

# **CONSTITUTION**

## **ARTICLE I — NAME**

The name of this organization shall be: The Magic Squares of San Diego, a member of the San Diego Square Dance Association, a non-profit organization.

## **ARTICLE II — PURPOSE**

The primary purpose of the Club shall be to promote Advanced and Challenge Square Dancing. The Club shall accomplish this by hosting dances and sponsoring workshops and classes for the Advanced and Challenge Square Dance community.

## **ARTICLE III — MEMBERSHIP**

- A. All new applicants for membership must show a proficiency at the A2 level, and demonstrate an interest in learning, dancing, and promoting Advanced and Challenge Square Dancing and pledge themselves to abide by the Constitution and By-Laws of the Club. All members under the age of 18 must have a parent or guardian as a Member of the Club and must be present with the minor at any dance or function, thus relieving the Club of responsibility for the minor.
- B. A Member is defined as one who:
  - a. Paid yearly membership dues to the Club
  - b. Paid applicable insurance fees to the Association.
- C. All applications for membership shall be reviewed and approved by the Board.

## **ARTICLE IV — CLUB OFFICERS**

The officers of the Club shall consist of a four (4) member Board of Directors: President, Vice President, Secretary and Treasurer with each office having one vote. All appointed positions shall be considered officers and shall have one vote at Board meetings.

## **ARTICLE V — COMMITTEES**

The President may appoint any committee, subject to the approval of the board. Any committee so appointed shall report to the Board and shall retain its identity until dismissed by the Board. The duties of the committees/positions are to be outlined by the President.

## **ARTICLE VI — MEETINGS**

- A. A board meeting of the Club Officers may be called by a majority of the Board or a call of the President.
- B. A general business meeting of the Club may be called by the President, a majority of the Board, or may be called upon the written request of three (3) Members. All Members shall be notified of business meetings at least two (2) weeks in advance of the date of the meeting.

## **ARTICLE VII — QUORUM**

- A. A quorum for a board meeting shall consist of three (3) Officers.
- B. A quorum for a business meeting shall consist of three (3) Officers and a majority of the Members. Members can attend business meetings by written proxy.

## **ARTICLE VIII — AMENDMENTS**

Proposed amendments to the Constitution must be submitted in writing to the Board. The Board has three (3) months to review and vote on the proposed amendment. The Board approved proposed Constitutional Amendment shall be adopted if approved by a two-thirds (2/3) affirmative vote of the membership at the next business meeting.

# **BY-LAWS**

## **ARTICLE I — DUTIES OF BOARD OF OFFICERS**

**PRESIDENT** – The President shall preside at all meetings for the Club and the Board, appoints committees with Board approval, and performs such other duties as pertain to this office. He/She shall be ex-officio member of all committees except the nominating committee.

**VICE PRESIDENT** – The Vice President shall assist the president and perform his duties in his/her absence. He/She shall be responsible for any committee as directed by the President.

**SECRETARY** – The Secretary shall be responsible for maintaining a record of the proceedings of the Club and shall perform such other duties as usually pertain to the office or as shall be assigned to that officer. He/She shall keep records of all written correspondences.

**TREASURER** – The Treasurer shall be responsible for maintaining a record of the financial affairs of the Club, collect dues, keep a record of the membership and notify members of delinquency of dues. He/She shall pay all approved bills and prepare a monthly financial report for the San Diego Square Dance Association.

**REPRESENTATIVE** – There shall be one (1) appointed Representative. The Representative is to act as liaison between the Club and the San Diego Square Dance Association.

## **ARTICLE II — ELECTION OF OFFICERS**

### **SECTION – 1**

Elections will be held once a year in July and the new Board will take office in September. All four (4) offices: President, Vice President, Secretary and Treasurer will be open at this time. All offices shall be filled by the Club at election time.

### **SECTION – 2**

The new members of the Board of Directors shall be elected from a panel of candidates consisting of:

- A. Candidates nominated by a nomination committee.
- B. Candidates that notify the Board in writing of their desire to run. Such notification shall be received at least one week prior to the election.

