

Sandpipers Square Dance Club BY-LAWS

Article I – Name

The name of the non-profit organization shall be the Sandpipers Square Dance Club, hereafter referred to as Sandpipers. Sandpipers is an affiliate of the Palomar Square Dance Association, Incorporated which is a member of the California Square Dance Council, Incorporated and the United Square Dancers of America, Incorporated and as such support their By-Laws. Any current paid up Membership of the Sandpipers, as an affiliate, is entitled to the insurance privileges at any affiliate functions and any other benefits afforded by the Palomar Square Dance Association or by the state and national organizations with which they are associated by affiliation.

Article II – Objectives

The objectives of the Sandpipers Square Dance Club is as follows

1. To promote the Modern American Square Dancing as a nationally recognized folk dance that is a cultural, social, patriotic, non-political, non-sectarian, and a non-profit activity
2. To promote square dancing as a healthy and beneficial activity for the population in our surrounding communities and by demonstrating and teaching square dancing at local community recreational centers, schools, civic organization and civic functions.
3. To promote personal contact, co-mingling, and fellowship of its membership and affiliates of the organizations identified in Article I.
4. To especially encourage family participation in these fun activities.
5. To promote and preserve the National Square Dance traditions and dance.
6. To promote and provide demonstration and teach square dance movements in schools and other civic organizations functions.
7. To take an active and positive role in our civic community to expand square dancing and give back positively to our communities.
8. To provide distribute documented information on the health and other benefits of Square Dancing

Article III – Organization

The Sandpipers Square Dance Club is a non-profit public service, public educating, and social_cultural dance association in San Diego County and as such shall not be operated for the personal gain of any member in accordance with Internal Revenue Service code 501 (c) (4). This association is an affiliate of the Palomar Square Association and as such is connected to the California Square Dance Council and the United Square Dancers of America as described in Article I.

A “Reciprocity Agreement” contained in the bylaws of all square dance clubs is as follows: “The current paid up membership card in any affiliate member of the California Square Dance Council, Incorporated entitles the holder of this card the same privileges and benefits as afforded the sponsoring affiliate’s member when participating in any event sponsored by any member of the California Square Dance Council, Incorporated and the United Square Dancers of America, Incorporated.”

Article IV – Membership

- Section 1.** Membership shall not be limited on the basis of sex, political belief, religious preference, or national origin.
- Section 2.** Minimum age for membership is the minor age of ten (10) years of age but must be accompanied by an adult member to all Sandpipers and other affiliate function until the age of eighteen (18) years. The adult member bringing the minor member will be responsible for all actions of the minor member during attendance of these functions.
- Section 3.** Members in good standing have the right to vote, make motions and nomination, and hold office in this club. Officers or chairs may be held jointly by couple or by an individual; however, every member shall have a vote
- Section 4.** Applications for Membership are to be made on the prescribed form and all applications shall be approved or disapproved in writing by the Board of Directors meeting
- A.** Applications may be accepted from graduates of a Sandpipers approved class if the student has successfully completed all levels of instruction at the Plus level.
 - B.** Applications may also be accepted from experienced dancers who have danced with the Sandpipers at one club dance.
 - C.** In voting on applications for membership, the Board of Directors shall consider whether the student has shown dance competence at the Plus level.

Article V – Associates

- Section 1.** Class members shall become associates and receive their engraved badge and “Associate” bar after completing Mainstream class.
- Section 2.** Qualified dancers under the age of 18 may become associates only if accompanied at class by a parent or guardian.

