

# Saturday Evening Dance Club

## BY-LAWS

2016

### ARTICLE I

Section 1 **Name:** The name of the organization shall be the Saturday Evening Dance Club, also known as the SEDC.

### ARTICLE II

Section 1 **Purpose:** The purpose of the Saturday Evening Dance Club shall be to afford couples the opportunity to enjoy ballroom dancing in an elegant atmosphere with a live band.

Section 2 **Dress Code:** Women shall wear long dresses, dressy pants and blouses or cocktail dresses. Men shall wear tuxedos or dark suits with shirt and tie. The Board may designate a specific dance as being black-tie only.

Section 3 **Dance Season:** The dance season begins in September and ends in June of the following year.

### ARTICLE III

#### Membership

Section 1 **Eligibility:** Couples who enjoy ballroom dancing, pay annual dues, and observe the SEDC dress code shall be eligible for membership.

Section 2 **Membership:** Membership shall be limited to 80 member couples. In the event that a partnership dissolves, the membership is retained by only one of the partners. Membership may not be split.

Section 3 **Resignation:** Members are considered to have resigned if they fail to pay their membership dues for the SEDC year. They may continue to attend dances as a guest by paying the established guest fee.

Section 4 **Honorary Membership:** A member is eligible for Honorary membership if he or she has served on the Board of Directors for ten or more years, four of which were served as President. Honorary members shall pay no annual dues and shall not incur any costs associated with attending SEDC Member Dances.

### ARTICLE IV

#### Board of Directors

Section 1 **Members:** The Board shall consist of the President, Secretary, Treasurer, Membership Director, Publicity Director, Hospitality Director, Venue/Catering Director and immediate Past President.

Section 2 **Qualifications:** Any member may serve as an officer or director.

Section 3 **Vacancies:** Any vacancy occurring on the Board, for any reason, shall be filled by Presidential appointment for the remainder of the term of office, with the consent

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Section 3 of the Board.  
(cont'd)

Section 4 **Powers and Duties:** The Board of Directors shall have full charge of the property and business of the organization with full power and authority to manage and conduct the same. The Board shall plan and direct the work necessary to carry out the purpose and programs of the Saturday Evening Dance Club. The Board may create and designate such special committees as it may deem necessary.

Section 5 **Meetings:** There shall be a minimum of four regular Board meetings annually. The President may call additional meetings if he/she deems it necessary or at the request of a majority of the Board.

Section 6 **Quorum:** One-half of the members of the Board shall constitute a quorum.

### Duties

Section 7 **President:**

- Calls and presides at Board meetings
- Develops agenda for Board meetings
- Signs checks
- Has primary responsibility for hosting every dance or may designate another Board member to act in his/her capacity
- Coordinates closely with Venue/Catering Director to develop a budget for each dance
- Reviews proposed dance costs with Board to set cost per couple
- Works directly with Publicity and Membership Directors to ensure SEDC meets attendance minimums for specific venues
- Sends out periodic reminders regarding dance deadlines and other important SEDC membership information when necessary
- Acts as the custodian of records

**Secretary:**

- Keeps minutes of business meetings and sends electronically to President for review/edits within 2 weeks of meeting
- Works with President to revise meeting minutes, which are then presented at the next Board meeting for approval
- Develops dance fliers to be sent via US mail to all members
- Casts the vote for any uncontested offices; creates and mails ballots for contested offices
- Mails new season brochure with membership renewal form and President's message
- Sends condolence cards

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Section 7 **Treasurer:**  
(cont'd)

- Receives all monies from Membership Director; makes bank deposits; receives bank statements
- Dispenses funds upon order of the Board and upon presentation of a proper receipt
- Signs checks
- Presents statements on financial status of the SEDC to the Board at regular meetings
- Sells 50/50 raffle and oversees disbursements to winners

**Publicity Director:**

- Notifies the media of dinner dances and other special events
- Works with local dance instructors to publicize SEDC dances and provides them with fliers and club information to help recruit new members
- Publicizes upcoming dance events via on-line dance websites

**Membership Director:**

- Maintains an up-to-date record of members, their partners and waiting list
- Receives all dance checks (for both member and dinner dances) and makes copies before forwarding to Treasurer
- Keeps track of attendees for each dance and informs President, Hospitality Director and Venue/Catering Director
- Sends email acknowledging receipt of membership renewal, dance payment, and annual dues and directs members to SEDC website and to By-Laws
- Provides directory of name, address and phone number to members

