

ROSETOWN RAMBLERS

CONSTITUTION AND BYLAWS

Preamble

The members of the Rosetown Ramblers are banded together in a spirit of friendliness and good fellowship to share and promote the pleasures of square dancing. To pursue this goal, we hereby establish these Constitution and Bylaws.

ARTICLE I NAME OF ORGANIZATION

The name of this not-for-profit social organization shall be the Rosetown Ramblers.

ARTICLE II PURPOSE

The club shall be primarily a gay and lesbian organization, but shall be open to all who wish to join. It shall be our collective purpose to encourage and provide opportunities for square dancing and the teaching of square dancing, and to promote understanding through fellowship among our members for the common benefit of all.

ARTICLE III MEMBERSHIP

A. Membership is open to anyone who has graduated from a Mainstream or Plus class or who has demonstrated to the satisfaction of a majority of the members of the Board of Directors that he/she can dance at Mainstream and/or Plus level.

B. Membership is open to any person who is sympathetic to the stated purpose, policies, and regulations of this organization.

C. Active members shall consist of those members who pay regular dues.

ARTICLE IV BOARD OF DIRECTORS

A. Structure

1. The Board of Directors shall be composed of eight (8) positions elected from the general membership and one (1) Class Representative position from each new Mainstream class.

2. The Board of Directors shall consist of the following positions: President, Vice President, Secretary, Treasurer, Activities Director, Caller Liaison, two Members-at-Large, and Class Representative(s).

3. The Executive Committee shall be composed of the following: President, Vice President, Secretary, and Treasurer.

4. Board of Directors elections, with the exception of the Class Representative(s), shall be held at the annual general meeting.

5. Terms of office shall be one (1) year, with the exception of the Class Representative(s). The Class Representative(s) shall hold office until the representative of the new class is elected (that is, the representative from the fall class will serve until the next fall class elects a representative), but his/her term of office shall not exceed one (1) year. The election shall be no later than the sixth week of class.

6. The Board may declare a position vacant when a member is absent for two Board meetings without due cause, is negligent in the performance of the duties of his/her office, or when a letter of resignation has been submitted to and accepted by the Board.

B. Elections

1. Any member who wishes to be a Board of Directors candidate shall have his/her name placed on the ballot for a specific office. Ballots will be distributed to all members at a club meeting in the spring, preferably to be held the month of graduation of the Mainstream class. Voting will be by secret ballot. Written proxies will be permitted. Ballots shall be counted by a club member, designated by the Board, who is not running for office.

2. A special election shall be held if the number of filled Board positions drops below a simple majority of the total number of Board positions (a simple majority is defined as greater than 50% of the total number of filled and vacant positions). The election shall be held no later than four (4) weeks after the vacancy occurs.

3. The club membership must be notified, at least 21 days in advance, of any club meeting at which a vote will be taken to fill a board position or to amend these bylaws.

C. Appointments

1. THE BOARD shall have the authority to fill a Board position vacancy by appointing a current Board member to fill the vacancy. For example, if the Activities Director were to resign or otherwise vacate that position, another Board

member could be appointed to the Activities Director position for the remaining portion of the term.

2. THE BOARD shall have the authority to appoint special committees, representatives to other organizations (i.e.--IAGSDC) and people to perform specified tasks within the club.

D. Responsibilities of the Board of Directors

PRESIDENT

Shall conduct all Board and club meetings. Shall call special Board and club meetings, as he/she deems necessary. Shall ensure the club's business and activities are carried out in accordance with the Bylaws. Shall volunteer, or be appointed, to committee(s) as needed to insure the adequate planning and/or operation of club meetings, dances, classes or other events.

VICE PRESIDENT

Shall assist the President in the running of the club and/or Board meetings in his/her absence with an understanding of said agenda. Shall assist as needed to insure the adequate planning and/or operation of club meetings, dances, classes, or other events. Shall volunteer, or be appointed, to committee(s) as needed to insure the adequate planning and/or operation of club meetings, dances, classes or other events.

SECRETARY

Shall take minutes of Board and club meetings. The final version of the minutes shall be prepared by the next Board meeting for revision or approval by the Board.

Shall be responsible to

- a) handle or ensure the proper handling of club correspondence;
- b) distribute or ensure distribution of relevant communication to club membership on a regular basis (including, but not limited to, routine email communications and distribution of fliers promoting square dance related events at this club and other clubs);
- c) handle or ensure the regular publication and distribution of the club newsletter;
- d) handle or ensure that an up-to-date club roster, including addresses and phone numbers, is maintained.

