

BY-LAWS OF THE MILE-HI SQUARE DANCE CLUB, INC.

As amended July 1st, 2016

ARTICLE I: OBJECTIVES

The objectives of the Mile-Hi Square Dance Club, Inc. are:

Section 1. To encourage and promote square dancing. This will be accomplished by holding square dances, festivals, workshops, exhibitions, and conducting classes for beginners.

Section 2. To encourage Club members to cooperate with the community in any activities pertaining to square dancing.

ARTICLE II. POLICIES

Section 1. The Mile Hi Square Dance Club, Inc. is organized under Laws of the State of Arizona as a Non-Profit organization.

Section 2. Administrative affairs are conducted by an Executive Board consisting of the Officers of the Club as listed in article V.

Section 3. Communication among Members may utilize the Club website, email, social media, telephone or paper correspondence with approval of an Executive Board Member. All such communication shall be solely for Club related activities. Misuse of Club communication methods shall result in the revocation of membership status.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Membership is open to any person interested in square dancing.

Section 2. The annual dues for membership shall be set by the Executive Board. Dues are payable on or before September 1st of each year.

Section 3. Members may not participate in Club business if their dues are not current.

ARTICLE IV: MEMBERSHIP AND GENERAL MEETINGS

Section 1. The voting body consists of the Officers and Members in good standing (i.e., those whose dues are current).

Section 2. At least one General Meeting will be held each year, usually in the month of June. The Secretary will notify all Members, not less than seven days in advance either by e-mail or telephone. Other General Meetings may be called by the President as the need arises. All members shall have the right and privilege of participating fully on all matters brought forth at these meetings. Legal actions shall be approved by a simple majority of those Members present.

ARTICLE V: OFFICERS

Section 1. The Officers of the Club are: President, Vice President, Treasurer, Secretary, Immediate Past President and the Webmaster/Email Administrator, Festival Chairperson, Refreshments Chairperson, and Publicity Chairperson.

Section 2. Officers shall be elected annually at the June general meeting. Nominations may be made previous to the meeting or from the floor at the meeting. To be elected, a candidate must receive a simple majority vote of the members present at the meeting plus the absentee ballots received by the Secretary before the published start of the meeting. Officers shall assume duties on July 1st. The President, Vice President, Treasurer, and Secretary shall serve for a term of one year and none of these Officers shall serve for more than two consecutive terms in the same office. Other Officers may serve multiple terms. Each Executive Board Member shall have only one vote regardless of the number of offices held.

Section 3. Vacancies in any office occurring during the year will be filled by the President with Executive Board approval. An Officer may be removed for cause by a simple majority vote of the Executive Board.

Section 4. Two people elected to an office shall be considered as co-holders of that office and each shall be empowered to perform the duties of the office in the absence of the other.

ARTICLE VI: DUTIES OF OFFICERS

Each Officer's duties shall include any other duty(s) that may be assigned by the President or Executive Board.

Section 1. The duties of the President are to:

- a. Call Executive and General meetings as required.
- b. Preside at all meetings, either Executive or General.
- c. In the absence of the Treasurer, sign checks.
- d. Sign all other documents required for the conduct of Club business as the Chief Operating Officer.
- e. Work closely with all Officers regarding Club affairs.

Section 2. The duties of the Vice President are to:

- a. Book all callers and cuers, utilizing knowledge and input of Club Members as well as their own experience. Fees paid to Club instructors, callers, and cuers must be approved by the Executive Board.
- b. Assume the duties of the President in the absence of the President.

Section 3. The duties of the Secretary are to:

- a. Keep minutes of all meetings of the Club.
- b. Prepare and issue Club correspondence as required.
- c. Inform Members of meetings and Club events.
- d. Prepare and distribute a current Membership List for the Executive Board, and a limited list including only the information each Member has agreed to be included under Federal & State Privacy Laws for distribution to all paid Members.

Section 4. The duties of the Treasurer are to:

- a. Pay bills as necessary.
- b. Keep accurate account of all receipts and expenditures.
- c. Prepare and present a Treasurer's Report.

Section 5. The duties of the Festival Chairperson are to:

- a. Be in charge of the annual Festival and any special events throughout the year.
- b. Assume the duties of President in the absence of the President and the Vice-President.

Section 6. The duties of the Refreshment Chairperson are to:

- a. Coordinate refreshments for dances.

- Section 7.** The duties of the Publicity Chairperson are to:
- a. Prepare and distribute class, dance and festival flyers.
 - b. Advertise Club activities through local media.

- Section 8.** The duties of the Webmaster/Email Administrator are to:
- a. Create and maintain the Cub Website, and to ensure that email communication between all Club members (with valid email addresses) is functional and secure.
 - b. Maintain the Club Database of all information from each Member's Contact Information Form, including what they choose to share on the General Distribution List.
 - c. Work with the Secretary to validate and distribute these membership lists.

ARTICLE VII: DISBURSEMENTS AND AUDIT

Section 1. Disbursements for rent, refreshments, callers, cuers, insurance, and office supplies shall be made by the Treasurer.

Section 2. Other disbursements for items not covered in Section 1 up to \$100 may be authorized by the President and made by the Treasurer.

Section 3. Disbursements for items not covered in Section 1 or 2 and costing more than \$100 up to \$1,500 must be approved by the Executive Board.

Section 4. Disbursements for items not covered in Sections 1, 2 or 3 and costing more than \$1,500 must be approved by a simple majority vote of the Members.

Section 5. The Club's financial records shall be audited annually by a committee of two members in good standing, appointed by the President. The audit report must be signed and made part of the annual financial records.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. The Executive Board will supervise the affairs of the Club and direct its general policies. The Executive Board will receive and approve the reports of the Officers and special committees.

Section 2. Executive Board Meetings will be called by the President as needed, and are open to all Members. However, routine Club business may be decided via phone or email communication instead of a formal meeting. A simple majority of officers voting either in person or by e-mail may approve a proposed action. Executive Board decisions will be publicized to all members.

Section 3. The Executive Board will ensure that a Member will be responsible for unlocking and locking the dance hall.

ARTICLE IX: BY-LAWS

Section 1. These By-Laws may be amended, revised or revoked by a simple majority vote of the Members in good standing at a General Meeting.

Section 2. A copy of the By-Laws as amended or revised will be made available to all members on the Club Website or upon request from the Secretary.