

1 **CONSTITUTION OF THE WESTSIDE STEPPERS SQUARE DANCE CLUB**

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3 ARTICLE I

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5 CLUB NAME

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7 This organization shall be known as the WESTSIDE STEPPERS SQUARE DANCE
8 CLUB (referred to in this Constitution hereafter as the CLUB). It is a non-profit
9 organization in Sedgwick County, Kansas recognized as tax exempt under Internal
10 Revenue Code section 501 (c) (7).

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12 ARTICLE II

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14 The CLUB is an official activity of St. Francis of Assisi Catholic church. The CLUB
15 exists for the primary purpose of providing entertainment and social activities for
16 members and guests.

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18 ARTICLE III

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20 Membership

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22 Section 1. Privilege of membership

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24 The privilege of membership in the CLUB shall be limited to those already club members
25 and any persons accepted into the club by the Board of Governors (referred to in this
26 document hereafter as the BOARD) of the CLUB.

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29 Section 2. Members in Good Standing

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31 Members who have paid membership dues are considered to be members in good
32 standing and are entitled to all rights and privileges of the CLUB. They may serve on
33 committees, attend any normally scheduled CLUB dance, be eligible and available to
34 hold elected office or appointed position, and will have voting privileges at general club
35 meetings.

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37 Section 3. Couple

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39 For purposes of election to office and assignment to committee work, the term COUPLE
40 means two persons within the club.

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42 Section 4. Club Dues

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44 Membership dues shall be payable each year according to a schedule established by the
45 BOARD. Membership dues entitle members to attend all regularly scheduled club
46 dances without additional cost.

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ARTICLE IV

Section 1.

The officers of the CLUB shall be elected by the membership at large for a twelve (12) month term of office to run from the first day of September until the 31st day of August. The officers of the CLUB shall be President, Vice President, Secretary, Treasurer, Assistant Treasurer, Publicity/Recruitment Chair, Internal Communications Chair, Social Chair, Assistant Social Chair, Church Liaison, and League Representative. Each office may be filled by an individual or a couple. If the office is filled by a couple, each member of the couple has the full authority of the office, bears the full responsibility of the office, and has one vote on matters put before the BOARD for approval.

It is permissible for one individual or couple to occupy more than one Board-level position, but in this case, the individual or couple is entitled to one vote per person on any matter put before the Board.

Section 2.

In the event of the loss of an elected officer through resignation, reassignment, death, illness, or other cause, the office shall be filled by the alternate (if applicable), and an election shall be held at the next general meeting of the club to fill the alternate office or to elect a primary replacement for the remainder of the term. For purposes of this section, the Vice President is the alternate to the President.

Section 3

In the event that no alternate is available to fill a vacated position, as described in Section 2, above, the President shall have the authority to appoint an interim officer to fill the position with the majority approval of the BOARD. The interim officer shall occupy the position until the next general election, and shall have full responsibility for all functions of the position including attendance at board meetings and voting on all board business.

ARTICLE V.

Elected Positions and Duties

Section 1. President

It shall be the duty of the President to preside at all meetings of the CLUB and of the BOARD.

The President or the President's designee shall:

Oversee all activities of the CLUB.

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94 Appoint such individuals and committees as the President may deem necessary
95 from time to time to carry out the objectives of the CLUB.

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97 Appoint interim officers for vacated BOARD positions for which there is no
98 alternate in place (See Article IV, Section 3).

99
100 Make announcements at CLUB dances, meetings, and gatherings of CLUB
101 members and guests.

102
103 Act as official to close all matters of the CLUB, as decided upon by the BOARD
104 or the membership.

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106 The President may delegate any of the above functions.

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109 Section 2. Vice President

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111 It shall be the duty of the Vice President to assume the duties of the President in the
112 President's absence.

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114 The Vice President shall:

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116 Present a calendar for CLUB dances and lessons for the following square dance
117 season to the BOARD for approval. The calendar must be coordinated with the Church
118 Liaison to ensure availability of the dance facility.

119
120 Present a proposed budget and a list of proposed callers to the BOARD for
121 approval before obligating the CLUB.

122
123 Establish contracts with callers for each CLUB dance of the following square
124 dance season, within the budget established by the board.

125
126 Appoint and chair a committee to assemble nominations for each elected BOARD
127 position for the following square dance season, and present the slate to the club at large at
128 a general meeting of the CLUB.