TREASURER

Shall keep financial records and be financially responsible. Shall prepare a Treasurer's report to be presented at the monthly Board meeting and made available to the membership. Shall be responsible for ensuring that monthly dues, class fees and/or dance fees are collected. Shall support the Secretary in the proper handling of club correspondence. Shall prepare an annual report to be presented at the annual club meeting.

ACTIVITIES DIRECTOR

Shall ensure the arrangement and scheduling of club dances and special events. Shall be responsible for oversight of all exhibitions and outside activities representing the Rosetown Ramblers, subject to approval by the full Board. Shall enlist the assistance of club membership as needed (for example as a greeter at an event, a potluck organizer or by decorating for an event). Shall oversee committees that have been formed for such events.

CALLER LIASION

Shall negotiate fees, prepare contracts, get contracts signed by callers and get copies of signed contracts to the President and Treasurer. Shall confirm with caller and recruit and train a local contact person for caller (local contact person coordinates caller pick up from the airport, shuttling caller to the dance locale, supplies local equipment as needed and ensures housing for the caller). Shall report to Board of Directors progress on scheduling callers and fees, and be responsible to a budget framework that has been approved by the Board.

MEMBERS-AT-LARGE

There shall ideally be two (2) Members-At-Large, who shall represent the views and concerns of the general membership. Shall assist the Board as needed with various tasks or committees.

CLASS REPRESENTATIVE(S) FROM CURRENT MAINSTREAM CLASS(ES)

- a. Shall represent the views and concerns of the new class to the Board.
- b. Shall be a full voting member of the Board.

ARTICLE V DUES AND FINANCES

A. Dues for active members shall be a predetermined fee schedule established by the Board of Directors.

B. The organization shall maintain a checking account with any chartered bank, and all monies received will be deposited therein. Any checks drawn on the club's account will be signed by either the President or Treasurer.

C. The President or Treasurer shall be authorized to disburse club funds by a simple majority vote of the Board present at any meeting. No funds shall be spent without Board approval.

D. This is a not-for-profit social organization. Dues and other monies received will be spent entirely for carrying out our stated purposes. The club may compensate individuals for instruction, calling, or other work of a specialized nature. Individuals who receive remuneration are not eligible to serve on the Board.

ARTICLE VI MEETINGS AND QUORUMS

A. Business meetings: Business meetings shall be held at least once monthly and/or at the discretion of the Board. These meetings are open to all club members. All members present may express their views, but all final decisions shall be left up to a vote of the Board members.

B. Quorums: A quorum for the conduct of business by the Board shall consist of a simple majority of the total number of Board positions. A quorum for the conduct of business at a club meeting shall consist of a simple majority of club members present at a duly announced club meeting.

C. Executive Committee Meetings: Any member of the Executive Committee shall be empowered to call for an Executive Session. Executive Sessions are confidential and shall be attended solely by the Executive Board Members and any person or persons who, by consensus, the Executive Committee invites.

D. The Executive Committee may conduct business by majority vote (three out of four votes in agreement) and may vote on any emergency budget changes as advised by the Treasurer. Decisions of the Executive Committee must be ratified by the full Board of Directors at the next full board meeting.

ARTICLE VII DRESS CODE AND CONDUCT

A. Dress Code: Dress code shall be established by the Board of Directors subject to discussion with the club members. Normally accepted grooming standards should be practiced by all members.

B. Conduct: Disruptive behavior will not be tolerated. No other restrictions are placed on any member unless use of excessive alcohol or drugs directly affects their ability to dance.

ARTICLE VIII INSTRUCTIONAL CLASSES

A. The Board of Directors is responsible to ensure that appropriate instructional classes are available on a regular basis.

B. Class members shall be eligible to become regular club members upon graduation from the Mainstream class program.

C. Any class member who misses three (3) weeks of instruction may be dismissed from the class at the discretion of the instructor.

ARTICLE IX ESTABLISHMENT OF CONSTITUTION AND BYLAWS

A. These Constitution and Bylaws shall become effective upon approval by a majority vote of club members present at a designated club meeting.

B. Amendments may be proposed by any club member. The Board of Directors will present the amendment(s) to the club members. An amendment will become effective upon approval by a majority vote of club members present at a designated club meeting.

C. The official copy of the Constitution and Bylaws shall be in the possession of the club Secretary.