

HEART OF TEXAS WEST COAST SWING DANCERS CONSTITUTION AND BY-LAWS

ARTICLE I ---NAME

Section 1. The name of the organization shall be “Heart of Texas West Coast Swing Dancers” (herein after referred to as HOTWCSD and the Club). It is a not for profit organization located in Austin, Travis County and Chartered in the State of Texas.

Section 2. HOTWCSD is not affiliated with any other dance studio, clubs, or organizations.

ARTICLE II --- OBJECTIVE

Section 1. It shall be an objective of HOTWCSD to provide a friendly, energetic, and supportive environment where members and guests can share a love for swing dancing and pursue individual dancing goals.

Section 2. It shall be an objective of HOTWCSD to teach West Coast Swing dancing at regular meetings for members and guests who want to learn basic skills and for those who want to advance their dancing skills.

Section 3. It shall be an objective of HOTWCSD to promote West Coast Swing dancing in our community through periodic West Coast Swing workshops, special events, and performances.

Section 4. It shall be an objective of HOTWCSD to perpetuate the heritage of Texas Whip dancing and West Coast Swing dancing, the only American derived dance art form.

ARTICLE III — POLICY

Section 1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. The fiscal year of the Club shall be from first day of June to last day of May of each calendar year.

ARTICLE IV ---MEMBERSHIP

Section 1. The membership of HOTWCSD is open to anyone.

Section 2. A member in good standing is one whose dues are current.

Section 3. The dues are to be paid in full, when due, as set forth by the Executive Board annually.

Section 4. Non-member fees will be set annually by the Executive Board.

Section 5. Any member in arrears of their dues will be dropped from membership. Members in

arrears of their dues shall not be allowed to run for office or vote.

Section 6. Life-Time Members are persons that have significantly contributed to the growth and well-being of the Club, and they are members until the dissolution of HOTWCSD. Current Life-Time Members will be grandfathered; however no further Life-Time Memberships will be offered.

Section 7. Complimentary memberships may be granted at the discretion of the Executive Board.

Section 8. A member who resigns forfeits all dues paid to date.

Section 9. Revocation of membership

- a. Membership may be revoked when the action of a member is detrimental to the Club as a whole, as determined by a 2/3 vote of the members present.
- b. Dues are forfeited upon revocation of membership.

ARTICLE V — ELECTION OF OFFICERS, DESCRIPTION OF THEIR DUTIES

Section 1. Elected Officers shall be a President, Vice President, Recording Secretary, Membership Secretary, and Treasurer.

Section 2. Elections

- a. Election of Officers is to be held each year during the second week in May by a majority vote of the members.
- b. At least sixty days prior to the elections, the President shall appoint a nominating committee of at least two (2) members to solicit and accept the applications of those members who wish to run for office.
- c. Self nominations for club offices are to be submitted to the nominating committee.
- d. Absentee votes will be accepted only if presented in writing to a member of the Executive Board no later than the day before the elections.
- e. In the event a person is nominated for more than one club office, that person must make a declaration at the close of the nominations to run for only one office.

Section 3. Term of Office

- a. All officers shall serve a term of one year or until his/her successor is elected either at a regular or special meeting.
- b. The newly elected officers' will begin their term on the first day of June.

Section 4. Vacancies

- a. In the event of a vacancy in the office of President of the Club, the Vice-President shall assume the duties of the President for the remainder of that term.
- b. In the event of a vacancy in the office of Vice President, Treasurer, Recording Secretary, or Membership Secretary the Executive Board shall meet and appoint a replacement subject to approval by the membership.

Section 5. Officer's Duties

- a. The President shall:
 - (1) preside at all meetings,
 - (2) be responsible for the supervision of all club activities,
 - (3) have the authority to appoint any committee deemed appropriate,
 - (4) be entitled to vote on matters held by secret ballot or open show of hands only to break a tie,
 - (5) be responsible for seeing that all officers and committee persons perform their functions, duties and tasks, and
 - (6) have authority to co-sign checks with the Treasurer.