- Section 3. Associates shall not be granted the privilege of making motions, nominations, voting or holding office, nor shall they be counted in establishing a quorum, nor be counted in the PSDA's per capita report.**
- Section 4. After nine months of instruction, associates shall be responsible for payment to the club of the annual insurance costs.**
- Section 5. Associates do not pay dues. They are expected to pay at the door for all classes, dances, and workshops.**

Article VI – Dues & Duties

- Section 1. New members shall pay initiation fees, which shall be decided by the board of Directors and shall be listed in the Standing Rules.**
- Section 2. Annual Dues shall be determined by the membership, will be listed in the Standing Rules and shall be due in August prior to the next calendar year.**
- Section 3. Membership dues shall be delinquent if not paid after 30 days.**
- Section 4. Members shall be asked to serve on the hospitality committee from time to time.**
- Section 5. Members who consistently fail to execute their duties without just cause and/or fail to conduct themselves in a manner showing respect and courtesy to others may be considered delinquent.**
- Section 6. Members found to be delinquent in paying their dues as defined in (Section 2 & 3) or delinquent as defined in (Section 4 & 5) may be terminated from membership by the Board of Directors. Such termination shall be effective 30 days after the notice of termination is given and if the condition causing the delinquency is not corrected to the satisfaction of the Board.**
- Section 7. Members shall have the right to appeal to the board for further consideration, with the final decision made by the Board.**
- Section 8. Any member may request a leave of absence or termination of his/her membership at any time. Such membership termination shall be effective upon written notice to the Board of Directors, or action by the Board of Directors. The Board may grant a “leave of absence” when appropriate.**
- Section 9. Any member who is granted a leave of absence shall be responsible for payment to the club of the annual insurance costs.**

Article VII – Officers

- Section 1.** The ELECTED OFFICERS shall be; President, First Vice President, Second Vice President(s), Recording Secretary, and Treasurer.
- Section 2.** The term of office for the officers and chairs shall be one year or until successors are elected and installed. The terms shall begin January 1st.
- Section 3.** The fiscal year shall begin January 1st and end on December 31st.
- Section 4.** The APPOINTED OFFICERS may be the following: Auditor, Parliamentarian, and the Contracting Agent. The President shall appoint these officers.
- Section 5. DUTIES OF THE OFFICERS**
- (A) The President shall:**
1. Preside at all Sandpipers club functions;
 - (a) All meetings of the Sandpipers and its Board of Directors.
 - (b) All dances and social functions.
 2. Be principally responsible to the operations of the Sandpipers and the general management of its work.
 3. Provide for dance facility and the contracts for callers and cuers. A Contract Agent may be appointed by the president to assist and/or negotiate and prepare contracts for caller and cuers.
 4. Appoint a Parliamentarian at the beginning of the fiscal year and an Auditor before the end of each fiscal year.
 5. Appoint all Chairs of all standing committees except the Nominating Committee and may reserve the option to request the Nominating committee to assist in contacting possible chairs.
 6. Be a member to the Budget Committee and the Bylaws Committee as well as serve as ex-officio member of all other committees except the Nominating committee.
 7. Be one of three officers authorized to sign all checks (President, Secretary, and Treasurer).
- (B) The First Vice President shall:**
1. Be an aide to the President.
 2. Assume the duties of the president in his/her absence.
 3. Be the Chair of the Budget Committee.
 4. Be responsible for scheduling demonstrations, game nights, and board meeting hosts.
 5. Be responsible for organizing other social activities.
 6. Be responsible for Ways and Means when required.
- (C) The Second Vice President shall:**
1. Assume the duties of the President in the absence of both the President and the First Vice President.

2. Organize and generally manage the operation of classes and/or plus workshops by making a dance facility and caller available (with the Board's approval).
3. Handle the class/workshop finances and publicity.
4. Be the class manager with the assistance of the Class Support Chair(s).

(D) The Secretary shall:

1. Record and distribute and/or read the minutes at all meetings of the Sandpipers and Board of Directors.
2. Be custodian and maintain a permanent file of all Sandpipers' records including the By-Laws, Standing Rules, Auditor's report, Annual Financial Report, Sandpipers' copies of all 1099 forms given to Independent Contractors, annual IRS and California State Tax forms, and any correspondence from the Federal or State Governments. (The Auditor's Report shall be filed with the minutes of the meeting at which it is presented to the Board.)
3. Be one of three officers authorized to sign all checks.

