

San Antonio Swing Dance Society Bylaws

ARTICLE I – NAME & PURPOSE

Section 1: The Name of the organization shall be San Antonio Swing Dance Society (AKA: SASDS; the Society).

Section 2: Purpose. The San Antonio Swing Dance Society is organized exclusively for charitable, scientific, and educational purposes, more specifically to promote and educate people in Swing dancing and Lindy Hop in its various forms and fashions.

ARTICLE II – MEMBERSHIP

Section 1: Membership. Members of the San Antonio Swing Dance Society are individuals who are current in the payment of their dues and who are in good standing with the Society. A member is considered to be in good standing as long as the member abides by the SASDS Code of Conduct. Members are allowed to take advantage of discounts, or free entry, when offered, to lessons, workshops, and dances sponsored by the Society. Members may also be offered discounts to swing dance events hosted by affiliate Swing Dance Societies in Texas.

Section 2: Membership Dues. Dues are determined by the Board and collected by the Treasurer. Upon receipt of an individual's dues membership is valid for twelve (12) consecutive months.

Section 3: SASDS Code of Conduct. When a member, or non-member, is identified as not abiding by the SASDS Code of Conduct at an SASDS sponsored event at least two Board Members will meet with the person in question as soon as possible to review the alleged incident and attempt resolution of the matter. If the two Board Members identify that further action is warranted the President will call for a Special Meeting to review the alleged incident. The member in question shall be invited to attend and review the alleged incident with the Board. If warranted, the Board will meet in private session to consider sanctions which may include termination of membership and/or restriction from all SASDS sponsored events. Sanctions must be approved by two-thirds of the Board.

ARTICLE III – ANNUAL MEETING

Section 1: Annual Meeting. The Annual Meeting may be scheduled during the month of May and is to be attended by the Board of Directors. The Board shall set the time, date, and place of the annual meeting not less than thirty (30) days before the meeting.

Section 2: Purpose. The purpose of the Annual Meeting is to update the members of SASDS on the status of the society. Each board member will have an opportunity to update members regarding their respective areas of responsibility. The annual meeting should precede or may be held in conjunction with board elections.

Section 3: Notice. Notice of the Annual Meeting shall be made available to members, and the public, via electronic messaging systems (i.e. FaceBook, SASDS Website, Electronic Mail, etc.), and not less than thirty (30) days before the meeting.

ARTICLE IV – BOARD MEETINGS

Section 1: Monthly Meetings. The Board shall meet at least monthly. The time and place of the monthly meeting will be agreed upon by two-thirds the Board.

Section 2: Notice. Notice of monthly meetings shall be given to each Board Member, by phone call, text, or electronic mail, not less than seven (7) days before the meeting. Notice of each monthly meeting shall be made available to members, and the public via electronic messaging systems (i.e. FaceBook, SASDS Website, Electronic Mail, etc.) and not less than seven (7) days before the meeting.

Section 3: Special Meetings. Special meetings of the Board of Directors shall be called at the request of the President or two-third of the Board Members. A special meeting may be held within seven (7) days of the date it is called for with approval of at least two-thirds of the Board Members.

Section 4: Quorum. A quorum, at least two-thirds of the Board Members, must be present before business can be transacted.

ARTICLE V – BOARD OF DIRECTORS

Section 1: Board Role, Size, and Compensation. The Board is responsible for overall policy and direction of the Society, and may delegate responsibility for day-to-day operations of the Society. Board Members are solely responsible for voting on all matters pertaining to the Society. The Board shall have up to ten and no fewer than five members. The Board receives free SASDS membership renewal during the year that they hold office and reimbursement for reasonable authorized expenses related to their duties. They shall receive no other form of compensation.

Section 2: Board Elections. Individuals wishing to run for the board must be current SASDS members. It is also recommended that an individual have been a member for at least 6 months and have served as an Officer during the past 6 months. Election of new Board Members, or the re-election of current Board Members, will be held during the annual meeting of the society. New Board Members will be elected by a two-thirds majority vote of the current Board Members.

Section 3: Terms. Board Members are elected to a one-year term, beginning June 1 and ending May 31 of the following year, and are eligible for re-election.