- b. The Vice-President shall:
 - (1) preside at all meetings in the absence of the President,
 - (2) assist the President in the duties and functions of the Club,
 - (3) have the authority to make final decisions concerning club matters when the President is unavailable and immediate decisions are required, and
 - (4) have authority to co-sign checks with the Treasurer.
- c. Treasurer shall:
 - (1) be in charge of and responsible for the handling of all finances and reports, and correspondence related thereto,
 - (2) use approved accounting/record keeping methods for all club finances,
 - (3) submit at each Executive Board meeting of the Club a Treasurer's report of all moneys received and expended. Additional itemized information shall be available upon member request,
 - (4) along with the President and/or Vice President of the Club, be a co-signer of all checks drawn on the Club's account,
 - (5) be authorized to spend an amount not to exceed \$100.00 per calendar month on general operating expenses,
 - (6) any other expenditures that exceed \$100.00 must be approved by Executive Board,
 - (7) write checks only when accompanied by appropriate written documentation of the expenditure, such as invoices, and
 - (8) prepare the fiscal year budget for the following year to be approved by the Executive Board.
- d. The Recording Secretary shall:
 - (1) be responsible for maintaining a copy of all minutes which includes the number of members in attendance, and the records and correspondence pertaining to club business other than those maintained by the Membership Secretary,
 - (2) have items pertaining to club operations (informational flyers, membership forms, newsletters, forms, etc.) and the By-Laws and Policies, and
 - (3) maintain inventory of club property.
- e. The Membership Secretary shall:
 - (1) be responsible for maintaining an up-to-date record of all members contact information as well as membership numbers as applicable,
 - (2) be responsible for membership drives and promotions, and
 - (3) be responsible for recruiting and training weekly and special event greeters.
- f. **Executive Board**
 - (1) The Executive Board shall consist of the President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, and appointed positions authorized to vote in accordance with ARTICLE VII, Section 2 herein.
 - (2) The Executive Board shall have the authority to make any decisions that must be made between annual meetings.
 - (3) Decisions made within the Executive Board shall be determined by majority vote of the Executive Board.
 - (4) The Executive Board shall have authority to select an Advisory Board to be available at its request. Members of the Advisory Board may include Club members in good standing and other individuals from the community who can assist the Club in the furtherance of its objectives.

ARTICLE VI — MEETINGS

Section 1. Executive Board Meetings

- a. The Executive Board should meet monthly (time and place as determined by the Executive Board). Club members may attend Executive Board meetings in a non-voting capacity.

Section 2. Annual Meeting

- a. An annual meeting of the membership shall be held in May of each year for the election of officers and club business.
- a. A quorum of twelve (12) members must be present at the annual business meeting before business may be transacted.
- b. Absentee voting will be accepted by Recording Secretary no later than twenty-four (24) hours prior to the business meeting.

Section 3. Special Meetings

- a. Reasonable and necessary Special Business Meetings and Executive Board Meetings may be called by the President at his/her discretion.
- b. The President must call a Special Meeting within thirty (30) days of receipt, witnessed by two members, of a petition, signed by twelve (12) members in good standing, requesting the Special Meeting and stating the topic.

Section 4. Conduct of Meetings

- a. All meetings shall be conducted according to "Roberts Rules of Order, Newly Revised."

Section 5. Limitation of time for discussion.

- a. Normally speakers will be limited to a maximum of five (5) minutes to present their subject depending upon the importance of the topic. The length of time may be extended by decision of the Executive Board.

ARTICLE VII — GENERAL

Section 1. Club Property

- a. All club property shall be inventoried annually and records maintained by the Recording Secretary.
- b. All club Officers, upon completion of their term of office, removal from office, or when their office is declared vacant, shall deliver to the Executive Board all books, papers, and other club property in their possession.
- c. Any Officer or member who refuses to return club property or records shall be subject to termination of membership from the Club; and whatever legal actions are necessary will be taken to obtain said property.

Section 2. Appointed Positions

- a. The Executive Board shall select by majority vote the appointed positions necessary to keep the Club operational, which may include but are not limited to a Dance Director, a Music Coordinator, and Publicity Coordinator.
- b. All appointed positions shall be reviewed annually by the newly elected Executive Board.
- c. The Dance Director shall:
 - (1) attend Executive Board meetings as a voting member,
 - (2) recruit Dance Instructors subject to final approval by the Executive Board,
 - (3) prepare and direct a dance instructional plan for all levels of dancers in keeping with the Club's purpose as stated in ARTICLE II, and
 - (4) arrange for guest instructors for club workshops and special events subject to the approval of the Executive Board.
- d. The Music Coordinator shall:
 - (1) attend Executive Board meetings as a voting member,

- (2) coordinate the provision of West Coast Swing music at all club sponsored dances in keeping with the Club's purpose as stated in ARTICLE II and in support of the dance instructional plan, and
 - (3) coordinate the purchase, collection, and maintenance of the Club's music and sound equipment.
- e. The Publicity Coordinator shall:
- (1) attend Executive Board meetings as a voting member,
 - (2) provide and create flyers for all events and distribute flyers to appropriate locations,
 - (3) disseminate through available media club dances, and special events information, and
 - (4) create and send an e-newsletter prior to each dance and all special events.

Section 3. Committees

- a. The President shall have the authority to appoint chairpersons and members to committees as needed.
- b. Chairpersons and committee members must be members of the Club in good standing.

Section 4. Reciprocal Privileges

- a. The Executive Board may establish reciprocity with other non-profit dancing organizations.

ARTICLE VIII --- AMENDMENTS TO CONSTITUTION AND BY-LAWS

Section 1. Any amendments to the Constitution or By-Laws must be distributed to all members at least thirty days prior to the date of the business meeting for the vote.

Section 2. Any such amendment shall be submitted by motion from the floor and must be carried by 2/3 vote, with a minimum of twelve (12) members in good standing present.

ARTICLE IX --- DISSOLUTION

Section 1. Upon dissolution of the Club the officers shall, after paying all liabilities of the Club, dispose of all assets of the Club exclusively for the purpose of the Club in such manner or to such organizations formed and operated exclusively for charitable, religious, scientific or educational purposes as shall at the time qualify [under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law], as an exempt organization.