

Metro Dance Club
Constitution
Amended 27 May 2017

Article I
Name

Section 1. The name of this organization shall be Metro Dance Club.

Article II
Objective

Section 1. The objective of this organization shall be:
(a) to promote good fellowship among ballroom dancers;
(b) to afford members a place in the area for dancing an other dance-related activities.

Article III
Membership

Section 1. Total membership may be restricted as to number by the Board of Directors.

Section 2. Membership eligibility shall be as follows:
(a) must have attended at least one Club dance as a guest within two months of application for membership;
(c) be approved by a unanimous vote of elected officers of the Club;
(d) applicant must have read the Club's constitution and by-laws and agree to abide by same;
(e) if a member marries, the spouse shall automatically become eligible for membership;
(f) pay annual membership dues.

Section 3. Annual renewal dues are due on or after November 1st. Membership will be terminated if the dues are not paid by December 31.

Section 4. The Board of Directors may enforce rules against violators by one or all of the following procedures:
(a) by censuring the member;
(b) by placing a member on probation for a period of time not to exceed a year;
(c) by suspending the member's right to participate in Club activities for a period of time not to exceed one year;
(d) by forfeiting membership in the Club.

Article IV Liability
Disclaimer

Participants dance at their own risk, and the Club cannot be responsible for personal loss or injury.

Article V

Officers and Board of Directors

- Section 1. The government of the organization shall be vested in a Board of Directors. Based on the nominating committee's proposal, as many as nine directors shall be nominated and elected in a manner provided by the bylaws. An additional member may be the immediate past President.
- Section 2. The required Officers of the organization shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, and Treasurer. Other officer positions include Corresponding Secretary, Assistant Treasurer, and Parliamentarian. When fewer than nine directors are elected, the tasks in Section 4 of this article will be combined as necessary to ensure proper club operation.
- Section 3. No officers shall concurrently hold office in another dance club.
- Section 4. Duties of officers:
- (a) President: The President shall:
 - (1) preside at all meetings of the Club and of the Board of Directors;
 - (2) appoint all committee chairmen, subject to the ratification of the Board of Directors; and
 - (3) be an ex-officio member of all committees, except the nominating committee.
 - (b) First Vice-President: The First Vice-President shall:
 - (1) perform the duties of the President in his or her absence;
 - (2) act in an advisory capacity at all times;
 - (3) serve the Club as Chairman of the Entertainment Committee;
 - (4) be in charge of enlisting and instructing dance hosts and;
 - (5) in case of the death or resignation of the President, become President for the unexpired term.
 - (c) Second Vice President: The Second Vice-President shall:
 - (1) perform the duties of the President or First Vice-President in their absence;
 - (2) act in an advisory capacity at all times;
 - (3) serve the club as Chairman of the Membership Committee;
 - (4) keep and up-to-date roster of members;
 - (5) prepare an annual Year Book; and
 - (6) in case of death or resignation of the President and First Vice-President for the unexpired term.
 - (d) Third Vice President: The Third Vice-President shall:
 - (1) be responsible for taking reservation requests for each dance as well as marking all tables with reserved signs.

- (e) Treasurer: The Treasurer shall:
- (1) be responsible for all monies of the Club;
 - (2) deposit same to the credit of the Metro Dance Club;
 - (3) keep, in permanent form, records of all receipts and expenditures of the Club;
 - (4) present to the Board of Directors at its' monthly meeting a written report of same; and
 - (5) keep an accurate record of party attendance by members.
- (f) Assistant Treasurer: The Assistant Treasurer shall:
- (1) assist the Treasurer as needed, in keeping the financial records;
 - (2) perform the duties of the Treasurer in his/her absence;
 - (3) in case of the death or resignation of the Treasurer shall become the Treasurer for the unexpired term.
- (g) Recording Secretary: The Recording Secretary shall:
- (1) keep an accurate record of the proceedings of all meetings of the Board of Directors;
 - (2) preserve in permanent files, all records and valuable letters to the Club and its officers, to be transferred to successor at the close of term of office.
- (h) Corresponding Secretary: The Corresponding Secretary shall
- (1) send a monthly newsletter to the membership;
 - (2) provide notices announcing party dates to all active members and designated guests;
 - (3) send special notices designed by the President;
 - (4) assist the Membership Chairman in keeping the membership roster up to date and send Get Well and Sympathy cards as needed.
- (i) Parliamentarian: The parliamentarian shall advise on all points of parliamentary procedure. Robert's Rules of Order Revised shall be the authority when inconsistent with Club by-laws.
- (j) It shall be the duty of the Board of Directors to serve on a rotational basis at the cashier's desk during monthly activities.
- (k) It shall be the duty of the Board of Directors to make and keep updated a set of rules concerning dress codes and conduct. Such rules may be amended by unanimous vote at any regular meeting of the Board.

