

BYLAWS OF THE TUCKAHOE SQUARE DANCE CLUB, INC.

ARTICLE I NAME AND OBJECTIVE

- SECTION 1** The name of this organization shall be the Tuckahoe Square Dance Club, Inc. (hereinafter called the Club).
- SECTION 2** The Club has been formed to promote, encourage and provide a place where Western Square Dancing may be enjoyed in a spirit of friendliness and cooperation and where each member is allowed the opportunity to share in the Club's responsibilities.

ARTICLE II MEMBERSHIP

- SECTION 1** Membership shall be open to adults. Children age 8 and up, accompanied by a member parent/guardian, may also be members. All members must qualify by having mastered an acceptable level of square dancing.
- SECTION 2** There shall be three types of memberships: adult members, college students, and child members from age 8 thru high school.
- (A) Adult members are those members who pay monthly dues, regularly participate in Club activities, and are eligible to seek offices. Adult members have full voting privileges.
 - (B) College students under the age of 23 may be members of the Club and participate in Club activities. They will pay monthly dues of one half the adult member rates and have one half-a-vote at club meetings. They are not eligible to seek offices.
 - (C) Children age 8 thru high school whose parent/guardian is an adult member of the Club may be Club members and participate in Club activities. Child members do not pay dues, cannot seek offices and have no voting privileges.
- SECTION 3** Each adult member is entitled to one full vote and each college student member is entitled to one half-a-vote at a membership meeting on each item duly presented and where a vote is in order.

ARTICLE III DUES AND FEES

- SECTION 1** All adult and college student members are required to pay dues at the first dance of each calendar month. The amount of the dues shall be determined by the Executive Committee and approved by the Club. Any member whose dues delinquency exceeds three full months may lose their membership status. Reinstatement of membership is available upon request and approval by the Executive Committee.
- SECTION 2** Child members upon completion of high school are no longer eligible for child member status. They may request a change to college student or adult member status

(as appropriate). With payment of the proper level of dues these individuals are entitled to all privileges of their new level of membership.

SECTION 3 Admission fees at each night's dance for non-club member guests shall be determined by the Executive Committee and approved by the Club.

ARTICLE IV MEETINGS AND DANCES

- SECTION 1** The regular meetings and dances shall be held at a place selected by the Club.
- SECTION 2** The Club year shall be from June 1st to May 31st of the following year. Meetings shall be held as called by the President, but at least once every quarter of the Club year.
- SECTION 3** Special meetings may be called by the President, the Executive Committee, or at the request of ten (10) adult Club members. The purpose of the special meeting shall be stated in the call. Except in emergency cases, at least three days' notice shall be given, either in writing, by telephone, e-mail, or personal contact.
- SECTION 4** Decisions of the Club shall be made by a majority vote of the eligible members present and voting.
- SECTION 5** All business meetings of the Club shall be governed by the current edition of Robert's Rules of Order.
- SECTION 6** Dances shall be held on Fridays at least twice a month. The Executive Committee, in response to the Club, other square dance activities, or non-square dance activities, may from time to time exercise the right to modify the regular schedule.

ARTICLE V OFFICERS AND DUTIES

- SECTION 1** Holders of the following offices will constitute the voting membership of the Executive Committee: President, Past-President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, and Treasurer. An office may be held simultaneously by more than one person.
- SECTION 2** The President shall appoint a Nominating committee of at least three adult members. It shall be the duty of this committee to nominate candidates for the offices to be filled at the fourth quarter meeting. Before the election, additional nominations from the floor shall be permitted, however, nominees for all offices, whether selected by the Nominating committee or nominated from the floor, shall have agreed to serve if elected.
- SECTION 3** The duties of the President shall be to preside at Club meetings and Executive Committee meetings. The President shall appoint committee chairpersons and committee members of all committees and may consult with other officers when needed. The President shall perform any other duties assigned by the Executive Committee or these bylaws.
- SECTION 4** The Past-President shall act as an advisor/mentor to the President. The Past-President may perform all duties given to the President when necessary.
- SECTION 5** The duties of the First Vice-President shall be to assist the President and assume the duties of the President when necessary. The First Vice-President(s) is responsible for the beginner's square dance class. These duties include planning and advertising the class, securing the caller/instructor, securing a meeting location, obtaining angels, supervising the class, and planning and conducting the graduation ceremony. The First Vice-President(s) shall perform any other duties assigned by the President, the Executive Committee, or these bylaws.
- SECTION 6** The duties of the Second Vice-President(s) shall be to assume the duties of the First Vice-President when necessary. The Second Vice-President shall be responsible for