(E) The Treasurer shall:

1. Act as custodian of Sandpipers funds.
2. Pay all bills upon Board of Directors approval.
3. Keep an accurate account of all receipts and disbursements.
4. Have a written report at the Sandpipers regular meetings.
5. Present a semi-annual and annual report at the June general meeting and at the December general meeting for the fiscal year, which starts January 1st and ends December 31st.
6. Be one of three officers authorized to sign all checks.
7. Be a member of the Budget Committee.
8. Present to the Board for authorization any expenses not specified in the approved budget.
9. Complete 1099 forms for any independent contractors earning \$600 or more during any year and give a copy of the form to the Contractor and to the Sandpiper Secretary for the permanent file.
10. Submit Federal and State Tax Forms annually by May 15, and give a copy to the Secretary for the permanent file.
11. Prepare and submit quarterly and/or annual Sales Tax Forms to the State Board of Equalization, and pay taxes, as required to meet deadline dates; give copies to the Secretary for the permanent file.

(F) The Auditor Shall:

1. Audit the Treasurer's records and present a written report at a Board of Directors meeting within two months after the end of the fiscal year.
2. The Auditor's report shall be given to the Secretary to file with the minutes of the meeting as well as a copy to the Treasurer to be incorporated in the fiscal years file.

(G) The Parliamentarian shall:

1. Attend all meetings of the Sandpipers’ Board of Directors and Executive Committee.
2. Give advice on parliamentary procedures and render Opinions.
3. Serve as Chair of the Bylaws Committee.

(H) The Contracting Agent, if the President so desires shall:

1. Negotiate and prepare contract for callers, cuers, and the dance facilities.

Article VIII – Executive Committee and Board of Directors

Section 1. The Executive Committee shall consist of the elected officers and shall meet at a time as determined by the President or other members of the Executive Board. Committee

Section 2. The Board of Directors shall consist of the elected officers, the appointed officers, the immediate past president, and the standing committee chairs.

Section 3. The Board shall have the authority to transact necessary business between general membership meetings, to make recommendations as to policies of the club, to advise the president, and to fill vacancies that occur between elections.

Section 4. The Board shall hold at least two regulars meeting per year in addition to the two general membership meetings. The Board of Directors can decide whether additional board meetings are needed. Meetings shall be open to all members. However, only board members shall have the privilege of making motions or voting at Board meetings.

Section 5. Special meetings of the Board may be called by the President or upon request of three members of the Board with the purpose being stated in the call (one weeks notice must be given unless waived by all board members) and no other business may be transacted.

Section 6. The Board meeting quorum shall be a majority of the total board positions, three of which shall be elected office positions.

Article IX – Standing Committee

Section 1. The Standing Committees shall be:

Class Support	Membership	Publicity
Web Site	Historian/Photographer	Newsletter
Sunshine/Telephone	Visitation	Hospitality
PSDA Representative		

Section 2. The President may appoint other committees as needed.

Article X – General Membership Meetings

Section 1. There shall be two general membership meeting per year at which all members in good standing will have the privilege of making motions and voting.

(A) One meeting shall be held during the month of June.

(B) The second meeting shall be held in the month of December before the end of the fiscal year.

Section 2. Special meetings of the general membership shall be held at the call of the Board of Directors or upon request of 10 members, with at least one weeks notice. The purpose of the meeting is to be stated in the call, and no other business may be transacted.

Section 3. Regular General Membership business meetings shall have a quorum of at least twenty-five percent (25%) of the total member in good standing, three of whom shall be representing elected officers positions.

Article XI – Nominations and Elections

Section 1. A Nominating Committee of three members shall be appointed by the President prior to September. No member of the Nominating Committee shall serve more that two consecutive terms. The Nominating Committee shall elect the chair from one of its members.

