

The Constitution of the
Spartan Spinners Square Dance Club

Amended February 23, 2023

ARTICLE 1: NAME

The name of this non-profit organization shall be the Spartan Spinners Square Dance Club.

ARTICLE II: PURPOSE

The purpose of the Spartan Spinners Square Dance Club shall be to encourage and promote fellowship and good will through western style square dancing.

ARTICLE III: MEMBERSHIP REQUIREMENTS

SECTION I: Transfer of Membership

Requirements for persons seeking to transfer membership from another club or from independent status:

- 1) Graduation from a western style square dance class,
- 2) Sponsorship by a member in good standing,
- 3) Participation in at least two (2) regular club dances before applying for membership.
- 4) Be 12 years of age or older, unless otherwise approved by the membership.

Names of applicants for transfer of membership shall be submitted to the Club at the first business meeting following application. Applicants shall be accepted by affirmative vote of the majority present. Officers may temporarily approve applicants from time of application until the next business meeting.

SECTION 2: Application by Spartan Spinner Sponsored Class Members

- 1) All class members shall be 12 years of age or older.
- 2) All applicants shall have completed and graduated from the club sponsored class.
- 3) The names of all qualified applicants for membership shall be submitted by the Vice-President of the club who shall announce them to the club at the first business meeting following application.
- 4) Applicants shall be accepted automatically unless specifically rejected by the membership for cause. Officers may temporarily approve class graduates pending the next business meeting.

SECTION 3: Responsibilities of Members

- 1) Members shall pay dues and insurance costs as established in the by-laws and as set by the Executive Board.
- 2) Members shall assist with set-up and serving refreshments when refreshments are planned during the fiscal year, except that the Treasurer and the President shall be excused from this duty.

- 3) Members shall support club functions, and club visitation with their presence.
- 4) Members shall not be required to bring a food dish to each club sponsored dance except when refreshments are planned, and;
- 5) Members shall be available to welcome visitors to club function and shall visit occasionally with other clubs.

ARTICLE IV: DUES

The amount of dues assessed shall be as stated in the By-Laws. (Article III)

ARTICLE V: OFFICERS

SECTION 1: Designated Officers

The elected officers of the Club shall be a President, a Vice-President, a Secretary, a Treasurer, a PSDA Representative and a Federation Representative.

Only members in good standing, for a period of at least one year, shall hold office.

SECTION 2: Duties of the Officers

- A. President: The President shall:
 - 1) Preside at Club meetings;
 - 2) Serve as an ex-officio member of committees with the exception of the nominating committee;
 - 3) Appoint Committee Chairmen for special events;
 - 4) Appoint and/or remove committees;
 - 5) Vote to break any ties on active motions; and,
 - 6) Perform other duties as directed by the Executive Board
- B. Vice-President: The Vice-President shall:
 - 1) Assume the duties of the President in his absence,
 - 2) Serve as coordinator of all committee work,
 - 3) Serve as the advisor to new square dance classes.
- C. Secretary: The Secretary shall:
 - 1) Keep an accurate record of business proceedings
 - 2) Maintain the official roster, and a copy of the current Constitution and By-Laws,
 - 3) Maintain lists of standing committees,
 - 4) Handle relevant correspondence, including, but not limited to the bi-monthly article for the Round Up and the monthly article for the

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Carolina Caller, reminders of business meetings, and the refreshment schedule; and

- 5) Send an appropriate memorial and/or cards to members in the event of:
 - i. Special events in the members life,
 - ii. The illness of a member,
 - iii. The death of a member or a death in the member's immediate family, or
 - iv. Unusual illness in the member's immediate family.
- 6) Submit a monthly article for the Federation website, and send weekly letters to the club members about club news, dates of upcoming club dances and other club functions.

D. Treasurer: The Treasurer shall:

- 1) Be custodian of funds,
- 2) Collect all money for dues and dance proceeds and deposit monies in the bank of choice.
- 3) Pay all bills by order of the President and/or the Executive Board, Give financial reports regularly at Club business meetings and prepare a written financial statement at the end of the Club year or upon special request of the Executive Board.
- 4) Manage Club Checks
- 5) Checks may be signed by the Treasurer or the President or Vice-President.
 - i. Checks over two hundred dollars shall be signed by two officers.
 - ii. At the end of each quarter, the Treasurer shall notify any Club member whose dues are not current
- 6) The Treasurer's financial records of all transactions are to be audited by two club members that shall be appointed by the President. These members shall be Members in Good Standing and one of them may be the in-coming Treasurer. This audit shall be completed prior to the installation of any new (incoming) Treasurer

E. PSDA Representative:

The PSDA Representative shall attend PSDA meetings or sponsored events and represent the Spartan Spinners.

