



# SAMENA SQUARES

SAMENA SQUARES - SQUARE DANCE CLUB

## BYLAWS

May 2017

### PREAMBLE

WE, THE MEMBERS OF THE SAMENA SQUARES - SQUARE DANCE CLUB, ARE JOINED TOGETHER IN A SPIRIT OF FELLOWSHIP AND GOODWILL FOR THE PURPOSE OF SHARING THE BENEFITS AND PLEASURES OF MAINSTREAM SQUARE AND ROUND DANCING.

### Article I

#### Name

This family square dance club shall be known as the "Samena Squares Square Dance Club". Under this name, it is a Federal 501(c) (7) tax exempt organization and is incorporated as a non-profit organization under the State of Washington rules RCW 24.03.

### Article II

#### Membership

##### Section 1

- Membership shall be open to those persons who have a basic understanding of square dancing and a desire to share their ability with others.
- Prospective members are expected to have completed a recognized course of square dance instruction.
- Members must have paid their dues for the current dance year in order to participate in the members-only activities of the club.
- A dance year runs from September 1 of one year to August 31 of the following year.
- Failure to pay dues appropriately may be cause for termination.
- Membership dues are non-transferable and refunded at the discretion of the Executive Board.
- INACTIVE MEMBERSHIP may be granted upon request and approval of the Executive Board. This membership category excludes free admission to dances and lessons, but entitles the member to club communications and the opportunity to participate in club activities. This person is a non-voting member.

##### Section 2

- Dues shall be determined by the Executive committee and voted on by the club members at the first meeting of each calendar year.
- Dues will be payable by the first club dance in September of each year; and shall be overdue on October 1st of each year.
- Dues payment allows members to attend regular club dances without further charge.
- Dues payment to any square dance club allows members to act as "Angels" at club mainstream lessons.
- For those new members whose membership commences during the square dance season, the annual dues shall be pro-rated in proportion to the remaining dances of the year.
- Any graduate from our club's mainstream dance lessons who joins our club upon graduation and pays dues at that time for the following dance year shall be entitled to dance for no charge at our club's remaining dances for the current dance year.

### Section 3

Membership may be terminated by any of the following methods: By request of the member to be terminated.

- Failure to pay dues appropriately may be considered to be termination by request of the member.
- By majority vote of the members present at a regular or specially called club meeting. Such action to be initiated for cause, such as improper social behavior or the display of disruptive behavior at any club function, by a majority of the Executive Committee Members. Notice of such pending action is to be communicated to the member in question prior to the action at the regular or specially called club meeting.

## Article III Meetings

### Section 1

Regular meetings shall be held quarterly, at time and place to be announced by the President.

### Section 2

The President shall call a special meeting whenever the need arises. The need is to be determined by the request of the majority of the Executive Members or the majority of the club members. The time and place for the special meeting is to be specified by the President and communicated to the club's active members.

### Section 3

A quorum shall consist of those members present at any duly called regular or special meeting. Each member shall have one vote.

### Section 4

A simple majority of the quorum shall serve to carry or deny motions.

## Article IV Officers

### Section 1: Designations

The officers of the Samena Squares — Square Dance Club shall be: President, Vice-president, Secretary and Treasurer. Co-officers may be elected as needed. Each office will be filled by secret ballot election at the first business meeting of the calendar year when officers' terms expire. If a candidate for the office is unopposed, the secret ballot may be dispensed with and a voice vote taken.

### Section 2: Qualifications

All officers must be active club members with current dues paid in full.

### Section 3: Term of Office

Officers shall serve for two full years, commencing May 1 and ending April 30 of the second following year. In order to preserve momentum and efficient governess all Co-Officers shall serve staggered terms. To commence the rotation of staggered terms, at election, one candidate shall be elected to a one-year term, and his Co-officer elected to a two-year term. Each year an election for the vacant two-year commitment shall be held ensuring staggered tenure is in place.

If a vacancy occurs in any office, the membership must be given at least 2 weeks' notice by the remaining officers of a special election to fill the vacancy.

