

## Twin City Squares By-Laws

Original copy May 1998

Amended August 11, 1998

Amended April 15, 2007

Amended April, 2015

1. This club shall be known as the “Twin City Squares”.
2. This club shall dance on the first and third week of each month. The club year shall run from May 1 to May 1.
3. Club officers shall consist of a President, Vice-President, secretary and Treasurer. Officers shall be elected for a term of one (1) year. Officers so elected shall comprise the Executive Board and shall meet at the request of the members or any individual member. The officers shall formulate and execute policy and procedures of the club. Duties of officers shall be listed in the “Club Policies and Guidelines”.

There shall be appointed by the President, prior to May 1, delegates and alternate delegates to the WRADA as long as the club remains a member of the WRADA. Delegates will be reimbursed for any meeting so attended at a rate set by the Executive Board. Such appointments shall be for a one (1) year term, May 1 to May 1. Officers and appointees may be couples or an individual club member.

4. A nominating committee composed of the presiding officers shall present a slate of candidates to fill each office at the annual meeting in April, at which time the election shall be held. Nominations from the floor may be added to the slate the day of the election.
5. This club is an open club. All square dancers may dance upon the payment of a dance fee. Membership in the club will be open to all dancers. Guests are welcome at all club dances.
6. Annual club and Hoedown News dues shall be paid by the date of the first dance in the month of May...due to the fact that the Hoedown News list must be turned in by June 1<sup>st</sup>, and also to ensure as accurate a membership roster as possible. Reminder notices for unpaid club dues may be sent out for the above reasons. Dance fees are recommended by the officers and voted on by the members.
7. The expenses of this club shall be provided for by the annual dues, dance fees, and fund-raising activities.
8. The club members shall vote on who the Club Caller shall be. At each annual meeting the club members will be given an opportunity to review the Club Caller.

9. The club is not bound by the confines or boundaries of the Wolf River Area Dancers Association for the selection of their guest callers. Hiring of a guest caller is contingent on the available funds.
10. In the event of illness or death of a fellow square dancer of our club or callers from other clubs, sympathy cards will be sent from the club. In conjunction with sympathy cards in the event of death, the spouse will be listed on the membership roster as an Honorary Member. Donations of flowers or cash may be done on an individual basis, but not from the club treasury.
11. The financial records shall be audited prior to the annual meeting by two (2) club members who are not officers.
12. All equipment owned by the club shall be accessible to any club member to use on behalf of the club.
13. As “Square Dancers”, we should dress like “Square Dancers” at all club dances. Casual dress will be optional during the summer months (May through August).
14. Amendments to these by-laws shall be accepted by a two-thirds vote of the members present at the next regular or special meeting. Notice of these meetings shall be announced in the local newspaper, or may be combined with the dance notice.
15. Upon dissolution of the club, all properties shall be disposed of by the membership.

## Twin City Squares Club Policies and Guidelines

- 1.) The duties of the President shall be to officially represent the club; conduct all meetings of the club; be responsible for scheduling the hall and callers for regular or special dances, and canceling the hall and caller if necessary. The president will appoint a person responsible for arranging demonstration dances.
- 2.) The Vice-President shall assist the President and shall assume the duties of the President in the President's absence. The Vice-President shall make sure someone brings the soda to the dances, and schedules menu and lunch committees for the dance year.
- 3.) The Secretary shall keep the minutes of the meetings for the club; carry on all correspondence of the club; keep a roster of the members, send out all contracts for callers as directed by the President; place notices of dances in local news papers; and send the schedule of dances to the Hoedown News.
- 4.) The Treasurer shall be responsible for all money received and disbursed by the club, and shall keep current accounts. The Treasurer shall pay all hall rentals and caller's fees after each dance. The Treasurer's records should be up-to-date at every dance, and read if desired by the club.  
  
It is also the responsibility of the Treasurer to arrange for the use of the school for lessons and the hall for the picnic.
- 5.) A fee shall be collected for beginners' lessons. The amount will be decided by the members. For the year 2007-2008 the fee is set at \$2 per person for each lesson.
- 6.) A minimum monetary donation of \_\_\_\_\_ plus caller's fees shall be requested by the club when giving a demonstration. The club may waive this donation/fee at any time.
- 7.) Meetings will be governed by **Robert's Rules of Order** whenever they apply.