F. Federation Representative:

The Federation Representative shall Attend Federation meetings or sponsored events and represent the Spartan Spinners.

ARTICLE VI: BUSINESS MEETINGS

SECTION 1:

Business Meetings may be called by the President or Executive Board in accordance with the By-Laws.

SECTION 2:

Only dues-paying members in good standing shall attend business meetings.

SECTION 3:

Decisions made by vote shall be on an individual basis rather than by couple-member as required for the Executive Board.

ARTICLE VII: EXECUTIVE BOAD

SECTION 1: Members

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, PSDA and Federation Representatives, and Two (2) Members-at-Large selected by the Board. Members-at Large shall serve a staggered two-year term such that one shall be replaced each year. Members-at-Large shall be members in good standing that have not previously held a club office. The President shall serve as Chairman of the Executive Board and shall vote only in case of a tie. The immediate past President shall serve as a voting member of the Executive Board.

SECTION 2: Purpose

The Executive Board acts as a connecting link between the officers and the general membership of the club. It is a steering committee for the club and may hold business meetings as needed. It shall function chiefly during intervals between club meetings on whatever business comes up for consideration, such as paying extraordinary bills, formulating actions for general membership consideration, enacting any changes in policy, or handling other items needing attention. Voting shall be limited to one vote per couple or individual member, and the availability of four (4) votes shall constitute a quorum.

ARTICLE VIII: ELECTION OF OFFICERS

SECTION 1:

Officers shall be elected at a regular Business meeting by a majority vote of the individual members present. The term of office of the President, Vice-President, Secretary, and Treasurer shall be one year. The office of President will have a maximum of two (2) years. The Vice-President, Secretary, and Treasurer may serve additional years if mutually agreed by the individual(s) and the membership-at-large by a majority vote of those present.

Exception: On occasion, the President may volunteer to serve one additional year if approved by a unanimous vote of the members present. In the event of a vacancy in any office, other than the President, the Executive Board is empowered to appoint a member to fill the vacancy.

SECTION 2:

The nominating committee, formed in accordance with the By-Laws, shall prepare a single slate of candidates for office. This slate shall be presented to the members at the regular business meeting in February.

SECTION 3:

When the slate of officers is presented, the President shall call for nominations to any office from the floor. If there are no nominations from the floor, the vote may be by acclamation. Otherwise, the affirmative vote of the majority present shall elect candidates. If requested by the majority present, the vote shall be by secret ballot.

SECTION 4:

All officers shall assume their duties on the first regular club dance in April of the year in which they are elected.

ARTICLE IX: ROUND DANCING AND LINE DANCING

Round dances and line dances may be conducted at regular and special club dances. Early Rounds beginning 30 minutes before the regular dance time may be scheduled by a majority vote of the members present at any General Business Meeting or at the discretion of the Executive Board at Special Dances.

ARTICLE X: COPYRIGHT

This Constitution shall be subject to:

- A. The U.S. Copyright of 1909 and the year 1976.
- A. ASCAP: American Society of Composers, Authors and Publishers.
- B. BMI: Broadcast Music Incorporated See By-Laws, Article VI.

ARTICLE XI: AMENDMENTS

This constitution may be amended by a proposal from the Executive Board to the membership at least ten (10) days prior to a regular business meeting of the club. Passage of an amendment requires a two-thirds majority of the individual members present and voting.

By-Laws

ARTICLE I: BUSINESS OF THE CLUB

Any business of the Club shall be conducted as required by the Constitution.

The membership-at-large may conduct business beyond the authority of the Executive Board at any business meeting, as set forth in the constitution and these By-Laws. The Executive Board shall recommend the salary of the club caller. The club caller will not be paid for regular club dances that are cancelled provided he is given a thirty-day notice.

Regular business meetings shall be held in the months of February, May, August, and November at a location selected and time scheduled by the Executive Board. The club shall hold no fewer than three (3) regular business meetings in any calendar year.