Amendments to Constitution

- Section 1. This constitution may be amended at any regular meeting of the acting members present and voting, provided that the proposed amendments are

submitted in writing to all members at least thirty days in advance of the meeting.

By-Laws

Article I

Selection and Installation of Directors

- Section 1. In August of each year the Board of Directors shall elect a nominating committee composed of five persons (with not more than two members of the acting Board of Directors) whose duty shall be to present a slate of officers (one name for each office) to be submitted to the membership at the regular meeting in October. Election of officers will be held at the annual meeting in the month of November.
- Section 2. Additional nominations may be made from the floor provided the nominee has given consent to accepting the office.
- Section 3. Installation of officers will be held at the regular meeting in December.

Article II Method of Voting

- Section 1. On all votes taken in meetings of the Club, a two-thirds vote of those active members present shall govern.
- Section 2. All voting shall be done by show of hands or ballot. The election of the Board of Directors shall be by secret ballot or acclamation.
- Section 3. The President shall appoint three active members to tally the votes.

Article III Meetings

- Section 1. A monthly meeting shall be held by the Board of Directors. The dates of such meetings shall be determined by active Board of Directors for any given year.
- Section 2. The Club shall hold an annual meeting. This meeting shall be held at the regular meetings in November each year.
- Section 3. Special business meetings may be called for the membership at the regular dance each month, if determined necessary by the President.

Article IV
Finances

- Section 1. The Treasurer shall deposit all funds of the Club in a bank to be named by the Board of Directors.
- Section 2. All checks signed by the Treasurer or Assistant Treasurer shall be countersigned by the President or Vice President. All bills or sums of money expended by the Club must be subject to the approval of the President and/or First Vice President.
- Section 3. An audit shall be made each year of the Club's financial transactions. The audit shall be made at the close of each fiscal year.
- Section 4. The financial books shall be available at scheduled meetings for the examination of an active member upon approval of a written request, submitted to the President of the Club.
- Section 5. An annual financial report shall be available for inspection by any active member at the annual meeting of the Club.
- Section 6. The Treasurer and Assistant Treasurer shall be bonded at the expense of the Metro Dance Club in the amount of \$15,000.

Article V
Committees

- Section 1. The President shall have power to appoint all committees except the Nominating Committee (see Article 1, Section 1) that may be deemed necessary in the organization, subject to the approval of the Board of Directors. The President shall be an ex-officio member of all committees except the Nominating Committee.

Article VI Board
of Directors

- Section 1. A majority of the Board of Directors shall constitute a quorum.
- Section 2. Three unexcused absences of a Board member during the year shall automatically effect a vacancy.
- Section 3. Vacancies on the Board of Directors shall be filled for the unexpired term through appointment by the Board of Directors.
- Section 4. No person shall be allowed to serve more than two consecutive years on any one office of the Board of Directors.
- Section 5. The Board of Directors shall consist of single and married members but no husband and wife may hold office at the same time.

Section 6. The Club shall hold a minimum of one regularly scheduled dance each month, except in emergency cases. The Club does not assure capacity for all members at any regular dance. The president reserves the right to stipulate limits of guests and even total attendees so that attendees may be seated, served and have reasonable room to dance.

Article VII

The By-Laws may be amended at any regular meeting of the active membership of this organization by a two-thirds vote of the active members present and voting, providing that the proposed amendments are submitted in writing to all members at least thirty days in advance of the meeting.