

BYLAWS
&
STANDING RULES
of the
KATYDIDS SQUARE DANCE CLUB



Bylaws Revision dated February 15, 2019
Standing Rules dated February 15, 2019

TABLE OF CONTENTS

BYLAWS

SECTION I – Name and Purpose	1
SECTION II – Governance	1
A. Fiscal Year	1
B. Officers.....	1
C. Duties of Executive Board Officers.....	1
1. President	1
2. Vice President	2
3. Secretary	2
4. Treasurer.....	2
5. Publicist	2
D. Executive Board Meetings.....	2
E. General Meetings.....	2
F. Officer of Executive Board Conflict of Interest.....	3
G. Parliamentary Procedure.....	3
H. Records Retention	3
SECTION III – Membership	3
A. Members of the Club	3
B. Leave of Absence Status.....	3
C. Dues and Assessments.....	4
D. Censuring, Suspending and Ending Membership and or Association.....	4
SECTION IV – Hired Contractors.....	5
SECTION V – New Class	5
SECTION VI – Amendments	5

STANDING RULES

SECTION I – Standing Rules Definition.....	1
SECTION II – Distribution of Duties	1
A. Members of the Executive Board	1
B. Appointed Positions	1
C. Requirements of Active Members	1
SECTION III – Membership	1
A. Active Members	1
B. Life Members	1
C. Honorary Members	2
D. Change in Membership Status	2
a. Leave of Absence.....	2
b. Resignation of Membership.....	2
c. Termination of Club Membership.....	2

E. Reinstating Membership	2
F. Membership Closed	2
SECTION IV – Dues, Assessments and Donations	2
SECTION V – Meetings	3
A. Executive Board Meetings.....	3
B. General Meetings.....	3
SECTION VI – Other.....	3
APPENDIX A – Duties of Executive Board Officers	4
President.....	4
Vice President	5
Secretary.....	5
Treasurer.....	5
Publicist.....	7
APPENDIX B – Duties of Appointee Positions	8
Membership Chairperson	8
Sunshine Chairperson.....	8
Nominating Committee Chairperson	8
Super Square Head.....	8
Quartermaster	9
Storage Shed.....	9
Annual Club Picnic & Reunion Chairperson	9
Installation Chairperson	9
Class Head Angels.....	9
Chirper Editor.....	9
Graphic Art Specialist.....	9
Banner Master.....	9
Webmaster.....	10
Social Director.....	10
APPENDIX C – Square Head Responsibilities.....	11
Before the Dance	11
During Club Dance.....	11
After the Dance	11
APPENDIX D – Special Memberships.....	12
Life Members	12
Honorary Members	12
Ambassador of Square Dancing	12

Katydids Square Dance Club
BYLAWS
Revised February 15,
2019

SECTION I – NAME AND PURPOSE

The name of the square dance club shall be the Katydids Square Dance Club, hereinafter referred to as the “Club” in the remainder of this document. It shall be a non-profit organization with the purpose of enabling its members and guests to enjoy square dancing and further square dancing as a healthy recreation. The Club shall dance at a level established by mutual agreement of the Club Caller and the Executive Board.

SECTION II – GOVERNANCE

A – Fiscal Year

The Club’s fiscal year shall be May 1 through April 30.

B – Officers

1. The governing body shall be called the Executive Board and shall consist of five (5) elected officers who are all active members of the Club.
2. The elected Club officers shall be President, Vice President, Secretary, Treasurer, and Publicist.
3. The Executive Board shall have all powers to govern the Club; such as, but not limited to, the power to:
 - a. Spend or allocate funds.
 - b. Enter into and terminate contracts.
 - c. Create and amend the Standing Rules and its Appendices.
 - d. Hire (after approval by the membership), direct, and renew the contract for the Caller or any other contractor services.
 - e. Move the dance-night time and/or location in an emergency.
 - f. Dissolve or merge (after approval of the membership) with one or more non-profit square dance club(s).
4. The election of officers shall be held at a General Meeting consisting of a quorum of at least fifty percent (50%) of the active Club membership in March or April of each year. Voting shall be by secret ballot of the active members present. A simple majority of ballots cast shall be required to elect an active Club member to each of the officer positions.
5. The term of office for elected officers shall be for the Club’s fiscal year following the date of election.
6. In the event of the resignation of the President, the Vice President shall take over the position. Within thirty (30) days, the Executive Board will appoint a new Vice President from the Membership to complete the current term of office.
7. If the Vice President, Treasurer, Secretary or Publicist resigns their position, within thirty (30) days the Executive Board shall appoint a replacement from the membership to complete the current term of office.
8. To remove an Executive Board officer from the Board “for cause,” a petition signed by at least twenty percent (20%) of the Club membership must be brought before the Board. The Executive Board shall then call for a General Meeting where at least two-thirds of the Club’s active members must vote to remove the officer. A subsequent General Meeting shall be held within thirty (30) days for the purpose of electing a new officer.