**Venue/Catering Director:**

- Locates venues to hold dances, working with managers and caterers to get the best deal for the SEDC
- Develops menu, ensuring that adequate vegetarian options are available and accommodating common allergy needs (e.g., nuts, shellfish and chocolate)
- Identifies and vets bands and proposes them to the Board for approval
- Negotiates cost of band within guidelines established by the Board
- Signs venue and band contracts on behalf of SEDC
- Presents proposed total cost of dance to the President for approval by the Board and for setting the member and non-member charges for attendance of the dance
- Informs caterer of number of attendees and adjusts food quantities as needed
- Ensures caterer delivers food service as contracted

**Hospitality Director:**

- Coordinates schedule for greeting arrivals at dance
- Takes attendance at each dance and ensures Membership Director has contact information for non-members
- Supplies table decorations for the dances
- Creates name cards for dances and makes available for each dance

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Section 7 **Immediate Past President:**  
(cont'd)

- Acts in absence of the President
- Acts as webmaster and maintains SEDC website
- Provides institutional history and continuity
- Provides general advice and support to the President

**All Board Members:**

- Welcome all attendees during the course of the dance
- Act as scouts for prospective Board members
- Distribute information about SEDC to potential members and non-members
- Work with President to create annual brochure
- Participate in defining the mission of the organization, help develop policies and objectives to maintain organizational values and meet established goals, and ensure organizational tasks are accomplished in a timely manner
- Execute special projects assigned by the President in a timely manner
- Act in the President's absence, having the same powers, duties, and responsibilities as the President when so acting. The sequence for acting President shall be as follows: Past President, Secretary, Treasurer, followed by Directors in alphabetical order by title

Section 8 **Removal of Officers/Directors:** At any regular or special meeting, any officer or director may be removed by majority vote of the Board of Directors for failure to carry out the duties of the office as prescribed by these By-Laws, conduct detrimental to the SEDC, or for lack of acceptance of the stated purpose of the SEDC. Any officer or director proposed to be removed is entitled to five business days' notice of the meeting at which the removal shall be considered and may address the Board at such meeting.

### ARTICLE V

#### Fiscal Administration

Section 1 **Fiscal Year:** The fiscal year of the Saturday Evening Dance Club shall commence on the first day of July and end on the last day of June the following year.

Section 3 **Expenses:** Expenses are reviewed on an annual basis by the Board and are used to determine the upcoming season's annual dues.

Section 4 **Fund Raisers:** In addition to projected income from dues, fund raisers may be considered to cover expenditures, so long as these projects are suited to the dignity of the Saturday Evening Dance Club and are in compliance with appropriate government laws or venue requirements.

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### ARTICLE VI

#### Nominations and Elections

- Section 1 **Elections:** Elections for Officers and Board Members shall take place at the Annual Meeting. The President, Secretary, Publicity Director and Venue/Catering Director shall be elected on even-numbered years. The Treasurer, Hospitality Director and Membership Director shall be elected on odd-numbered years. All terms are two years in length. There is no maximum number of terms that may be served.
- Section 2 **Nominating Committee:** The President shall appoint three members: one Board member and two members-at-large, the Board Member shall be the Chairperson of the Nominating Committee.
- Section 3 **Voting:** If the office is contested, voting shall be by ballot. Each member couple will receive one ballot by mail to be filled out and returned to the Chairperson of the Nominating Committee. Votes will be tallied and results will be presented at the Annual Meeting. The Secretary will be asked to cast the vote for uncontested offices, unless it is for the office of Secretary. In that event, any other Board member may cast the vote.

### ARTICLE VII

#### Meetings

- Section 1 **Annual Meeting:** The Annual Membership Meeting shall be held during the last dance of the season or at a location and time established by the SEDC Board.
- Section 2 **Vote:** Each member couple has one vote.

### ARTICLE VIII

#### Amendments

- Section 1 The Board has the power to amend the By-Laws of the SEDC by a two-thirds majority vote of active Board members.

By-Law changes may be suggested by the membership in writing and sent to the President to be presented to the Board.

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### ARTICLE IX

#### Statement of Nondiscrimination

Section 1 Notwithstanding any provision of these By-Laws, the SEDC shall not discriminate against any person on the basis of sex, race, color, ethnicity, national origin, disability, marital status or sexual orientation.

Adopted 5/20/92

Amended 5/24/94

Amended 5/07/98

Amended 5/01/13

Amended 5/10/16