

Constitution and Bylaws
of the
GEM CITY SQUARES

ARTICLE I: NAME

The name of the organization shall be GEM CITY SQUARES hereafter referred to as club.

ARTICLE II: OBJECTIVES

- A) Promote western style square dancing as a form of recreation.
- B) Provide club members and guests the facilities, music, and caller to pursue western style square dancing.
- C) Promote Phase II and Phase III round dancing as a form of recreation.
- D) Provide club members and guests the facilities, music and cuer to pursue Phase II/III round dancing.

ARTICLE III: MEMBERSHIP

- A) Applicants for membership must demonstrate an ability to dance at the level of western style square dancing and/or round dancing that the club has set.
- B) Membership will be for a one year period and will run concurrent with the club fiscal year (July 1 thru June 30).
- C) Club caller and cuer and their spouse are automatic members with complimentary paid dues and dance admission.

ARTICLE IV: OFFICERS

- A) The following officers will be elected by a majority vote of the members casting ballots.
 - 1. President
 - 2. Vice president
 - 3. Secretary
 - 4. Treasurer
- B) Officers will serve a one year term commencing on July 1 and ending June 30.
- C) A member may only hold the same office for two consecutive years. If the president is reelected to a second term, the immediate past president advisor will also extend for a second year.
- D) Any office vacated by the current officer will be filled in accordance with Article VI , paragraph F.
- E) Duties of the officers
 - 1. President
 - a) Preside at all meetings of the general membership.
 - b) Appoint committee chairpersons.
 - c) Sign all contracts to schedule callers.
 - d) Sign or authorize the signing of all club correspondence.
 - e) Has authority to act in emergencies; such as, hall changes, cancellations, etc.

- f) Countersign checks with the treasurer.
 - g) See Article VIII for additional duties.
2. Vice President
- a) Perform the duties of the president, if absent, and act as an interim president in the event that the office is vacated, until an election is held
 - b) Act as membership chairman
 - c) Countersign checks with the treasurer
 - d) Maintains offering, ordering, payment and delivery of club summer shirts and club badges
 - e) Presides at and maintains lesson classes for the club
3. Secretary
- a) Record, read, and post minutes of all club meetings
 - b) Prepare club correspondence
 - c) Countersign checks with the treasurer
 - d) Contact guest caller/cuers to remind them of their dance commitment
4. Treasurer
- a) Receive, deposit, and disburse all funds
 - b) Maintain accurate records
 - c) Notify president of new members
 - d) Prepare a financial statement for presentation at each regular club meeting
 - e) Present the books for an audit at the end of each club year
 - f) Countersign all checks with at least one additional officer
 - g) Maintain a current club membership roster
 - h) An annual summary of the past year is to be prepared and presented by the out going Treasurer at the July club meeting. This summary will be printed and distributed with the minutes of this meeting.
5. Immediate Past President
- a) Act as an advisor to the current officers
 - b) See Article VIII for additional duties.

ARTICLE V: CLUB CALLER/CUER

- A) The club caller/cuer will be contracted on a yearly basis.
- B) Renewal of caller/cuer contracts will be voted on by the club membership for the coming year at the business meeting in May.
- C) If a club caller/cuer decides not to renew his/her contract with the club, he/she should advise the club president a minimum of a year in advance.
- D) The club caller/cuer will be contacted and offered any cancellations by guest callers/cuers contracted by the club and unable to attend.
- E) The club caller/cuer will also assist in finding a replacement caller/cuer whenever he/she is unable to call/cue on a scheduled night.
- F) Substitute callers/cuers shall be contracted by the club, in case of an emergency.
- G) The number of guest callers shall be not less than 4.
- H) Dates to be co-coordinated by the club caller/cuers.
- I) Dates should be given two years ahead.
- J) Any paid caller and cuer is entitled to one complimentary admission for a guest.

ARTICLE VI: ELECTIONS

- A) Elections will be held during the club meeting in May.
- B) Any paid up member is eligible to serve as a club officer.
- C) Nominations of officers will be opened during the first dance in April and will remain open until closed by the president during the club meeting in May.
- D) Voting shall be by secret ballot. Absentee ballots, available on request from the secretary, must be submitted prior to 9:00 P.M. on election night.
- E) A majority of the votes cast is required to elect a candidate.
- F) Offices vacated prior to term's end are filled by special elections held within six weeks of the vacancy.
- G) The president shall select a nomination committee chairperson in April. See Article IX,E.

