

**THE DE SOTO SQUARE DANCERS  
OF  
HOT SPRINGS VILLAGE  
CONSTITUTION AND BY-LAWS**

**ARTICLE I. NAME**

**SECTION I:**

This non-profit corporation, (incorporated November 19, 1999) shall be known as the DE SOTO SQUARE DANCERS and is referred to in the following articles as the CLUB.

**ARTICLE II. OBJECT**

**SECTION I:**

The Club exists for the promotion and enjoyment of Square Dancing. It will encourage interest and participation in this recreation through its activities, good fellowship and friendliness.

**ARTICLE III. MEMBERSHIP**

**SECTION I:**

Membership shall be open to all experienced dancers. Experienced the dancers means those dancers who joined from another square dance club and students who are graduates of the Club's dance class.

**SECTION II:**

Applicant's names shall be presented to the Executive Board when joining the Club. The Executive Board may appoint a sponsor for the applicant.

**SECTION III:**

A member in good standing shall be defined as a member who has not been declared delinquent in payment of dues in accordance with ARTICLE VI of this Constitution and by-laws.

**SECTION IV:**

Any member may be expelled from the club by a two-thirds (2/3) majority vote of the Executive Board based upon the violation of the Common Rules of Decency, Square Dancing etiquette or the Ten Commandments of Square Dancing. Reinstatement cannot be made prior to one month of the date of expulsion. Reinstatement must be approved at a Club meeting by at least a two-thirds (2/3) majority vote of the members attending such meeting provided there is a quorum present.

**SECTION V:**

Honorary membership may be granted to persons who are nominated by the Club Officers, and further, any persons so nominated must receive a majority vote of the members attending the Club meeting in which the vote is taken, provided a quorum is present at such meeting.

## **ARTICLE IV. GOVERNMENT**

### **SECTION I:**

The government of the Club shall be vested in the Officers and members in good standing.

### **SECTION II:**

The Officers of the Club shall be President, First Vice President, Second Vice President, Secretary, Treasurer, and Publicity. An individual or two or more individuals may hold an office if nominated by the nominating committee and elected by the membership.

### **SECTION III:**

The Executive Board shall consist of the current Officers the previous President and Chairpersons of the standing committees.

## **ARTICLE V. MEETINGS**

### **SECTION I:**

Meetings by the membership or the Executive Board may be called by the Club President by notification, either verbal or written, to all that should attend.

### **SECTION II:**

No less than twenty-five (25) percent of the total Club members must be present at any membership meeting to constitute a quorum when the Constitution or by-laws are being amended. Three (3) members of the Executive Board present at a board meeting shall constitute a quorum.

## **ARTICLE VI. DUES AND FEES**

### **SECTION I:**

Club dues shall be paid on the first dance night in April and October.

### **SECTION II:**

The amounts for annual club dues and dance fees shall be reviewed by the Executive Board as necessary and any changes recommended by the Executive Board shall be presented to the Membership for approval as outlined in the by-laws of this Constitution. These amounts shall be consistent with sound financial practices benefiting a non-profit corporation.

## **ARTICLE VII. ELECTION OF OFFICERS**

### **SECTION I:**

Officers shall be chosen from members in good standing.

### **SECTION II:**

Any officer may succeed himself/herself in office one time only, if nominated and reelected per Sections III & IV.

### **SECTION III:**

All officers shall be elected at the Club meeting on the first regular dance night of April each year and their term shall run for one year. Election is by a majority vote of members who attend, providing a quorum is present.

**SECTION IV:**

The President shall appoint the nominating committee during the first week of February for the purpose of selecting nominees to serve as Club Officers for the upcoming term. The nominees will be announced at the first regular dance night in March. Further nominations may be made from the floor only at this time. Persons who are nominated must make known their intention to serve.

**SECTION V:**

Any vacancy occurring in any elective office shall be filled from the membership by a majority vote of the remaining members of the Executive Board.

**ARTICLE VIII. DUTIES OF OFFICERS AND EXECUTIVE BOARD**

**SECTION I:**

The President shall be the Executive head of the Club and shall be responsible for the enforcement of the Constitution and by-laws. He/she shall preside at all meetings and preserve order. He/she shall be the representative of the Club in dealings with the caller.

**SECTION II:**

The First Vice President shall assist the President in the discharge of his/her official duties and assume the responsibilities of the President in his/her absence. The Vice President shall be responsible for the organization and operation of all sponsored classes.

**SECTION III:**

The Second Vice President may consist of 4 or more individuals to be responsible for refreshment activities, i.e.; stock refreshments, recruit individuals to staff the refreshment table and supervise the setup, cleaning up and closing of food and refreshment tables for the Club's regular dances and plan activities for special events.