the functioning of the Refreshment Committee which shall be nominated by the President. The duties of the Refreshment Committee are to set up and take down the refreshment table at each dance, including dances off-site. It will be the duty of the Second Vice-President to buy all supplies needed and to complete the yearly refreshment schedule. The Second Vice-President shall perform any other duties assigned by the President, the Executive Committee, or these bylaws

- SECTION 7** The Third Vice-President shall be custodian of the Articles of Incorporation. This officer is responsible for keeping the Articles of Incorporation updated and in compliance with the issuing agency, the State Corporation Commission of Virginia. This person shall also serve as the registered agent with The State Corporation Commission of Virginia.
- SECTION 8** The duties of the Secretary shall be to maintain a permanent minutes book to be passed on to successors, keep correct minutes of all business of the Club meetings and Executive Committee meetings, maintain an up-to-date list of all Club members and their addresses, telephone numbers, and e-mail addresses, conduct any necessary correspondence on behalf of the Club, and serve as custodian of the Bylaws.
- SECTION 9** The duties of the Treasurer shall be to serve as custodian of the Club funds, to collect dues and other money obligations to the club, pay all bills, prepare and file the Club's tax return, give written financial reports at each quarterly meeting, and give a final financial report at the end of each fiscal year. The Treasurer is responsible for insuring that required tax documentation is submitted in a timely manner. The Treasurer is also required to keep the President and Secretary informed regarding delinquent member's dues and the change in status of any member. Two additional club members may have signature privileges at the bank.
- SECTION 10** It shall be the responsibility of each office to submit a yearly budget to the Executive Committee for their approval.
- SECTION 11** Officers may serve consecutive years in the same office. Officers should expect to serve more than one year in the President and First Vice-President positions. An officer cannot hold more than one office at a time. No more than two officers should be new in any given year.
- SECTION 12** Officers may be removed from Office by a majority vote of the members who are entitled to vote at a meeting at which a quorum is present. Officers may be suspended by the Executive Committee by a quorum of five offices of the Executive Committee.

ARTICLE VI COMMITTEES

- SECTION 1** There shall be two kinds of committees, standing committees and ad hoc committees. Standing committees are those committees that serve a function for an indefinite period of time. Standing committee chairs and members serve for one year and at the discretion of the President. Committee members may serve any length of time. An ad hoc Committee is a committee appointed to accomplish a specific duty as assigned by the President or the Executive Committee and once completed the ad hoc committee is automatically disbanded. Ad hoc committees can be converted to a standing committee by amending these Bylaws.
- SECTION 2** The Liaison Committee is a committee whose duties are to serve as a link between the Club and other square dance organizations such as the Richmond Area Square and Round Dance Association (RSARDA) and Washington Area Square Dancers Cooperative Association (WASCA). This committee is a standing committee and will be composed of a chairperson and as many members as necessary to perform the committee's duties.
- SECTION 3** The Nomination Committee is the committee whose duty is to nominate the officers for the next Club year. This standing committee will be composed of a chairperson and two other club members, none of who are currently members of the Executive Committee. This committee will bring to the 4th quarter meeting a slate of officers who have agreed to serve.
- SECTION 4** The Communication Committee is the committee whose responsibilities are to notify Club members of up-coming special events. This committee shall also serve the function of "outreach" to keep the Club informed regarding the well-being of the Club members. This committee shall consist of a chairperson and as many members as needed to accomplish the committee's duties.
- SECTION 5** The Refreshment Committee shall have the responsibility of refreshments at the regular dances, quarterly meetings, and other events where this function is the responsibility of the Club. The committee is chaired by the Second Vice-President and may have as many members as necessary to accomplish this function. This committee can and should enlist the help of all Club members.