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130 Section 3. Secretary

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132 The Secretary shall act as recorder at all general meetings of the Board The
133 Secretary will coordinate all activities as directed by the President. The Secretary shall
134 complete all correspondence as directed by the President.

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136 The Secretary will maintain current copies of the Constitution and Bylaws, and
137 update those documents when they are formally amended by the CLUB.
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139 The Secretary will also maintain a file of motions passed by the club other than
140 those motions calling for one-time actions, hereafter referred to as durable motions. The
141 date of passage shall be noted on each durable motion.

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143 Along with the Constitution, Bylaws, and file of durable motions, the Secretary
144 will also retain a copy of the CLUB's letter of exemption from the Internal Revenue
145 Service.

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147 The Secretary will ensure that all business conducted by the club is in accordance
148 with the Constitution and the Bylaws. Motions made which conflict with either
149 document or with previous permanent motions must be modified or abandoned.

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151 The Secretary will maintain a file of CLUB minutes for the current year and the
152 past three years. Records expiring under this requirement may be disposed of without
153 BOARD approval.

154 Section 4. Treasurer

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157 The Treasurer will receive, disburse, and account for all funds as directed by the
158 President and the Board.

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160 The Treasurer shall:

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162 Draw checks on the account of the CLUB for the purpose of paying all duly
163 incurred obligations of the CLUB

164
165 Act as cashier at all CLUB dances and lessons

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167 Receive and account for all other moneys associated with CLUB functions.

168
169 Prepare monthly reports for the BOARD and retain such reports for the current
170 year and seven prior years. Records expiring under this provision may be disposed of
171 without BOARD approval.

172 173 174 Section 5. Assistant Treasurer

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176 It shall be the duty of the Assistant Treasurer to assume the duties of the Treasurer in the
177 Treasurer's absence.

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179 The Assistant Treasurer shall:

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181 Assist the Treasurer in the duties as cashier and perform other duties as directed
182 by the Treasurer.

183 184 Section 6. Publicity/Recruitment Chair.

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186 The Publicity/Recruitment Chair is responsible for overseeing all external marketing,
187 promotion, and educational activities intended to increase the CLUB membership, and to
188 promote and expand square dancing in the community at large. This Chair is authorized
189 to select a committee to carry out the functions of Publicity/Recruitment, and to request a
190 separate budget, the amount of which will be determined annually by the Board.

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192 Section 7. Internal Communications Chair

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194 The Internal Communications Chair will:

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196 Prepare a monthly CLUB newsletter for distribution to CLUB members on or before the
197 first of each month (newsletters are not normally prepared for the months of June, July,
198 or August, but the Internal Communications Chair may be so directed by the President).

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200 Issue alerts to the CLUB between newsletters, as directed by the President.

201

202 Submit all requested reports of CLUB activity to the various square dance publications.

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205 Section 7. Social Chair

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207 It shall be the duty of the Social Chair to plan and organize the social functions of the
208 CLUB, as directed by the President.

209

210 The Social Chair shall:

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212 Arrange for refreshments at CLUB functions.

213

214 Solicit assistance from CLUB members as necessary for any functions and
215 activities.

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217 Direct the Greeters in the setup and cleanup of the dance hall.

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219 Section 8. Assistant Social Chair

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221 The Assistant Social Chair shall:

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223 Assist the Social Chair in all duties listed above in Section 7, and serve as Social
224 Chair in the absence of the Social Chair.

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226 Section 9: League Representative

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228 The Kansas League of Square Dance and Round Dance Clubs, South District (KDSA)
229 League Representative shall assist the President in all matters concerning KDSA. The

230 representative will report to the Board at each board meeting on KSDA meetings and
231 activities, with appropriate action taken by the CLUB as needed.

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233 Section 10. Church Liaison

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235 The Liaison must be a member of St. Francis of Assisi Church to be elected to this
236 position. The Liaison will handle all matters between the CLUB and the church, and
237 advise the CLUB on any church/CLUB issue. The Liaison will report to the Board at
238 each board meeting on activities and events related to the church, with appropriate
239 actions taken by the CLUB as needed.

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241 ARTICLE VI

242

243 Appointed Positions

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245 Section 1. Standing Committees

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247 Standing committees may be created by the President with approval of the Board, and
248 shall be listed in the CLUB Bylaws. Standing committee members will be appointed by
249 the President with approval of a majority of the BOARD.

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251 Section 2. Other Committees.

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253 The President may appoint other committees as required to fulfill needs as they arise.

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255 ARTICLE VII

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257 The Board.

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259 Section 1. Composition of the Board

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261 The Board shall be composed of the persons elected to the office of:

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President

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Vice President

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Secretary

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Treasurer

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Assistant Treasurer

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Publicity/Recruitment Chair

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Internal Communications Chair

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Social Chair

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Assistant Social Chair

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League Representative

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Church Liaison

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274 Each Board member has one vote (See Article IV, Section 1). The maximum number of
275 votes is determined by the composition of the board (singles or couples).

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Section 2. Quorum

One more than half of the Board positions must be represented at any Board meeting in order to conduct business. The President shall determine the presence of a quorum at the beginning of each board meeting. For purposes of this section, if a Board position is temporarily vacant, it shall not be counted in determining a quorum.

At general meetings at which all Club members may vote on all business presented, a quorum of Board members must be present to conduct business; however, with respect to the general membership, business may be conducted and motions passed by a majority of those present. Exceptions are proposed changes either to the Bylaws or the Constitution. See Articles X and XI.

Section 3. Meetings

The President shall call a meeting of the BOARD at least once each month, and a general membership meeting at least once each year in May, although additional general meetings may be called with the concurrence of the BOARD. Times and locations will be determined by the BOARD. All Board meetings are open to the membership at large; however, only Board members may vote.

All members in good standing may vote at general meetings. See Article III, Section 2.

Section 4. Duties

The duties of the BOARD shall be as follows:

Uphold the Constitution and the Bylaws of the Club

Rule on membership.

Provide the activities, services, and facilities of the members and consider pertinent rule and policy changes as suggested by the President.

Ascertain that all proper revenues have been received and accounted for.

Investigate any irregularities in any phase of the operation of the CLUB with the power to direct appropriate corrective actions.

Consider financial statements, inventories, and reports, and take appropriate actions.

Work at all times to improve the activities, facilities, and good will of the CLUB.

ARTICLE VIII

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323 Elections

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325 Elections to office shall be conducted at a general meeting of the members during the
326 month of May with voting immediately after nominations are closed. Any member in
327 good standing is eligible to hold an elected position.

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329 ARTICLE IX

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331 Partisan Activities

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333 Club members may not participate in any partisan activities or lend support to any
334 political candidate or make a donation to a candidate or party on behalf of the CLUB or
335 in any way that might appear to represent the CLUB.

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337 ARTICLE X

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339 Bylaws

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341 The operating procedures of the CLUB will be defined in the bylaws of the CLUB. A
342 two-thirds (2/3) majority of the full Board and a simple majority of those voting in the
343 general membership, including the BOARD, must approve any change to the bylaws.
344 Such ballots will normally be cast at general meetings, but in compelling circumstances,
345 the BOARD may authorize balloting by e-mail and postal mail. For purposes of this
346 Article, a mere quorum is not sufficient to amend the bylaws

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349 ARTICLE XI

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351 Amendments

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353 All additions or amendments to this Constitution shall be voted on by the full
354 membership at large. A two-thirds (2/3) majority of the full BOARD must recommend
355 the change. A two-thirds (2/3) majority of the full membership must approve the change.
356 For purposes of this Article, a mere quorum is not sufficient to amend this document.

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358 Any amendment to this document shall require two separate votes. First, the BOARD
359 will vote. If two-thirds of the full BOARD approves the amendment, then the general
360 membership, including members of the Board, will vote. If two-thirds of the full general
361 membership approves the amendment, the amendment is passed.

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363 ARTICLE XII

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365 Effective date

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367 This document becomes effective the first day of the month following the month in which
368 it is ratified by the general membership, and supersedes the previous Constitution in its
369 entirety.

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371 This document has been approved in its entirety by at least a two-thirds (2/3) majority of
372 the entire membership on the following date.

373

374 DATE RATIFIED BY THE BOARD ____ **April 1, 2012** _____

375

376 DATE RATIFIED BY GENERAL MEMBERSHIP ____ **May 10, 2012** _____

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378 EFFECTIVE DATE OF THIS DOCUMENT ____ **June 1, 2012** _____

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382 **Drafting Committee:**

383 J.T. and Bev Manuszak, Chair, Terry and Elizabeth Trimble, Larry and Gerry Criswell, Patrick and Betsy
384 Latta.

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