

Midwest Country Connection Dance Club By-Laws

Section *I* – Club Name

The name of this country/western dance club shall be the “Midwest Country Connection” Country/Western Dance Club, a general not-for-profit organization located in Boone County, Missouri.

Section *II* - Purpose

The purpose of this organization shall be to provide a wholesome, recreational and educational environment for all those who have an interest *in*, and a desire to learn country/western dancing. Our goal is to teach, preserve, promote and develop the quality of country/western dance and to share knowledge and skills with others.

Section *III* – Office Location

The general office of this club shall be located at such a place as the Board of Directors may from time to time so designate.

Section *IV* – *Management*

The affairs of this club shall be directed by a Board of Directors (*hereinafter “the Board”*) consisting of the following *8 members*:

President
Vice President
Secretary
Treasurer

And, an additional four (4) elected *general* board members. No voting can be held at a board meeting without a quorum of *the Board*. (5 of the *8*).

Qualifications and responsibilities of the members of the Board shall be:

- A. *To be a member in good standing as defined in Section VI - E*
- B. To uphold the goals and the purpose of the club as stated.
- C. To direct the internal affairs of the Club in accordance with the Club By-Laws and all Local, State, and Federal laws.
- D. To serve without compensation. Compensation shall be made only for actual expenses occurred.
- E. To attend board meetings on a regular basis:

1. Any officer/director who fails to attend three (3) consecutive board meetings without a valid excuse presented to the board in writing shall have his/her position replaced.
 2. In order to replace a board member, *the Board* shall elect by majority vote, a permanent replacement to fill the remaining term in office which the vacancy has occurred. A position is considered vacant when a board member has been officially removed from office, or the Board has received written notification of voluntary withdrawal.
- F. There shall be no joint venture between the Club and a member of *the Board*. *A joint venture (JV) is a business arrangement in which two or more parties agree to pool their resources for the purpose of accomplishing a specific task. This task can be a new project or any other business activity.*
- G. *The Board* shall have the authority to remove from office any officer/director for violation of these By-Laws or for the conduct deemed by *the Board* to be *detrimental to the purpose of* this Club, as laid out in Section II.
- NOTE: SECTION XI Further carries the authority of SECTION IV “G” to the general membership via filing of a grievance.*

Section V –Duties of Officers and Board Members

The duties and responsibilities for the officers of *the Board* shall be as follows:

- A. President
1. Preside at all meetings.
 2. Be responsible for supervision of all activities of the club except those delegated to members.
 3. Have the authority to appoint any committee he/she feels is needed.
 4. Be entitled to vote only to break a tie *vote of the board members*.
 5. Appoint a committee of members in good standing to conduct all elections.
 6. Appoint a committee of members to audit the accounting records of the club treasurer *annually in November. This audit shall be made available to board members to include new officers elected in December.*
 7. No special board meeting shall be called without the knowledge and consent of the President and /or Vice President. All other board members shall be notified of such meetings by person(s) requesting said meeting.

B. Vice-President

1. Assist the President with duties or functions of the club.
2. Preside at all board meetings in the absence of the President

C. Secretary

1. Maintain a typed copy of all minutes, policies, By-laws and records pertinent to the Club's business. All such records shall be kept in a separate book used only for the purpose.
2. Have the previous mentioned records in his/her possession at all meetings of the Club. In addition, applications for membership and *an up-to-date* roster *of all club members* shall be made available.
3. Circulate an attendance sign-in roster at the beginning of each meeting.
4. Provide all members of the Board with a copy of the minutes from the previous meeting before the start of business.
5. Keep current Not-for-Profit status of the Club with the Secretary of State.

D. Treasurer

1. Have experience in bookkeeping procedures.
2. Be responsible for all finances, reports and related correspondence.
3. Follow the approved accounting and record keeping system.
4. Submit an itemized report with bank statements and copies of receipts, at regular club meetings, of all monies received/paid out since the last regular club meeting.
5. At regular board meetings, submit all bills for review.
6. Shall be a signer of all checks drawn on the club's account; with the President and Vice-President listed on the bank account as persons with check signing privileges.
7. Shall be authorized to spend an amount not to exceed fifty (\$50.00) dollars per calendar month without board approval.
8. All monies need to be deposited in a timely manner of receipt and deposit slips must be brought to the next board meeting.
9. Two (2) members of *the Board* (either officers or board members), *or one board member and one club member designated by the board member in attendance*, must reconcile check-in-roster *against collected* dues every Sunday. Both must initial *the* check-in roster *after having reconciled the roster with the* amount of dues collected.