### Section 4: Executive Board

The Executive Board of the club shall consist of the President (and Co-President if active), Vice-president (and Co-Vice-President if active), Secretary (and Co-Secretary if active), Treasurer (and Co-Treasurer if active), and Past President (and Co-Past President if active).

### Section 5: Duties

#### A. President or Co-Presidents:

1. Preside at all general club meetings.
2. Appoint and coordinate all standing and special committees.
3. Call special meetings as necessary to conduct club business.
4. Be Master of Ceremonies at club functions or appoint a designee.
5. Hire callers and cuers for the dance year.
6. Other duties as usually fall upon the office of President.
7. Maintain a roster of all active club members and active students. Distribute as appropriate.

#### B. Vice-President or Co-Vice-Presidents:

1. Assist the President in coordinating the efforts of committees.
2. Perform the duties of the President in his or her absence or inability to serve.
3. Replace the President if the President's membership is terminated for any reason prior to the expiration of his or her term.
4. Chair the lessons committee.
5. Responsible for the needs of the club as pertains to membership badges, dance class badges, and special activities badges or dangles.
6. Accept and review membership applications and distribute the information as needed.
7. Other duties as usually fall upon the office of Vice-President.

C. Secretary or Co-Secretaries:

1. Keep accurate records of the actions of all regular and special business meetings.
2. Conduct all necessary correspondence and keep a record of same.
3. Keep a separate record of all actions passed pertaining to the operations of the club.
4. Maintain a copy of these bylaws together with all amendments and changes thereto and distribute to all members.
5. Work with the Photography/Historian Committee to maintain the club history and historical documents, e.g., photos, flyers, other printed material or special items as appropriate.
6. Other duties as usually fall upon the office of Secretary.

D. Treasurer or Co-Treasurers:

1. Supervise or delegate the collection of dues and admissions.
2. Keep a record of dues and fees for lessons paid. Notify the President of any dues or fee delinquencies as they occur and/or as they are resolved.
3. Maintain a checking account in the club's name and pay all obligations incurred by the club when payment is authorized from this account.
4. Maintain a running account of club monies. Fiscal year is January 1 through December 31.
5. Render periodic financial reports at regular club meetings or as called for by the President.
6. File appropriate forms, paperwork, and fees with the state of Washington to maintain nonprofit status and with the IRS to maintain tax exempt status during the first quarter of every calendar year.
7. Facilitate periodic audits of funds.
8. Other duties as usually fall upon the office of Treasurer.
9. Establish financial policies to include, but not limited to, a system of financial controls, limits on amounts the treasurer can pay without other signatures, guidelines for authorization on higher amounts.
10. Coordinate periodic audits.

## Article V

### Standing Committees

#### Section 1: Standing Committees

The Standing Committees shall be those set forth below in Article V, Section 2. They shall be appointed by the President and serve for the entire dance year.

#### Section 2: Composition and Duties of Standing Committees:

A. Caravan Committee:

- Organize Samena Squares' caravans to visit other square dance clubs each dance year.
- Coordinate caravans from other clubs visiting Samena Squares dances; assist dance hosts as greeter if needed.

B. Mount Baker Council (MBC) Representative:

- Represent the Samena Squares at the business meeting of the MBC.
- Inform the club of MBC actions that affect the club.
- Arrange club support of the MBC when needed.
- Arrange for an alternate to attend the MBC monthly meetings if necessary.
- Prepare and deliver the MBC report at Samena Quarterly meetings to keep the membership abreast of council activities.

C. Sunshine Committee:

Provide cards or other suitable support to members.

D. Dance Theme/Hosts & Decorations Committee:

- Establish dance themes for the dance year.
- Coordinate the schedule of member volunteers to perform the duties listed below at each dance:
  - Four (4) volunteers shall be present for each dance to host the dance; two should serve as "greeters" at the entry door.
  - Prepare the hall for the dance, e.g., decorate if appropriate.
  - Be responsible for the preparation and execution of any special programs or activities at the dance. (eg. Toys for Tots)
  - Responsible for any cleaning that the hall may require following the dance.
  - Responsible for receiving and serving refreshments offered at the dance.
  - Responsible for other duties necessary for the success of the dance.
  - Assist with the coordination, inventory, and storage of decorations for the club's dances.
  - Monitor the restrooms for adequate supply and any emergency equipment failure.