In case the club should dissolve, the Executive Board shall determine the disbursement of any remaining funds in the treasury.

Article II: Dance schedule

- a. The Club, through its Executive Board, shall provide for its members without charge other than regular dues, two (2) dances per month from 7:30 P.M. to 9:30 PM on the first and third Saturdays of each month unless special dances are substituted. Dances including Round Dancing will start at 7:00 PM with "Early Rounds." The Executive Board shall have the authority to arrange for special dances and shall have the authority to cancel regular dances. The Executive Board may also empower the President to schedule guest callers for special dances and to cancel dances when necessary. The Executive Board shall also have the power and authority to make rules for directing dances, for the dress code and conduct of the dancers. In the event that the Vice-President leaves office or assumes the Presidency the Executive Board may appoint a member(s) to coordinate committees.
- b. All Special Dances will be noted in the Dance Schedule. Set-up directions are listed in Addendums A (Regular Dances) and B (Special Dances) at the end of this document.
- c. Members responsible for set-up may choose to plan and implement decorations for any dance. With the exception of items listed in paragraph d below, should the member(s) wish to be reimbursed for any personal expenses for such decorations, cakes, etc., such reimbursement must have prior approval by the Executive Board for this reimbursement for amounts of \$100 dollars or less or by the overall Membership for amounts exceeding \$100.
- d. Exceptions to the above provision c are club/kitchen supplies and those items necessary for the normal operation of the club to include, but not necessarily limited to: plastic utensils such as forks, spoons, knives, coffee, condiments, lemonade, and hand sanitizer; and paper goods such as table covers, cups, bowls, plates, and napkins.

ARTICLE III: DUES and DOOR

Dues for the Club shall be set by the Executive Board, approved by the membership, and be payable in advance per quarter. Visiting dancers will be assessed at the door for regular club dances as approved by the membership.

There will be an extra assessment to both members and visiting dancers for special dances, the amount to be agreed upon and set by the Executive Board.

No charge shall be made for admission of spectators to any dance. All dances shall be without charge to club callers and their partners.

Dues for new members coming into the club shall be prorated based on the current per quarter charge.

Class members may, after being invited by the caller, dance at regular dances without charge. At special dances, class member shall be assessed at the same rate as club members. Any member or former member not in good standing (being two (2) quarters or more behind in dues) shall be charged visitor's rates.

ARTICLE IV: LEAVE OF ABSENCE, RE-INSTATEMENT AND TERMINATION

Leave of Absence

Any member in good standing with all dues currently paid, may upon written notice to the Treasurer, be granted a leave of absence provided that the leave will be for a period of three months or longer.

Reinstatement

Any former Club member or member-couple may be reinstated by prorated payment of current quarter's dues provided that he/they is sponsored by a member in good standing and accepted by majority vote of the members present at the next business meeting. The Officers may temporarily approve reinstatement.

Termination of Membership

Membership shall be terminated for non-payment of dues for two (2) consecutive quarters. Members who are terminated shall be dropped from the club's roster.

ARTICLE V: FEDERATION DELEGATES

The Club shall reimburse the Federation Representative for travel expenses to and from regular Federation meetings in the amount of \$50.00 when requested.

ARTICLE VI: NOMINATIONS AND ELECTIONS

The nominating committee shall consist of the Executive Board unless the membership of the Club shall exceed fifty members. If the membership exceeds fifty members, the nominating committee shall consist of four members in good standing. The President shall appoint one (1) member who shall serve as Chairman, and this Chairman shall select three additional members to serve on the committee.

ARTICLE VII: TEN COMMANDMENTS FOR SQUARE DANCING

The Spartan Spinner Square Dance Club ascribes to the *Ten Commandments of Square Dancing*.

The President with any officer of the club present shall take action if anyone engages in misconduct and/or there is evidence of the use of alcoholic beverages during any club function. Consistent violation of the Ten Commandments of Square Dancing or other inappropriate action on the part of any member shall be grounds for Termination upon a majority vote of the members present at any business meeting.

ARTICLE VII: PUBLIC DANCING

Licensed callers and cuers shall be hired for Spartan Spinners sponsored dances. All demonstrations by Spartan Spinners in public places, i.e., malls, nursing homes or any public place shall be arranged through the President.

