

WHIRLAWAYS SQUARE DANCE CLUB  
BYLAWS

ARTICLE I

NAME

This organization shall be known as the WHIRLAWAYS SQUARE DANCE CLUB.

AFFILIATION

The Whirlaways Square Dance club is a member of the Palomar Square Dance Association, Incorporated, and a non-profit- corporation. We also support membership in the California Square Dance Club Council, Incorporated.

ARTICLE II

PURPOSE

The purpose of the Whirlaways Square Dance Club is to promote square dancing and friendship. It is a nonprofit organization.

ARTICLE III

QUALIFICATION OF MEMBERS

Section 1. The membership of this Club shall be unlimited, including junior members between the age of 12 and 18 years.

Section 2. New members may be accepted at any time provided they actively dance at the plus level.

Section 3. Members are encouraged to support the scheduled activities of the Club.

Section 4. Members consistently violating the Bylaws may have their membership revoked by a two-thirds majority vote by written ballot of the Club officers present at a regular or special meeting, provided there is a quorum of officers.

Section 5. Any member whose membership has been revoked may not rejoin the club without a two-thirds vote by written ballot of the club officers present at a regular or special meeting provided there is a quorum of officers.

Section 6. There shall be no initiation fee but annual dues as determined by the Club officers, plus the cost of accident insurance as provided by the Palomar Square Dance Association, Inc. shall be paid by September 30<sup>th</sup> each year. Those members already having accident insurance through dual membership with another Palomar Square Dance Association club shall pay only the club dues. There will be a charge for each dance attended.

ARTICLE IV

OFFICERS and CHAIRPERSONS

Section 1. Elected officers will be President, First Vice President, Second Vice President, Treasurer, Secretary, and the Palomar Square Dance Association Representative. These officers plus the most recent Past President will constitute the governing board (Hereafter referred to as the Board) and they will transact all club business, except as otherwise provided.

Section 2. A) Regular meetings will be scheduled monthly by the Board. Special Board meetings may be called by the president. A majority of the Board office positions must be present to constitute a quorum.

B) A general membership meeting shall be held once each year to elect officers. Special general membership meetings may be called by the President, by a majority of board members, or majority of the membership, at any time to conduct special business which may affect the club as a whole.

Section 3. The president shall preside at all meetings. Board decisions shall be subject to a majority

vote. Each office has one vote, except the president who shall only have a vote in the event of a tie. Other members present at meeting of the Board may enter into the discussions and present their opinion, but the Board shall make the final determination on all matters.

Section 4. Club officers may be recalled at a general meeting by two-thirds vote of all members in good standing.

Section 5 Committee chairpersons shall be appointed by the president and will normally include Social, Publicity, Visitation, Ambassadors, Fliers, Greeters, Historian, Photographer, Telephone and Courtesy committees. Other committees may be appointed as deemed necessary.

## ARTICLE V

### ELECTION OF OFFICERS

Section 1: Terms of office of Club officers shall be one year. A Club officer may serve for no more than two consecutive terms in the same office. In the event that a candidate cannot be found during the normal search of the nominating committee and/or before the second dance in June, the incumbent officer may run for an additional term upon their choosing.

Section 2. The president shall appoint a nominating committee of three in April; it shall report its slate of candidates for elected office at the second dance in June; and election of officers shall be held in July. Installation shall be in August. The nominating committee shall be responsible for preparation of election ballots (including absentee ballots), receiving absentee ballots, accounting votes and reporting results to the club members present at the election. No one on the nominating committee shall be a candidate for office. If an appointee to the nominating committee decides to become a candidate for office, the president shall select a substitute.

Section 3. One or more candidates for each office shall be submitted by the nominating committee. Nominations will be accepted from the floor upon presentation of the slate on the day of the election, provided the consent of the nominee has been obtained in advance.

Section 4. The chairperson of the nominating committee shall preside at the election. Voting will be by written ballot. Absentee ballots will be counted at the election. A simple majority vote is required for election. In the case of a tie vote, after a recess not to exceed 30 minutes, another vote will be taken and the absentee ballots will be included.