E. Kitchen Supplies Committee:

Responsible for purchasing, storing, and maintain an adequate amount of all needed kitchen supplies for the club's dances and lessons.

F. Executive Committee:

- Composed of President, Vice-President, Secretary, Treasurer. and Past-President and any persons acting as a Co-Officer.
- Transact the business and operations of the club between regular meetings as needed.
- Review the membership with the purpose of selecting persons and securing their agreement to stand as candidates for the elected offices. This does not preclude nominations from the floor at a regular scheduled meeting.
- Present a slate of at least one candidate who has agreed to run for each office at the first business meeting of the calendar year.
- Responsible for collecting, archiving, and making available to the membership club photographs and mementos, e.g., flyers, cookbooks, etc.
- Send periodic communications to club members about upcoming activities or events and request feedback to club questions or options when needed.

G. Juanita Community Club (JCC) Representative:

- Coordinating club activities with the JCC.
- Report JCC business and activities to the club at meetings.

H. Photography/Historian Committee:

- Responsible for taking photographs of club activities.
- Arranges for a substitute (or a team) as necessary

- Provides photographs, photo montage or other media to the webmaster for inclusion in the webpage
- Responsible for electronic archiving of club photos

K. **Publicity Committee:**

- Assist club officers and committee chairpersons as needed to publicize club activities, lessons, and upcoming events with outside organizations (example: Footnotes, MBC website, ads in Promenade magazine, flyers).
- Provides flyers and video promotion items to the Web Site Committee.

L. **Web Site Committee:**

Maintain and update the Samena Squares web page or other electronic media.

M. **Lessons Committee:**

- Direct and coordinate the square dance classes offered by the club
- Facilitate publicity for lessons
- Responsible for the lesson's information night.
- Contact members to act as "Angels."
- Work with Vice President to ensure that all students have dance class badges
- Responsible to see that the club is open and ready (coffee and water prepared) on lessons night.
- Responsible to see that the club is cleaned up after lessons.
- Ensure that the students are supported at Level Dances.
- Act as a liaison between students and lessons teacher.
- If requested, arrange mentors for new members to act as a resource for them and to guide them by explaining and answering questions.

## Article VI

### Special Committees

Special committees shall be appointed by the President and serve as long as the specific need exists in the judgment of the Executive Board.

## Article VII

### Parliamentary Procedure

#### Section 1

Motions for amendments to these bylaws must be submitted in writing at an official Samena Squares business meeting.

#### Section 2

A written notice will be distributed to all members notifying them that a change or amendment to the bylaws is to be considered at the next business meeting. This notice will include the proposed changes(s) and the reason for the changes(s). A vote will be taken at the business meeting to accept or reject the change(s). Those members unable to attend the meeting will be given one (1) week to send their vote to the bylaw committee to accept or reject the changes(s).

### Section 3

A simple majority of all votes cast within one (1) week of the business meeting will determine acceptance or rejection of the bylaw change(s).

In the absence of any instructions in the bylaws to the contrary, the activities of this club will be conducted in accordance with Roberts Rules of Order, Revised.

Amendment to tax exempt status: Article 1, Name

Amendment to Treasurer's Duties: Article IV, Section 5D, 7

Presented to Club Members: September 6<sup>th</sup>, 2025

Approved: January 10<sup>th</sup>, 2026

Sgnatures:

Date:

_____	Co-President,	_____
Gordon Ball		

_____	Co_President,	_____
Dan Blood		

_____	Co-Vice-President,	_____
Lori Castner		

_____	Co-Vice-President,	_____
Dave Kalman		

_____	Treasurer,	_____
Greg Abbas		