Section 2. The Nominating Committee shall present a written report at a board meeting.

Section 3. The Nominating Committee shall present the slate of proposed officer positions at the biannual general membership meeting in December, after which nominations from the floor shall then be allowed, provided prior consent of the candidate has been obtained.

- **Section 4. Elections shall be at the biannual membership meeting in December. If there is more than one nominee for an office, election shall be by ballot with the president appointing two tellers to collect and count the ballots. A majority vote shall elect. If three or more people are nominated for an office and no candidate receives more than half of the votes a run-off election shall be held between the**

two candidates receiving the most votes. Where there is one candidate for an office, elections may be by acclamation with the secretary casting the unanimous ballot.

Section 5 Installation of officers shall be at the biannual membership meeting in December following their election. They will assume their duties January 1st.

Article XII – Dissolution

The Sandpipers Square Dance Club is organized as a non-profit public service, public educating, and social cultural dance club that is affiliated with the Palomar Square Dance_Association in compliance with the Internal Revenue Code section 501 (c) (4).

The property of this organization is irrevocably dedicated to social welfare purposes and no part of the new income or assets of this organization shall ever inure to the benefit of any director, officer, or private person. Upon the dissolution or winding up of the organization, its assets remaining after payment , or provisions for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for social welfare purposes and which has established its tax-exempt status under IRC Section 501 (c) (4). **Dissolution of the club requires a 2/3 (two-thirds) vote of the members in attendance at a general meeting. ((MOVED From above))**

Article XIII – Parliamentary Authority

The current issue of Robert’s Rules of Order, Newly Revised, shall govern all proceedings except where inconsistent with the provisions of the bylaws of this organization.

Article XIV – Amendments

These bylaws can be amended at any general membership meeting of the club by a 2/3 (two-thirds) vote of the members in attendance, and provided that the amendments have been submitted in writing at a previous meeting, by email, or is published in the club’s newsletter during the previous month. Amendments are effective immediately upon passage.

**Date adopted by Club: May 31, 1994
Presidents: Stan & Miriam Snitkin
Secretary: John & Audrey Cone**

**Date amended by Club: June 25, 1995
Presidents: John & Delores Costa
Secretary: John & Audrey Cone**

2020

Date amended by Club: December 1996
Presidents: John & Delores Costa
Secretary: Ellen O'Connor

Date amended by Club: June 27, 1997
Presidents: John & Delores Costa
Secretary: Carol Keys

Date amended by Club: December 1999
Presidents: Bill Spurlock
Secretary: Liz Wright

Date amended by Club: December 11, 2004
Presidents: Fred & Patti Jackson
Secretary: Les & Dody Reitz

Date amended by Club: December 8, 2007
Presidents: Mike & Sandy Harris
Secretary: Mike & Sandy Harris

Date amended by Club: June 22, 2008
Presidents: Mike & Sandy Harris
Secretary: Gilbert & Dot Omens

Date amended by Club: June 25, 2011
Presidents: Chuck & Joan Ades
Secretary: Larry & Nancy Anderson

Date amended by Club: December 10, 2011
Presidents: Larry & Nancy Anderson
Secretary: Lief & Lynda Pedersen

Date amended by Club: June, 10, 2012
Presidents: Larry & Nancy Anderson
Secretary: Lief & Lynda Pedersen

Date amended by Club: December 14, 2013
Presidents: Larry & Nancy Anderson
Secretary: Kathy Knight

Date amended by Club: December 12, 2015
Presidents: Terry & Joan Thompson
Secretary: Ariana Brambiatt

Date Amended by Club: December 8, 2018
Presidents: Christine Kiffmann & Terry
Secretary: Ariana Brambiatt

Date amended by Club: April 29, 2019
Presidents: Christine Kiffmann & Terry
Thompson
Secretary: Ariana Brambiatt

Updated January 7, 2020
by Terry Thompson President
removed Red Lines.