Section 5 Vacancies of any office during a term of office shall be filled at a meeting of the Board as soon as practicable after the vacancy occurs. Nominations may be made from the floor, provided consent of the nominee has been obtained in advance. Election to fill a vacancy will be by majority vote of the Board members present at the meeting. A vacancy is to be announced to the general membership at least one week prior to election.

## ARTICLE VI

### VOTING PRIVILEGE

The privilege of voting at a general election or a special recall meeting or a special general meeting shall be restricted to members in good standing. For voting purposes, a member in good standing is a paid member whose dues are paid and who is not in conflict with the Bylaws. Junior members do not have the privilege of voting in any Club elections. Absentee ballots will be accepted when submitted to the nominating committee prior to general elections. Absentee ballots will be accepted at recall elections

## ARTICLE VII

### DISBANDMENT PROCEDURE

In the event it is determined to disband this Club, all cash and tangible assets will be donated to a charitable organization(s) as determined by the Board.

## ARTICLE VIII

### AMENDMENTS

Proposed amendments to the articles of the Bylaws must first be approved by two-thirds of the Board present. After such approval, a general meeting will be called for discussion and voting by the Club membership.

## ARTICLE IX

### DUTIES and RESPONSIBILITIES

Section 1 The president shall be responsible to see that all officers carry out their duties. The president shall be responsible for providing a hall, caller and cuer, and arrange for all contracts/compensations. All officers and chairpersons shall coordinate their responsibilities through the president.

Section 2. The first vice president shall assume the duties of the office of the president during the absence or disability of the president and assist the president whenever required. The first vice president will organize, schedule and coordinate all club visitations to other square dance clubs, keep visitation records and be responsible for banners.

Section 3. The second vice president shall be responsible for the operation of any beginner or intermediate class sponsored by the Club.

Section 4. The secretary shall attend all business meetings, keep all records of business and Club activities, and prepare general correspondence for the president's signature.

Section 5. The treasurer shall be responsible for coordinate all finances of the Club and will pay all bills as directed by the Board. The treasurer shall screen disbursements through the Board prior to obligating funds of the club and will also coordinate the payment of insurance with the Palomar Square Dance Association Insurance Director. The treasurer's accounts shall be audited once each year by a duly appointed committee. A financial report of the club will be presented at each monthly board meeting.

Section 6. The Palomar Square Dance Association (PSDA) representative shall attend PSDA meeting with the authority to represent the Club in all matters and shall report on significant subjects at the next regular Club board meeting. The PSDA rep shall be guided in representation of the Club by the decisions of the Board. All items of special importance shall be reported to the president immediately. The PSDA rep shall serve as a general focal point for coordinating all business and events between the PSDA and the Club. In addition, the PSDA rep shall be responsible for fliers to and from PSDA meetings and display of fliers at each club dance.

Section 7. The past president will act as a consultant to the current president and governing board, solicit contributions for a parting gift for the current club president, and act as an ambassador for the Whirlaways

Section 8. The social chairperson shall coordinate the refreshments and decorations for all club social functions. The social chairperson will arrange for a Host/Hostess for each dance, edit the helper list based on each year's membership, and is responsible for all the Host/Hostess supplies. Proposed expenditures must be approved by the Board.

Section 9. The publicity chairperson is responsible for Club publicity write-ups in square dance publications, local newspapers and other communications media.

Section 10. The fliers' chairperson is responsible for having fliers made to publicize upcoming events.

Section 11. The historian is responsible for keeping the Club history, both pictorial and written.

Section 12. The telephone chairperson makes necessary calls to Club members at the direction of the president.

Section 13. The courtesy chairperson is responsible for sending get-well cards, sympathy cards, etc. to

Club members.

Section 14. The greeters are responsible for greeting and bidding good night to dancers attending Club dances.

Section 15. The ambassadors shall serve as goodwill ambassadors of the Club, both at Club dances and when visiting other square dance clubs.

Section 16. The photographer shall take pictures of significant events that will be of historical value of the Club.

Section 17. The wagon master will be responsible to organize, schedule and coordinate all camp outs and other social activities of the Club.