ARTICLE VII THE EXECUTIVE COMMITTEE

- SECTION 1** The Officers of the Club, including the Past-President, shall constitute the Executive Committee. Each office shall have one vote on the Executive Committee regardless of the number of persons holding the same office. A quorum of four offices shall be required for actions to be taken or voted upon except for the suspension of an officer which shall require a quorum of five offices. The Executive Committee may invite the chair of any standing or ad hoc committee or other Club members with specific business to bring before the Executive Committee to attend Executive Committee meetings. These non-Executive Committee attendees shall have no voting privileges at these meetings.
- SECTION 2** The Executive Committee shall have general supervision of the affairs of the Club between its business meetings, fix the time and place of the meetings, make recommendations to the Club for the Club's action, and perform all other duties as directed by the Bylaws. The Executive Committee shall be subject to the orders of the Club and none of its acts shall conflict with actions taken by the Club.

- SECTION 3** The Executive Committee shall write a yearly budget that is to be submitted to the membership at a quarterly meeting for their approval by a majority vote of those present.
- SECTION 4** The Executive Committee shall meet as often as necessary to accomplish its duties, but at least once before each regularly scheduled quarterly meeting of the Club. Special meetings of the Executive Committee can be called by the President or upon the request of three members of the Executive Committee.

ARTICLE VIII AMENDMENT OF THE BYLAWS

- SECTION 1** These Bylaws may be amended at any regularly quarterly meeting or at a special called meeting of the Club. Amendment changes require a two-thirds positive vote of the eligible members attending the meeting where a Bylaws change is to occur.
- SECTION 2** To bring a Bylaws amendment to the club, each voting member must have been notified of the impending change two weeks before the event. This notification may be by telephone, personal contact, or in writing. At the meeting the instigator of the change must provide each member present with a written copy of the Article and Section to be changed and a written copy of the changed Article and Section. If the change is to take effect at a time other than upon passage, that time must be designated in the written information provided with the Bylaws change.

ARTICLE IX BEHAVIOR AND CLOTHING

- SECTION 1** As the Club is operating in the best interest of Square Dancing, members are expected to maintain proper social behavior. Members and guests appearing at Club dances under the influence of a controlled substance, such as alcohol, or whose behavior is deemed improper will be asked to leave immediately.
- SECTION 2** Members are asked to dress appropriately, as determined by the Executive Committee.

ARTICLE X CALLERS and CUERS

- SECTION 1** The Callers and Cuers serve at the discretion of the Executive Committee and the Club.
- SECTION 2** The President with input from the Executive Committee is responsible to the Club for providing a caller for each dance. Cuers are scheduled using the same procedures.
- SECTION 3** The financial arrangements shall be mutually agreeable to the callers and cuers and the Executive Committee. These arrangements include the regular dances, any special dances, and the new dancer's class. A written contract is recommended but not required.

ARTICLE XI DISSOLUTION OF THE CLUB

SECTION 1 Should there come a time when the Tuckahoe Square Dance Club, Inc. ceases to exist as a functional club and corporation, it will be the responsibility of the Executive Committee to complete those activities necessary to terminate this organization. Any funds and other property shall be donated to an organization deemed appropriate by the Executive Committee. No Club action is required to accomplish this final duty.

These Bylaws were adopted by the Tuckahoe Square Dance Club, Inc., Richmond, VA, on September 3, 2010 and supersede any previous Bylaws.

1st Revision to the Bylaws was adopted by the Tuckahoe Square Dance Club, Inc., Richmond, VA, on December 5, 2014.

2nd Revision to the Bylaws was adopted by the Tuckahoe Square Dance Club, Inc., Richmond, VA, on March 29, 2019.

3rd Revision to the Bylaws was adopted by the Tuckahoe Square Dance Club, Inc., Richmond, VA, on June 16, 2021.

4th Revision to the Bylaws was adopted by the Tuckahoe Square Dance Club, Inc., Richmond, VA, on 04/08/2022

Formatting used in this document

This document was generated in Microsoft Word using a two-column table for the sections.

Fonts:

All fonts are Arial and bolded

Paragraphs are Justified (distribute the text evenly between the margins)

BYLAW header – 18 point font – Centered

Article header – 13 point font – Centered

Section number (in table column 1) – 11 point font – Left Justified

Section text (in table column 2) – 11 point font – Justified

Table Properties:

