

**METRO DANCE CLUB DFW**

# **Constitution**

**Amended March 25, 2023**

## **Article 1**

### **Name**

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

## **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 and other dance-related activities.

## **Article III**

### **Membership**

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

**Section 2.** There will be no discrimination against any person on the basis of race, color, or religion.

**Section 3.** Dues are for a calendar year running January 1 – December 31.

**Section 4.** Membership eligibility shall be as follows:

- (a)** Must be 16 years of age or older.
- (b)** Must be approved by a unanimous vote of elected officers of the club.
- (c)** Must agree to abide by the club's Constitution and By-Laws which are published on the club's website.
- (d)** Must pay annual membership dues.

**Section 5. Annual renewal dues become due on or after November 1<sup>st</sup>. Membership will be terminated if the dues are not paid by December 31.**

**Section 6. The Board of Directors may enforce the Club's 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 one 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**

**Section 1. 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 and as few as five directors shall be nominated and elected in a manner provided by the By-Laws. An additional member may be the immediate past president.**

**Section 2. The seven required Officers of the organization shall be: President, First Vice President, Second Vice President, Third Vice President, Treasurer, Recording Secretary, and Parliamentarian. Other officer positions include Assistant Treasurer, and Immediate Past President.**

**Section 3. Should Club not have the required minimum of seven directors, duties and tasks in Section 4 of this article will be combined as necessary to ensure proper club operations. At any time, tasks may be shared or reassigned to ensure coverage of needed duties.**

**Section 4. Duties of officers:**

**1) President: The President shall**

- a. Preside at all meetings of the Club and of the Board of Directors.
- b. Appoint all committee chairmen, subject to the ratification of the Board of Directors. Committees could include management of Snack Tables, Fund Raisers, Greeting of Guests, Decorating, Photography at Events, Safety, Revision of By-Laws, Dance Classes, Ice Breaker Events, Nominating Committee, or any other needed functions of the Club.
- c. Be an ex-officio member of all committees, except the Nominating Committee.
- d. Welcome guests and make announcements at dances.
- e. Assist with other board members duties, as needed.
- f. Post publicity notices and photos on the Club's Facebook page.
- g. Assist in maintaining Club's Website.

**2) First Vice President: The First Vice President shall**

- a. Perform the duties of the President in his or her absence.
- b. Act in an advisory capacity at all times.
- c. Serve the Club as Chairman of the Entertainment Committee.
- d. Be responsible for venue contracts.
- e. Be responsible for band or DJ contracts.
- f. Be in charge of enlisting and instructing dance hosts.
- g. In case of the death or resignation of the President, become President for the unexpired term.

**3) Second Vice President: The Second Vice President shall**

- a. Perform the duties of the President or First Vice-President in their absence.
- b. Act in an advisory capacity at all times.
- c. Serve the Club as Chairman of the Membership Committee.
- d. Keep an up-to-date roster of members.
- e. Maintain Membership Records.
- f. Prepare an annual Membership Book (optional).
- g. In case of death or resignation of the President and First Vice-President serve as President for the unexpired term.

- 4) Third Vice President: The Third Vice President shall**
- a. Be responsible for taking reservation requests for each dance.**
  - b. Mark tables with reservation cards when needed.**
  - c. Serve as Publicity Chairman for Club. Publicity Chairman prepares monthly dance flyers, annual dance schedules, and assists with email blasts to members, as needed.**
  - d. Provide monthly newsletter (optional).**
  - e. Send via email special notices designed by the President.**
  - f. Maintain Information Table with Club's flyers, sponsorship forms, membership forms, dance etiquette, business cards, brochures, and any other desired publicity for the club. The Information Table may also include flyers and publicity on other dance venues, dance classes, or dance-related events in the area. It can also be used for Fund Raising items (i.e. sale of fans, candy, silent auction) that the board may approve to do.**
  - g. In case of resignation or death of President, First and Second Vice Presidents, serve as President for the unexpired terms.**
- 5) Treasurer: The Treasurer shall**
- a. Be responsible for all monies of the Club.**
  - b. Deposit same to the credit of the Metro Dance Club DFW bank account.**
  - c. Keep in permanent form records of all receipts and expenditures of the Club.**
  - d. Present to the Board of Directors at the monthly meeting a written report of same.**
  - e. Keep an accurate record of party attendance by members.**
  - f. Provide prior year records to the assigned auditor in January each year.**
  - g. File Form 990-N with the IRS annually, no later than April 15. Failure to file for 3 consecutive years will result in the revocation of our tax exempt status.**
- 6) Assistant Treasurer: The Assistant Treasurer shall**
- a. Assist the Treasurer as needed, in keeping the financial records.**
  - b. Perform the duties of the Treasurer in his or her absence.**
  - c. In case of death or resignation of the Treasurer shall become the Treasurer for the unexpired term.**

- 7) Recording Secretary: The Recording Secretary shall**
- a. Keep an accurate record of the proceedings of all meetings of the Board of Directors.**
  - b. Preserve in permanent files, all records and valuable letters to the Club and its officers, to be transferred to their successor at the close of term of office.**
  - c. Update the Texas Articles of Incorporation to include the names of the current president, treasurer, and designated representative (which could be one of the aforementioned). This is the website where this is done:**

**\*<https://mycpa.cpa.state.tx.us/coa/coasearchbtn>.**

**\*The tax id is 30113466780**

- 8) Parliamentarian: The Parliamentarian shall**
- a. Advise on all points of parliamentary procedures.**
  - b. Robert's Rules of Order Revised shall be the authority when inconsistent with Club By-Laws.**
- 9) It shall be the duty of the Board of Directors to serve on a rotational basis at the cashier's desk during monthly activities.**
- 10) It shall be the duty of the Board of Directors to make and keep updated a set of rules concerning dress code and conduct. Such rules may be amended by majority 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.**

**Written notice may be sent via email or US mail, or handed out at a prior dance event, at least 30 days in advance of voting.**