

BYLAWS Of
The San Antonio Swing Dance Society

ARTICLE I – NAME, PURPOSE

Section 1: The Name of the organization shall be San Antonio Swing Dance Society.

Section 2: 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 shall consist of all individuals who pay annual membership dues and remain in good standing with the Society including the board members.

ARTICLE III – ANNUAL MEETING

Section 1: Annual Meeting. The Annual Meeting is to be attended by the Board of Directors who shall also set the time, date, and place of the regular annual meeting.

Section 2: Meetings. The Board shall meet at least monthly, at an agreed upon time and place.

Section 3: Special Meetings. The Board of Directors may call special meetings as need- ed.

Section 4: Notice. Notice of each meeting shall be given to each voting member by electronic mail, not less than seven (7) days before the meeting.

ARTICLE IV – BOARD OF DIRECTORS

Section 1: Board Role, Size, and Compensation.

The Board is responsible for overall policy and direction of the Society, and delegates responsibility for day-to-day operations of the Society. The Board shall have up to ten and no fewer than five members. The Board receives free San Antonio Swing Dance Society membership renewal during the year that they hold office and reimbursement for reasonable

expenses. They shall receive no other form of compensation.

Section 2: Board Elections. Individuals wishing to run for the board must be current SASDS members for minimum of 4 months and recommended to be an active volunteer at SASDS events. Individuals must also be in good standing with the San Antonio Swing Dance Society. The election of new board officers or election of current officers to a second term will occur as the first item of business at the annual meeting of the society. Officers will be elected by a majority vote of the current officers.

Section 3: Terms. All Board members shall serve one-year terms, but are eligible for re- election.

Section 4: Quorum. A quorum, at least 70 percent of the Board members, must be present before business can be transacted or motions made or passed.

Section 5: Notice. An official Board meeting requires that each Board member have written notice two weeks in advance via letter, email, or text message.

Section 7: 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 only to the end of the particular Board member's term.

Section 8: Resignation, Termination, and Absences.

Resignation from the Board must be received in writing and received by the President. A Board member shall be subject to

Section 6: Officers and Duties. There shall be six officers of the Board consisting of a President, Vice-President, Secretary, Treasurer, At-Large 1 and At-Large 2. Their duties are as follows:

The President shall convene regularly scheduled Board meetings, shall send out meeting announcements and agendas to each Board Member, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Treasurer, Secretary, and At-Large positions.

The Vice President shall manage day-to-day operations of all weekly and monthly dance events.

Removal for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three- fourths vote of the remaining directors.

The Treasurer Position 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, help develop fundraising plans, and make financial information available to Board members and the public.

The Secretary Position shall ensure the safety and accuracy of all board records, maintain board meeting minutes, provide notice of meetings of the board to SASDS board members and community.

At-Large 1 Position shall be responsible for making announcements both to the members of the Society and to the general public through flyers, radio, newspaper, magazines, television, website and other forms of advertisement, shall speak to clients and inform the Board of the status of current events.

At-Large 2 Position shall be responsible for coordinating community outreach events as well as special San Antonio Swing Dance Society events, including locating and booking venues, bands, instructors and all other special event-related duties.

Section 9: Special Meetings. Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member two weeks in advance via letter, email, or text message.

ARTICLE V – COMMITTEES

Section 1: The Board may create committees as needed, such as fundraising, housing, publicity, membership, etc. The Board appoints all committee chairs.

Section 2: Finance Committee. The Treasurer is chair of the Finance Committee, which includes three other Society members. The Finance Committee is responsible for developing and reviewing fiscal

procedures, a fundraising plan, and 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 the calendar 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 membership, Board members and the public.

ARTICLE VI – AMENDMENTS