#### ARTICLE X

##### LIABILITIES

This Club does not assume any liability for accidents to members, guests or employees during dances or meetings, or for loss or theft of valuables or clothing.

#### ARTICLE XI

##### RESPONSIBILITIES

Section 1. Regular dances shall be held as determined by the Board.

Section 2. There shall be no alcoholic beverages sold or consumed on the premises before or during a dance.

Section 3. A copy of the Bylaws shall be available at all meetings and Club dances.

Section 4. One parent or guardian shall be present with their children in the Club and in the class and at least one parent must be a member of the Club before a child can be a member. Junior member's age limits are set at 12 to 18 years of age.

#### ARTICLE XII

##### CALLER

Section 1. A Club caller, if one is so contracted, will be selected by the Board and approved by a majority of the membership. A class caller will be selected by the Board.

Section 2. The contracted class caller is responsible for instructing the class but he/she shall be responsible to the Club president and second vice president on all matters pertaining to the class.

Section 3. The Club caller's salary shall be determined by the Board and he/she shall execute a signed contract with the Club.

Section 4. Round dancing may be performed between square dance tips if enough participation is evident, but only if it will not interfere with other demands of the club as determined by the Board.

#### ARTICLE XIII

##### COMPLIMENTARY ADMISSION

Complimentary admission to the Club dances shall be offered to square dance/round dance club presidents, the current PSDA president and bonafide callers/cuers who may be visiting. The Whirlaways' Club treasurer shall also be extended complimentary admission due to the fact that dance participation is severely limited by the duties. Additionally, whenever the duties of the monthly refreshment hosts are such that they are unable to dance in more than one half of the tips, they shall have their admission refunded. Other complimentary dances (special dances, i.e. Hall of Fame) shall be determined by the Board and paid by the Club.

## ARTICLE XIV

### BANNER SWAPPING

The first vice president shall have available, miniature replicas of the Club banner to present to all visiting clubs. A visiting PSDA club may retrieve their own club banner if they have at least one full square in attendance. A visiting PSDA club may capture a banner with two full squares in attendance. A visiting PSDA club may retrieve and capture a banner with two full squares in attendance. As a courtesy, a visiting PSDA club will give advance notice of their intended visitation. Should Whirlaways not wish to provide banners for a particular dance the first vice president shall notify the calling club.

## ARTICLE XV

### VISITATION BADGES

Section 1. Square dancers in attendance at Club dances who are from outside PSDA and whose club is physically located in excess of fifty miles from Escondido shall be presented a visitation badge.

Section 2. Special exhibition badges for goodwill visits to hospitals, rest homes, or other civic events shall, upon approval of the Board, be presented at no cost to those who participate.

Section 3. Special achievement (fun) badges procurement shall be the responsibility of the individuals.

## ARTICLE XVI

### GUIDELINES FOR OFFICERS AND CHAIRPERSONS

A guideline for each office and most committee chairpersons shall be prepared and distributed to those serving. It will also be available to the nominating committee for their use. Additionally, each officer and chairperson shall maintain a file of important information to be passed along to their successor for an orderly transition of duties. Items will include (but not be limited to) key points of contact, telephone numbers, hints, etc. that augment the guidelines and duties of their jobs. An inventory of Club property shall be maintained and turned over to each relieving person, with a copy to the treasures for Club accountability purposes.

## ARTICLE XVII

### LIFE MEMBERSHIP

In recognition of past, loyal service, the Whirlaways will confer upon certain members, life membership in the club. Life members will be exempt from the annual club dues and square dance accident insurance fee. Eligibility for life membership shall be on a point basis. Thirty (30) points are required. When a club member becomes eligible for life membership, their name and qualifications shall be submitted to the Board for recognition.

Points are awarded as follows:

1 point	For each year of Whirlaways Club membership
2 points	For each year as Club president*
1 point	For each year as any other Board position*
1 point	For each year as a Committee Chairperson*

These points may be combined during any given year for no more than two (2) board/chair positions.

Life members shall be entitled to wear a "Life Member" bar affixed to their Whirlaways' Club badge.