### **SECTION – 3**

The entire list of candidates shall be announced and certified by the President at least one week prior to the election.

### **SECTION – 4**

Voting shall be by written ballot. In the event when the number of candidates equals the number of vacancies, voting may be by voice vote. Members may vote by written proxy. The candidate receiving the highest number of votes shall be elected. In the case of a tie vote, an additional ballot shall be taken.

## **ARTICLE III — DUES**

The annual dues shall be set by unanimous decision of the Board.

## **ARTICLE IV — DANCES**

### **SECTION – 1**

The time, date and location of Regular dances shall be set by the board.

### **SECTION – 2**

All callers shall be approved by the Board.

### **SECTION – 3**

Anyone attending a Club function who displays inappropriate behavior shall be asked to leave the function. Inappropriate behavior includes intoxication, violence, vulgar language and any other behavior a Board Officer deems unfitting for a family oriented social activity.

### **SECTION – 4**

The Club President and Treasurer, and all visiting San Diego Square Dance Association Officers and Club Presidents will not be asked for a donation.

## **ARTICLE V — GUESTS**

Guests are welcome at the dances of this Club. They shall, however, be subject to the following regulations:

1. Guests under the age of 18 shall have a parent or guardian present at the dance or Club function, thus relieving the Club of responsibility for the minor.
2. The guest fee shall be set by the Board.

## **ARTICLE VI — REMOVAL FROM MEMBERSHIP**

Any member may be removed from membership for violation of the Constitution or By-Laws by two-thirds (2/3) affirmative vote of the membership at a business meeting. Any member who allows himself/herself to become delinquent through non-payment of dues will automatically be dropped from the membership.

## **ARTICLE VII — GRIEVANCES**

Any complaints or objections made by a Member shall be presented in writing to the Board for action and, if found necessary, the President will appoint a grievance committee to report its findings and recommendations to the Club for action.

## **ARTICLE VIII — DISSOLUTION**

A majority vote of the membership is required to dissolve the Club. Upon dissolution of the Club, all assets of the Club shall be disbursed according to the dissolution motion. All assets not covered in the motion shall be donated to the Association.

## **ARTICLE VIII — AMENDMENTS**

Proposed amendments to these By-Laws shall be in writing and presented at least two (2) weeks before any Club business meeting. The Amendment will be adopted if passed by a majority vote of the membership.

## STANDING RULES

1. In addition to the name, the Magic Squares may be identified by a banner with the Club logo.
2. The individual member's badge shall be a plastic pin with the Club logo and the member's name or nickname.
3. The Club pins, badges, decals, etc., shall be sold at requisition price rounded to the next half (1/2) dollar.
4. Dues are payable annually in September. To ensure that a member's name is included in the current Club roster, dues and current address must be turned in by the third (3<sup>rd</sup>) Friday in September. Dancers wanting to join the Club at a time other than the annual membership drive, and wishing to be active members must pay 100% of the annual insurance fee, if not already insured with another club, along with the pro-rated membership fee of:

September – February	100% of membership dues
March – August	50% of membership dues

Percentages rounded up to the nearest \$0.25.
5. The suggested donation for each dance shall be determined by the Board and published at least 1 month in advance of the dance.
6. All Club members are welcome to attend the Board meetings but shall have no vote.
7. Any suggestions for the betterment of the Club should be directed to a Club Officer. It is recommended that a suggestion be in writing, however brief.
8. All members are to be given a copy of the Constitution and By-Laws.
9. No bill or debt shall be contracted by any member without the consent of the Board.
10. Each office of the Club shall have a list of duties and responsibilities and each officer shall pass this information on to their successor(s). A copy of each officer's duties is to be filed with the Club Secretary.
11. Club Officers may designate an assistant to help perform their duties. All privileges afforded the elected Officer shall also apply to the assistant.
12. All contracts, including caller and hall contracts shall be negotiated by the President or appointed committee and approved by the Board.
13. Standing rules may be changed by a majority vote of the Board. Changes will not go into effect until one (1) month after the next business meeting.

June 7, 2005