ARTICLE IX: AMENDMENTS

The By-Laws may be amended by a proposal to the Club Members from the Executive Board and shall be voted upon at the next Club business meeting. Such amendments shall be accepted when passed by two-thirds of those members present.

Addendum A

Dance Set-up Committee General Duties: Regular Dances

Members responsible for dance set-up should plan to arrive at the dance hall at least thirty (30) minutes prior to the start of the dance.

Planning and using decorations for each dance are appreciated but **not required**.

Note: The Bain's as well as other members have decorations for special occasions. Additionally, some decorations and colored table coverings are available in the storage room. If you wish to use decorations, please check with club members before buying new items. Be frugal with expenses. Note the limitations on reimbursement for the purchase of decorations in Article II, above.

A small coffee pot, coffee, coffee creamer, sugar, Crystal Light, serving utensils, paper products, pitchers, and hand sanitizer are available in one of two storage tubs in the storage room. Instructions for mixing coffee and Crystal Light are on the lid of the main storage tub.

Note: Advise W.C. Bain whenever you find that supplies are insufficient for two additional dances. A supply sheet should be packed in one of the tubs.

Set out thirty (30) chairs facing the dance floor on the kitchen side of the gym, two tables for the Treasurer with two chairs, and one table to the left of the kitchen window for drinks and finger foods.

Prepare about 10 cups of coffee in the small coffee pot from the storage bin and place the condiments, cups, and stirrers nearby on the refreshment table. If all the coffee is consumed, use your judgement as to whether to prepare a second pot.

Prepare crystal light in the glass serving dispenser following directions. Fill the water pitcher with ice water, and place cups nearby. **Note** that a saucer or small plate should be placed beneath the spout of the lemonade dispenser to catch drips.

Place any finger food on the table as it is brought in.

After the dance is over, put away tables and chairs, wash and dry any used serving items. Note that many members and guests will assist with this effort. Wipe up or clean up any spills.

Repack the tub(s) and return all club items to the storage room shelf or storage cabinet.

Gather all trash and trash bags and take these to dumpster on the west side of the church.

Addendum B

Dance Set-up Committee General Duties: Special Dances

Members responsible for dance set-up should plan to arrive at the dance hall at least thirty (30) minutes prior to the start of the dance.

Planning and using decorations for each dance are appreciated but **not required**.

Note: The Bain's as well as other members have decorations for special occasions. Additionally, some decorations and colored table coverings are available in the storage room. If you wish to use decorations, please check with club members before buying new items. Be frugal with expenses. Note the limitations on reimbursement for the purchase of decorations in Article II, above.

A small coffee pot, and large coffee pot are coffee, coffee creamer, sugar, Crystal Light, serving utensils, paper products, pitchers, and hand sanitizer are available in one of two storage tubs in the storage room or the Spinners storage cabinet. Instructions for mixing coffee and Crystal Light are on the lid of the main storage tub. If you feel that more than twenty cups of coffee will be needed, use the large pot, but start it early because it takes much longer to make.

Note: Advise W.C. Bain whenever you find that supplies are insufficient for two additional dances. A supply sheet should be packed in one of the tubs.

Set out approximate twenty (20) chairs facing the dance floor on the kitchen side of the gym, with five (5) tables between these chairs and the wall. Position eight (8) chairs around each of these tables. Set up two tables for the Treasurer with two chairs, and one table to the left of the kitchen window for drinks. Set up two (2) tables in line for food to the right of the kitchen entrance with access from both sides. Include forks, knives, spoons, hand sanitizer, and napkins at the end of the table farthest from the kitchen.

Prepare the coffee and place the condiments, cups, and stirrers nearby on the table for drinks. If all the coffee is consumed, use your judgement as to whether to prepare additional coffee.

Prepare crystal light in the glass serving dispenser following directions. Fill the water pitcher with ice water, and place cups nearby. Note that a saucer or small plate should be placed beneath the spout of the lemonade dispenser to catch drips.

Uncover food items on the table prior to the second tip.

After the dance is over, re-cover food items, put away tables and chairs, and wash and dry any used serving items. Note that many members and visitors will assist with the effort. Wipe up or clean up any spills. Repack the tub(s) and return all club items to the storage room shelf or storage cabinet.

Gather all trash and trash bags and take these to dumpster on the west side of the church.