## ARTICLE XVIII

### RIGHT TO REFUSE ATTENDANCE

The Whirlaways Square Dance Club reserves the right to request anyone to leave a Club dance in cases of behavior disruptive to other dances such as:

- Loud, profane, or unduly boisterous language or behavior.
- Persons suspected to be under the influence of drugs or alcohol.

This provision may be invoked by the president, or by any board member acting in the absence of the President.

## ARTICLE XIX

### PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order

- a) In all cases not provided for by the Bylaws or the Standing Rules, including parliamentary procedures, Robert's Rules of Order shall govern.

### Bylaws

Adopted: April 10, 1970  
Revised: May 18, 1979  
Revised: December 20, 1985  
Revised: August 17, 1989  
Revised: July 7, 1990  
Revised: October 13, 1991  
Revised: April 28, 1995  
Revised: July 20, 2002  
Revised: July 19, 2003  
Revised: July 23, 2006  
Revised: July 29, 2007  
Revised: July 12, 2008

## WHIRLWAYS SQUARE DANCE CLUB STANDING RULES

### A. RULES FOR THE VISITATION POT

#### 1. PURPOSE

- a. The purpose of the Visitation Pot is to promote Club participation in our own dances as well as scheduled visitations to other clubs. It is not intended to discourage individual Club members or small groups from visiting other clubs of their own choice.

#### 2. ELIGIBILITY FOR VISITATION POT

- a. All members of the Whirlways Square Dance Club are eligible for the Visitation Pot.

#### 3. SIZE AND GROWTH OF VISITATION POT

- a. The Visitation Pot will initially contain \$25.00, which will be furnished from the Club Treasury.
- b. Each month that the Visitation Pot is not awarded, \$5.00 will be added to the Pot.
- c. The month after awarding the Visitation Pot, the Pot will be restored to \$25.00 from the Club Treasury.

#### 4. AWARDING THE VISITATION POT

- a. At the first Club dance of each month, a drawing will be held from the names of the Club members.
- b. If the Club member is present at the time of the drawing and has attended any scheduled visitation in the previous month, the Club members whose name is drawn shall win the Visitation Pot. If the first name drawn is not present or eligible, a second name shall be drawn.

### B. DEFINITION OF A VISITATION

- a. The first vice president is authorized to select the clubs for the Whirlways visitations. The number of visitations each month shall be at the discretion of the first vice president.
- b. Since all Club members are encouraged to attend and support all PSDA fifth (5th) Saturday dance, this dance shall be considered a scheduled visitation.

### C. CLUB DRESS

The club dress is worn on special occasions such as the anniversary dance and visitations to other clubs. Owning a club dress is optional; however, if you choose to make a club dress, it is made from **Authentic Pattern #320** which is available at any square dance shop or you may borrow the pattern from a club member who has already made the dress. The dress is made of two or four shades of one color of your choice, solids, and not prints. The directions for two shades are in the pattern. If you prefer four shade of one color, contact a club member. If you prefer a slightly longer sleeve than the pattern shown, you may cut the sleeve about two

inches longer and by applying the elastic where shown on the pattern you will then have a ruffle on the bottom of the sleeve. You may also make a belt, if you desire. The men's shirts and ties may be made of the same fabric or purchased. Many men have chosen to have just a matching tie.

Long skirt version for the club dress is made from **Birch Street Clothing-Spiral Skirt** pattern.

D. MEMORIAL DONATION

Upon the death of an active club member and under the direction of the Club president, the Club treasurer will make a check payable, in the amount of \$50.00, to the family of the deceased or to a designated charity as shown by the family.

E. RECORDS DISPOSAL

Club legal records, including but not limited to the following: secretary's meeting minutes; treasurer's reports, contracts between callers and organizations for hall; income tax returns; and such other records as the board may direct, will be disposed of at the end of seven (7) years. All other club records can be disposed of in 3 years.

G. CLUB MEMBERSHIP LEVELS

- Active: Members who actively dance at the plus level with access to social events and monthly newsletter.
- Inactive: Members who are former dancers with access to social events and monthly newsletter via email.
- Life Member: Membership recognition of past, loyal service based on a point system (see Bylaw Article XVII).