

1 **BYLAWS OF THE WESTSIDE STEPPERS SQUARE DANCE CLUB, WICHITA , KS**

2 For purposes of this document, the terms CLUB and WSS will refer to the Westside Steppers Square
3 Dance Club.

4 **APPOINTED POSITIONS**

5 Section 1: St. Francis of Assisi Assistant Church Liaison

6 The Assistant Church Liaison is appointed by the President and must be a member of St. Francis of Assisi
7 Church. The Assistant shall automatically assume all duties of the Liaison in the Liaison's absence. The
8 duties of the Liaison are described in the Constitution, Article V, Section 10.

9 Section 2: Assistant League Representative

10 The President may appoint an assistant to the Kansas League of Square Dance and Round Dance Clubs,
11 South District (KSDA). The Assistant shall automatically assume all duties of the League Representative
12 in the Representative's absence. The duties of the League Representative are described in the
13 Constitution, Article V, Section 9.

14 Section 3: Visitation

15 The Visitation Committee is appointed by the President to assist in determining the visitation schedule of
16 the Club, and to provide the status of the Club with respect to travel cards. The committee will plan
17 visitations in consultation with the President. Monthly reports will be presented to the Internal
18 Communications Chair for publication in the WSS newsletter.

19 *The board approved a change to Section 3 under Appointed Positions in the bylaws on September 10, 2015, and the club*
20 *ratified that decision on December 20, 2015. The revision eliminates participation by the Club in the Banner Program.*

21 Section 4: Audit Committee

22 The outgoing President and the incoming President will appoint from one to three members each to
23 audit the treasury prior to the new Treasurer taking office. In the event the President is re-elected, the
24 President shall appoint one to three members and the incoming Vice President will appoint one to three
25 members .

26 Section 5: Calling Committee

27 The Calling Committee is appointed by the President. This committee will call Club members who do
28 not have e-mail to notify them of upcoming events or developments as directed by the President, the
29 Social Chair, or the Internal Communications Chair. The committee, at the direction of the President,
30 will also notify all members of emergencies that cannot be timely conveyed by email, such as weather-
31 related cancellations.

32

33

34 Section 6: Greeters Greeters are appointed by the Internal Communications Chair with the approval of
35 the President. The Chair will adopt a method, such as alphabetical order, to ensure these duties are
36 assigned evenly during the season and from season to season.

37 The following officers are exempt from Greeter duties due to their own assigned duties at each dance:
38 President, Vice President, Treasurer, Assistant Treasurer, Social, Assistant Social.

39 Greeters may be asked by the Social Chair to arrive early to help set up the dance hall. Greeters will
40 greet guests beginning 20 minutes before the dance and at least through the first tip. Greeters will also
41 thank guests for coming at the exit door, beginning with the break prior to the last tip.

42 Greeters unable to attend a dance to which they are assigned should attempt to find their own
43 substitute. It is often possible to switch assignment dates with a couple assigned to a later dance.
44 Greeters unable to find a substitute must contact the Internal Communications Chair as far in advance
45 as possible.

46 **OPERATIONS**

47 Section 1: Bank Account

48 The club shall maintain a checking account at a bank chosen by the Board . The signature card at the
49 bank will bear the signatures of the President, Treasurer, and Assistant Treasurer. All checks written
50 against the account must be signed by any two of these officers.

51 Section 2: Conduct of Members

52 Drinking of alcoholic beverages while attending a Westside Steppers dance or a WSS visitation dance is
53 not permitted. Appearing at any dance while under the influence of alcohol is not in the best interest of
54 square dancing or the Club's purpose. Members must take all possible action to ensure that conduct at
55 dances conforms to the highest standards.

56 Section 3: Free admittance

57 Visiting callers and their partners will be admitted to Club dances free of charge unless they are
58 representing another club for purposes of banner or card chasing.

59 Section 4: Club Badges

60 Members are requested to purchase and wear the Club badge at all Club dances and Club visitations.
61 The Club encourages use of the badge at any square dance related activity. Orders for badges may be
62 placed with the Treasurer.

63 Westside Steppers who choose to wear the badge of a different club to a WSS dance or who register as
64 a member of a different club for a WSS dance shall be treated as guests and charged full admission. In
65 this case, such members are not expected to donate food for the social table.

66

67 Section 5: Officer Identification

68 The Club shall maintain a complete set of identification bars or badges to be worn by the elected officers
69 at each Club dance and visitation. Each officer shall receive the bar or badge before the beginning of the
70 Club's dancing schedule, and shall return it to the Club after the last dance on the schedule, or in the
71 case of re-election, at the end of the officer's term of office. The officer identification badges shall be
72 ordered and maintained under the oversight of the Treasurer.

73 Section 6: Treasurer

74 The Treasurer will:

75 >>Fulfill all obligations of the position as outlined in the Constitution, Article V, Section 4.

76 >>Obtain new signature cards and address changes for the bank, as appropriate, before September 1 for
77 each officer authorized by the Club to sign checks.

78 >>Submit a written report to the President and the Secretary at each Board meeting. The report shall
79 include the status of any escrow fund established by the board, and should include a separate
80 accounting for the financial activities of any officer in charge of a separate budget. Examples might be
81 the Vice President's budget for callers or the budget for the Publicity/Recruitment Committee Chair.