E. Board Members

1. To be a *participant in* one of the standing committees as appointed by the Board. Such committees include but are not *exclusive* to the Newsletter Committee, Dance *Instructor Group*, Membership Committee and Election Committee.

Section **VI** Membership

General membership in this club shall be those persons who have completed an application for membership, paid the required amount of dues and accepted the By-Laws.

Section **VII** – Dues

Membership is paid one time upon joining Midwest Country Connection.

- A. Upon joining each new member shall pay a fee as set by *the Board*. This fee is subject to revision and is to be recorded in the Secretary's records with the other records of *the Board*.
- B. The Club shall charge a fee at each dance session to defray the cost of running the club. This cost shall include the rental of the meeting space, equipment purchases and repair, purchase of music and other costs as approved by *the Board*. Nothing in this provision shall prohibit *the Board* or the Membership from approving higher fees for public events *and/or* special events.

Section **VIII** – Membership Voting Privileges

Voting privileges shall be granted to all members in good standing.

- A. All members in good standing attending the meeting where an election is held may vote and are considered eligible voters. *A member in good standing shall be defined as a member who has, according to club records, attended a minimum of eight (8) regular weekly club meeting nights within the year immediately preceding the date of any election. Club meetings shall include instructional nights, open dances, and/or pot luck dances. This rule shall include new members.*
- B. To pass, all motions *put forth in a general business meeting of the membership* shall require *a second to the motion and* an affirmation vote by a majority of eligible voters *in order to pass*.
- C. A majority shall be defined as one (1) vote more than half of the votes cast.
- D. In the case of a tie, there will be a re-vote.

Section IX – Meetings

Article 1. Regular board meetings shall be open to all members in good standing and shall be held *at least six times annually, when possible on the dates of periodic gatherings of the general membership for social interaction and dancing. This shall routinely be approximately bi-monthly.*

Article 2. Regular general business meetings shall be held with all available members *as required or deemed necessary by the Board. Such meetings shall, when feasible, be held concurrent to the dates of social gatherings to encourage the greatest participation.*

Article 3. Upon petition of at least twelve (12) members in good standing, the President shall, within fourteen (14) days of receipt of the petition, call a special meeting of the general membership.

Article 4. A special meeting of the Board shall be requested by the President, when necessary, and may be closed to the general membership at the President's discretion.

~~Article 5. Meetings *may* be held within or outside of the State of Missouri.~~

Article 6 (5). All meetings shall be conducted in accordance with parliamentary procedure (as per Robert's Rules of Order). Conflicts of Robert's Rules of Order shall be controlled by motions from the floor and adopted by two-thirds (2/3) vote of *eligible* membership present.

Article 7 (6). Alcoholic beverages shall not be allowed during any special meeting or any disciplinary hearing conducted by this organization.

Article 8 (7). Should members speak out of order, and, after being reminded of his/her misconduct, refuse to cooperate, the meeting shall recess until the member(s) are ejected from the meeting.

Section X – Elections

Article 1. Elections shall be conducted by the Election Committee.

Article 2. In order to preserve continuity in board activities, the Executive and General Board Members shall be elected to a term of two (2) years. The President, Treasurer, and 2 General Board Members shall be elected in odd-numbered years. The Vice-President, Secretary and 2 General Board members shall be elected in even-numbered years. (adopted by vote 2016)

Article 3. Executive Board members shall be elected *at the last social gathering (in order to generate the greatest number of members participating) of the general membership in December each year* with nominations being announced to all members at *the last social gathering prior to the election date. These may be the dates of potluck socials or open dances.*

Article 4. General Board Members shall be elected *at the last social gathering of the general membership in June of each year* with nominations being announced to all members at the *last social gathering* prior. *These may be the dates of potluck socials or open dances.*

Article 5. The President shall appoint a person to chair the Election Committee (who will serve for a term of one election). Two months before the election date, said chairperson shall appoint a committee of other members *in good standing to assist in the gathering of candidates and conducting the election.* This committee should present a *slate of* proposed candidates for approval *at the time and place indicated in Articles 3&4.* Nominations from the floor will be accepted for candidates and officers at this time only.