ARTICLE VII: MEETINGS, DANCES and LESSONS

- A) General membership meetings will be held after the last dance of odd numbered months.
- B) Special meetings may be requested by any member of the club.
- C) For the Executive Board Meeting see Article VIII.
- D) Club dances will be held on the first and third Saturdays of each month from 7:00 P.M. to 10:00 P.M. (7:00 P.M. to 7:30 P.M. early rounds). Special club dance events may require an alteration of day and time.
- E) The level of club square dancing shall be PLUS.
- F) The level of club round dancing shall be PHASE II/III.
- G) ~~There shall be one Hi Lo dance every month starting in November and ending in April.~~
All dances from December 1st to graduation in May shall be Hi Lo.
- H) When sufficient participation is available, lesson classes will be on Mondays from 6:00 P.M. to 9:30 P.M. (6:00 P.M. to 7:30 P.M. rounds) (7:30 P.M. to 9:30 P.M. squares).
- I) Fifteen percent of the membership shall constitute a quorum.

Article VIII: Executive Board

- A) The following officers will comprise the Executive Board:
 - 1. President
 - 2. Vice president
 - 3. Secretary
 - 4. Treasurer
 - 5. Immediate past president
- B) The President will preside at Executive Board meetings.
- C) The Vice President will preside at Executive Board meetings in the absence of the President.
- D) All Executive Board members have voting privileges except the Immediate past president. The Immediate past president may only vote in the event of a tie.
- E) Regular Executive Board meetings will be held approximately one week prior to the general membership meetings. Special Executive Board meetings may be called by any member of the Executive Board. All Executive Board meetings are open to the general membership.
- F) The Executive Board will determine the budget for each special event.
- G) The Executive Board has the authority to increase the donation at a special dance.

ARTICLE IX: COMMITTEES

The club will maintain the following committees:

A) STANDING COMMITTEE(S):

1. BANNER RAID:

- a) Liaison with the banner raid chairperson of other clubs to set up raids and retrievals for our club, as well as, with those clubs wishing to raid or retrieve at our club.
- b) Notify the president of the schedule so that it may be advertised to the membership.
- c) Maintains records of club members raid/retrieval participation and notifies Miami Valley Dance Council of members reaching raids in multiples of 100.

2. SPECIAL EVENTS:

- a) Schedule and organize special events; such as, Valentine, Christmas, and other holiday dances, picnics, mystery trips, etc.

3. GREETER CHAIR:

- a) Schedules two greeters for each dance.

4. KITCHEN CHAIR:

- a) Coordinates the preparation of the food table.

5. SUNSHINE CHAIR:

- a) Send Sympathy or Get Well cards as required.

B) NON-STANDING COMMITTEE(S)

1. HONOR COUPLE CHAIR:

- a) Recommend no more than three couples to be nominated for the Miami Valley Dance Council Honor Couple from our club.
- b) Read the list to the club at the September meeting and one couple will be chosen by vote of the membership.

2. NOMINATION COMMITTEE CHAIR:

- a) With the aid of two additional committee persons will acquire nominees for selection by the club members to fill the club offices for the coming year.
- b) Will make ballots and count the votes.

ARTICLE X: PARLIMENTARY AUTHORITY

Roberts Rules of Order shall govern in all cases to which they are applicable and in which they do not conflict with this constitution.

ARTICLE XI: AMENDMENTS

This constitution and bylaws may be amended or abolished in whole or in part at any regular meeting by a two-thirds majority of the members in good standing who are present at the

meeting, or having requested and submitted an absentee ballot, provided that previous, written or oral, notice of the amendment was given at least two weeks in advance.

ARTICLE XII: NON-PROFIT ORGANIZATION

This club is organized and operated exclusively for pleasure and other non-profitable purposes and no part of its earnings shall inure to the financial benefit of any member not an employee of the club.

ARTICLE XIII: DISSOLUTION

In the event of the dissolution or disbandment of this club, all funds and properties, in excess to the liabilities and expenses of the dissolution, will go to a charitable organization to be determined by a vote of the general membership.

ARTICLE XIV: PROTOCOL

All members and guests will observe the protocol normally associated with western style square dancing and round dancing.

Adopted July, 1986 (Constitution)
Revised: November 2001 (Constitution)
Revised: March, 2008 (Constitution and Bylaws combined)
Revised: September, 2008
Revised: May, 2010

Resent changes are in **bold** typeface and ~~removals are shown with Strike Through~~.