Section 4: Board Members and Duties. Members of the Board shall consist of a President, Vice President, Secretary, Treasurer, and up to six Member at Large positions. Their duties are as follows:

The President shall convene scheduled Board meetings, shall insure that Board Members are notified of meeting announcements and agendas, and shall preside at each meeting. In the President's absence, the President will arrange for another member of the Board to preside and will select his replacement in the following order: Vice President, Treasurer, Secretary, or any Member At-Large. The President and the Vice President shall be responsible for the oversight of each of the other Board Members as well the overall operations of the SASDS.

The Vice President shall manage all dance events. In the absence of the President, the Vice President will assume all responsibilities of the President.

The Secretary shall ensure the safety and accuracy of all board records, maintain board meeting minutes, and provide notice of Board meetings.

The Treasurer shall make a report of the current financial status at each Board meeting, shall chair the financial committee, keep records of all members in good standing and give notices to members when annual membership dues are to be collected, assist in the preparation of the budget, and make financial information available to Board members and the public.

Member at Large positions may be identified and elected at the annual meeting; or, may be identified during the fiscal year and elected by the Board. Responsibilities of each Member at Large will be identified by the Board and assigned upon election to the Board. Any Member at Large positions filled during the fiscal year are elected for the remainder of the Fiscal Year.

Section 5: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board Members by the President two weeks in advance of a Board meeting. These nominations shall be sent out to Board Members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled for the remainder of the Fiscal Year.

Section 6: Resignation, Termination, and Absences. The resignation of a Board Member must be submitted in writing to the President. A Board Member shall be subject to removal from the Board for excessive absences if s/he has three unexcused absences from Board meetings held during their term of service. A Board member may be removed, or terminated for other reasons, by a three-fourths majority vote of the remaining Board Members.

Article VI - SASDS Officers

Section 1: Purpose. The purpose of including Officers as part of the SASDS leadership team is to further develop the leadership skills unique to the needs of the Society. Officers will have the opportunity to work alongside Board Members and develop a greater understanding of the operational requirements of managing a non-profit organization.

Section 2: Selection. Any Member of the Society may volunteer, or be solicited by Board Members, to fill the available Officer positions. Board Members will review all applicants and make final approval for appointment by a two-thirds majority vote of the Board.

Section 3: Term. Any Member selected to serve as an Officer is assigned to the position for the remainder of the Fiscal Year in which they are appointed.

Section 4: Responsibilities. Officers are responsible to their assigned Board Member or Committee Chairperson in the performance of their assigned duties. Officers may be asked to complete any assigned duties within a specified time frame. Officers are invited, or may be directed by the Board, to attend Board Meetings to provide further information regarding their duties or to participate in discussion of agenda items.

Section 5: Compensation. Officers will receive a free one year extension of their membership upon appointment. Officers will receive reimbursement for reasonable authorized expenses related to their duties. A request for reimbursement should be presented to the Treasurer with appropriate receipts attached. Officers shall receive no other form of compensation.

Section 6: Resignation, Termination, and Absences. The resignation of an Officer must be submitted in writing to the President. An Officer shall be subject to termination for excess absences to assigned meetings if s/he has three unexcused absences from assigned meetings held during their term of service. An Officer may be terminated by a three-fourths majority vote of the Board.

ARTICLE VII – COMMITTEES

Section 1: The Board may create committees as needed. The Board appoints all Committee Chairman.

Section 2: Finance Committee. The Treasurer is Chairman of the Finance Committee, which may include a staff of three other Society members. The Finance Committee is responsible for developing and reviewing fiscal procedures, and an annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board must approve any major changes in the budget. The fiscal year shall be from June 1 to May 31 of the following year. Written Quarterly reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the members and the public.

ARTICLE VIII– AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the President to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of the San Antonio Swing Dance Society on February 2nd, 2002.

These Bylaws were last updated and approved by the Board of Directors of the San Antonio Swing Dance Society on May 8, 2017.

These Bylaws were last updated and approved by the Board of Directors of the San Antonio Swing Dance Society on August 3, 2017.

These Bylaws were last updated and approved by the Board of Directors of the San Antonio Swing Dance Society on September 7, 2017.

Member At-Large 1 shall be responsible for making announcements to the members and the general public through forms of advertisement such as, but not limited to, flyers, radio, newspaper, magazines, television, or website shall speak with clients, and inform the Board of the status of current events.

Member At-Large 2 shall be responsible for coordinating community outreach and special events, including locating and booking venues, bands, instructors and all other event related duties.