Section XI – Committee on Discipline

NOTE: This article shall be enforced ONLY if a grievance is filed by a club member against another club member or board member in writing, with specific charges submitted to the Board with regard to the grievance.

Article 1. When necessary, the Vice-President shall appoint a chairperson of a Grievance Committee, who shall select two (2) additional members in good standing to comprise the Grievance Committee.

Article 2. The Committee shall investigate and document all information submitted pertaining to a written charge(s) that have been made.

Article 3. When necessary, a registered letter (return receipt requested – signed) must then be mailed to the party charged, stating the charge(s) made

and requesting a time to meet with the committee to present his/her perception *of* the charge(s).

Article 4. After the grievance committee has finished *its* investigation and if a resolution cannot be made, a hearing date must be set within thirty (30) days (a special meeting *of the general membership*).

Article 5. Hearing process shall be patterned in accordance with the following format.

- a. Call to order by the President.
- b. Secretary shall read the charges.
- c. The chairperson of the Grievance Committee shall read a written statement containing all information gathered by the committee to substantiate or refute the charge(s).
- d. Defense presents their side.
- e. The plaintiff and defendant shall be asked to leave the meeting.
- f. *All members in good standing in attendance at the hearing will be* asked to vote on whether or not the Party being charged is at fault. Such votes shall be by secret vote.

Article 6. If the charged party is found to be at fault, the Committee shall make a motion as to how the charge(s) is to be dealt with. The motion is open for debate and discussion.

Article 7. The decision reached by this special meeting *of the general membership* shall be accepted as final.

Section XII – Constitution and By-Laws

Article 1. Proposed changes may be submitted by motion from any member in good standing at regular business meetings or at board meetings.

Article 2. Any changes or amendments to the By-Laws shall be read at a regular club meeting and a copy of the proposed change or amendment shall be made available to all members before it is acted upon at the next regular business meeting.

Article 3. Any such changes or amendments to the By-Laws shall be carried by *a simple majority vote (one more than half of the total votes cast) of members in good standing in attendance*.

Section XIII – *Club Policies*

Article 1. The Board shall be empowered to establish, from time-to-time, club policies it deems beneficial in maintaining the club's purpose and to grow the club's membership.

Article 2. A record of the established policies shall be maintained as an attachment to the By-Laws.

Article 3. Policies so established shall remain in effect for a period of time consistent with the policy.

Section XIV – **Club Property**

Article 1. A record of all club *real* property shall be maintained *and reviewed by the Board in conjunction with the annual audit of club funds.* ~~by a board member other than a member of the Executive Board.~~

Article 2. Club records shall be open to any member in good standing, with the exception of *members'* person(*al*) information. Requests shall be acted upon within a timely manner.

Article 3. Club officers, upon completion of their term of office, *their removal* from office, or when their office is declared vacant, shall *voluntarily* deliver to the board *any and* all books, records, papers, *videos*, tapes and other club property in their possession. *The same shall apply to any club member(s) who are not officers in possession of club property upon their departure from the club.*

- A. Any officer/director who refuses to voluntarily return club property or records will be subject to termination of membership from the club, with no refund of membership dues.
- B. Individuals shall be subject to payment of any and all legal expenses incurred to obtain said property.

Section XV – *Special Club Functions*

Article 1. All club functions and/or contests shall be discussed and either approved or rejected by the Board of Directors.

Article 2. Special committees may be appointed at the discretion of the President to conduct and oversee a club function with the chairperson on the committee as a special liaison to report on progress and discuss relevant matters with the board.

Section XVI – Dance Instruction Guidelines

National Teacher’s Association (NTA) *teacher training* guidelines *or materials deemed as equivalent or appropriate by a majority vote of the club’s instructors and/or the Board* should be used as a *general* foundation for dance instruction. *Guidelines shall be assessed and approved periodically as needed by the instructor group.*