82 >>Act as cashier at all Club dances and lessons. The Treasurer may alternate with or otherwise share
83 this duty with the Assistant Treasurer.

84 >>Maintain a petty cash fund in the amount of \$80 for the cashier at all club functions.

85 >>Provide the Social Committee a petty cash fund in the amount of \$50. This fund will be replenished
86 upon documentation of duly incurred expenses by the Social Committee.

87 >>Compile a summary report from all written reports submitted during the year and submit the report
88 to the President at the first meeting of the new dancing year. Both the outgoing and incoming
89 Treasurers will participate in this responsibility.

90 >>Provide the Board a budget forecast for the upcoming dance year at the first meeting of the new
91 dancing year. Both the outgoing and incoming Treasurer will participate in this responsibility.

92 >>Gather the subscription cost of Happy Tracks from Club members as a service to the members, and
93 forward the subscription information as directed by the League.

94 >>Sell tickets to festivals sponsored by the League

95 NOTE: Happy Tracks sales and League ticket sales are handled as a League function and are not part
96 of the Club's activities or financial operation.

97 >> Collect annual club dues from each member. The rate for the next season shall be determined by the
98 board at the final meeting of the current season. If the board takes no action, the current rate will be
99 retained for the following season.

100 >>Collect for and order new and replacement Club badges for members, as well as maintain a complete
101 set of officer identification badges, ordering replacements as needed.

102 **CLUB STATUS**

103 The Westside Steppers Square Dance Club has been granted recognition by the Internal Revenue Service
104 under IRC 501(c)(7) as a non-profit organization, and has received the letter of exemption, dated April
105 17, 1996.

106 **CHANGES TO THE BYLAWS AND OPERATING PROCEDURES**

107 Section 1: Changes to Bylaws

108 Article X of the Club Constitution sets forth the requirements to be met in order to change these
109 Bylaws. The BOARD may recommend Bylaws changes to the general membership at any time, although
110 actual changes to the Bylaws will normally be made only at the Club's general meetings by a simple
111 majority of those voting in the general membership, including the BOARD. Under compelling
112 circumstances, the President may call for a Bylaws vote by e-mail and U.S. Mail.

113 Section 2: Changes and Additions to Club Procedures

114 A section entitled *Durable Motions of the Board* shall be added at the end of these Bylaws. See
115 Constitution, Article V, Section 3.

116 When the BOARD adopts a motion which is intended to effect a season-long change or a change or
117 addition of indefinite duration to the Club's operating procedure, the motion shall be titled with key
118 words to indicate its subject, dated, and maintained in a file of *Durable Motions of the Board*. Such
119 motions, when added to this section, shall not be considered changes to the Bylaws, and thus, will not
120 require a separate vote by the general membership.

121 Section 3: Disposition of Durable Motions

122 As a regular part of the final board meeting of each dancing season, each motion in this section shall be
123 reviewed by the BOARD to determine if it should be a) retained for the next season, b) eliminated, or c)
124 incorporated in the Bylaws through the formal procedure set forth in the Club's Constitution.

125 **RELATIONSHIP BETWEEN THE CLUB AND ST. FRANCIS OF ASSISI CHURCH**

126 Section 1: Relationship

127 The Club is an official activity of St. Francis of Assisi church and dependent on the church for its dancing
128 facility. As such, the dancing schedule of the Club is subordinate to the scheduling requirements of the

129 Church in the event of conflicting dates for use of the dance hall. The Church Liaison is responsible for
130 coordinating all dealings between the CLUB and the Church.

131 Section 2: Voluntary support

132 The Church does not impose any financial requirements on the club; however, it is in the Club's best
133 interest to consider voluntary donation to the Church at the end of each dancing year.

134 **CLERICAL CHANGES** (Brand new—there are going to be errors!)

135 Typographical errors, printing style errors, and other non-substantive errors may be corrected at any
136 time by the Secretary or the Internal Communications Chair without regard to the provisions of Article X
137 of the Constitution or the provisions of **CHANGES TO THE BYLAWS AND OPERATING PROCEDURES**,
138 Section 2, above. The BOARD shall be notified of each such change at the next regularly scheduled
139 Board meeting, or by telephone or e-mail. A new revision date shall be noted when the document is
140 corrected, no matter how minor the change or correction.

141 The most current revisions of the Constitution and the Bylaws shall be retained by the Secretary along
142 with the CLUB's IRS Letter of Exemption and the list of Durable Motions currently in effect.

143 **EFFECTIVE DATE OF THESE BYLAWS**

144 This document becomes effective on the first day of the month following the month in which it is
145 approved by a two-thirds (2/3) majority vote of the BOARD and ratified by a simple majority of those
146 voting in the general membership, including the BOARD.

147 Once ratified by the general membership, this document supersedes all prior issues of CLUB bylaws in
148 their entirety.

149

150 DATE APPROVED BY BOARD __September 10, 2015____

151 DATE RATIFIED BY GENERAL MEMBERSHIP _____December 20, 2015__

152 LATEST REVISION DATE _____December 20, 2015_____

153

154

155

156