate shall have one vote on the Grand Square unless the position is filled by an elected officer.
 - 3.) Club Historian shall serve from July 1 to June 30 of each year. This office shall be responsible for maintaining the history of the club and shall be the custodian of club archives and memorabilia. All records of the club shall be turned over to this office when no longer needed and this officer shall determine what shall be kept and what shall be destroyed. This office shall have one vote on the Grand Square unless the position is filled by an elected officer.
 - 4.) Club Reporter shall serve from July 1 to June 30 of each year. This office shall write an article for the Cues & Tips magazine according to their publication schedule.. This office shall have one vote on the Grand Square unless the position is filled by an elected officer.
 - 5.) Auditing Committee: (Chair and 1 member) This committee shall be appointed by the incoming President in June of each year and shall serve until an audit of the previous fiscal year is completed and a written report is submitted to the Grand Square. The Chair of the Auditing Committee must be a former President or Treasurer of the club. No member of the incoming or outgoing Grand Square may serve on this committee, although the Treasurer(s) shall make all records available and may sit in (in ex-officio capacity) to answer questions.

-- End of By-Law(s) (1 By-Law in all)--