**SECTION IV:**

The Treasurer shall collect amounts due from the membership and visitors and shall maintain proper records of the amounts due and paid. He/she shall maintain records of all receipts and expenditures and be prepared to render reports of the financial condition of the Club at each business meeting and as may be directed by all the Executive Board.

**SECTION V:**

The Secretary shall keep the minutes of all meetings of the Membership and Executive Board. He/she shall keep accurate records of the members, their addresses and telephone numbers. He/she shall keep records of attendance at all Executive Board meetings. He/she shall record in the minutes of each membership meeting the number of members present at the meeting and state therein whether or not the number of members present constituted a quorum.

**SECTION VI:**

The Publicity Chairpersons shall be responsible for all publicity-newspapers, poster, radio, TV and public relations.

**SECTION VII:**

The Executive Board shall advise and counsel the President regarding matters to be brought before the membership. The Executive Board shall be responsible for having the books of the Treasurer audited no more than two weeks prior to the termination of office.

## **ARTICLE IX. COMMITTEES**

### **SECTION I:**

The President shall appoint and use standing and temporary committees as an opportunity of sharing the Club's responsibilities among members to increase their interest and cooperation.

### **SECTION II:**

Committee duties shall be clear enough when assigned to closely estimate the number of members needed and the length of time which will be required to complete the assignment.

### **SECTION III:**

An executive board member may recruit individuals to assist in carrying out the duties of his/her office. Those recruited may be given a proxy to vote in the absence of the board member.

## **ARTICLE X. GENERAL PROVISIONS**

### **SECTION I:**

The rules of procedure according to Roberts Rules of Order Newly Revised shall govern all meetings of the Club where they are not inconsistent with the Constitution and by-laws or any subsequent rule of the Club.

### **SECTION II:**

In the event the Club resolves to disband, all assets shall be liquidated and all liabilities shall be cleared. The remaining funds and/or equipment shall be transferred to the State Square Dance Federation to promote square dance in the state of Arkansas.

## **ARTICLE XI. AMENDMENTS**

Proposed amendments or revisions to this Constitution and by-laws shall be submitted to the Executive Board for their review at a Board meeting prior to the meeting at which action is to be taken on the proposal. The proposed amendments or revisions shall be given to the membership for their review at a club dance no less than two (2) weeks prior to the meeting at which action is to be taken on the proposal.

## **THE DE SOTO SQUARE DANCERS BY-LAWS**

- I. The dues shall be paid according to the dues schedule presented to the membership at a Club dance two (2) weeks prior to the annual meeting and approved by two-thirds (2/3) of the membership in attendance at the annual meeting providing a quorum exists. The dues shall be published in the minutes of the annual meeting and the Treasurer shall have copies of the dues and schedule for members requesting such information.

### **DUES PAYMNT SCHEDULE**

Dues Period

Annual – April 1 to March 31,

½ Year – April 1 to September 30, ½ Year – October 1 to March 31

## Procedure

- A. Present members may choose any of the above dues periods and pay for that period.
- B. Unless members rejoin for the next time period, they become past members.
- C. Past members who wish to rejoin the Club may choose any of the above dues periods, but must pay for that total period
- D. Members joining the Club via lessons or as new comers to the Club may choose any of the above dues periods on a prorated basis.
- E. Members may vote only during the time their dues are current.
- F. Members who are more than ten (10) days late in payment of dues will be considered delinquent.
- G. The Executive Board may consider requests for a refund of dues because of ill health.

**II.** Visitor's fee per couple (½ for singles) shall be set at the annual meeting as outlined in **I.** above. The Executive Board by majority vote may alter the guest fees for National Callers and Special Dances.

**III.** Honorary members shall attend free of charge.

**IV.** All visiting Callers and Cuers shall attend free of charge.

**V.** Duties and procedures regarding the Club caller.

- A. The Club caller is responsible for teaching the new student class.
- B. Changes regarding the Club caller's duties or changing the Club caller must be approved by a 2/3 vote of the Executive Board.
- C. In the event the caller is unable to perform his (her) duties he or she must notify the president as soon as possible to allow time for securing a replacement.

**VI.** Voting:

- A. A majority is defined as more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.
- B. Each person on the Executive Board has one vote. Anyone serving in more than one position on the Executive Board is entitled to only one vote.

Amended 2/79

Amended 2/81

Amended 3/81

Amended 9/84

Amended 1/85

Amended 2/88

Amended 1/92

Amended 5/94

Amended 4/97

Amended 4/99

Amended 4/00

Amended 4/01

Amended 4/03

Amended 4/11