C – Duties of Executive Board Officers

1. President
 - a. The President shall preside over all Executive Board meetings, Club General membership meetings, and shall make recommendations to the Executive Board regarding appointee positions as deemed necessary for the business of the Club: positions such as, but not limited to, Membership, Sunshine, Historian, *Chirper* Editor, Social Director, Super Square Head, Nominating Committee Chairperson, Picnic Chair, and Class Head Angels. The term of office of appointees shall be the same as elected officers’ term of office, except for Class Head Angels, who shall serve for the term of the class. An affirmative vote by three (3) of the Executive Board is required to approve either the creation of, or approval of, any appointee position.
 - b. The President shall also assist all members of the Executive Board and appointees in the

- performance of their duties.
 - c. The President is responsible, with the approval of the Executive Board, for Club night dance hall, special event dance locations, and hiring of contractors.
 - d. All contracts for dance venues, callers and cuers shall be reviewed by the Executive Board.
2. Vice President
- a. The Vice President shall assume the responsibilities of the President in the event of the President's inability to conduct Club business.
 - b. The Vice President shall also be custodian of all of the Club's property.
 - c. The Vice President shall be the chairperson for the Club's annual hoedown.
3. Secretary
- a. The Secretary shall take and keep the minutes of all the Executive Board Meetings and Club General Meetings.
 - b. The Secretary shall handle all the Club's correspondence.
 - c. The Club's *Bylaws* and *Standing Rules*, minutes of the Executive Board and General Meetings, financial reports and membership records shall be maintained as part of the Secretary's records.
4. Treasurer
- a. The Treasurer shall keep accurate records of Club income and disbursements for each month and submit to the Executive Board a monthly report and a year-to-date report of the Club's financial position.
 - b. The Treasurer shall collect all Club income and pay all Club bills.
 - c. The Treasurer shall collect the monthly dues and shall notify members whose dues are delinquent after the first month of delinquency. At the same time he or she shall notify the Club President and the Membership Chairperson of action taken.
 - d. The Treasurer shall file all appropriate forms with the State of California and the IRS.
5. Publicist
- The Publicist shall provide for the preparation and distribution of flyers, announcements, and notices to publicize Club activities such as hoedowns and beginner classes or workshops.

D – Executive Board Meetings

1. The Executive Board shall meet as necessary and the meeting time and place shall be designated by the President.
2. At least Three (3) officers must be present to make up the quorum needed to conduct Club business.
3. A special Executive Board Meeting may be called by the President whenever necessary.
4. Executive Board business may be conducted via telephone or email and all proceedings are subject to the same quorum requirement for approval. Any decisions thus made shall be reflected in the next Executive Board Meeting minutes.
5. An active Club member in good standing may also request that the President call a special Executive Board meeting whenever deemed necessary. If the Club member's request is denied by the Executive Board, the Club member may then present a petition signed by at least twenty percent (20%) of the active Club membership requesting a special Executive Board meeting and indicating its purpose. The petition shall be presented to the President and he or she shall call a special Executive Board meeting within two (2) weeks after receiving the petition for the specific purpose stated in the petition

E – General Meetings

1. General Meetings of the Club membership shall be held annually for the election of Officers and whenever the Executive Board deems it necessary for conducting Club business.
2. An announcement of the date, time, location and purpose of the General Meeting shall be made at the two (2) Club dance nights prior to the General Meeting and in the monthly Club newsletter.
3. To conduct Club business at a General Meeting, at least fifty percent (50%) of the active Club members need to be present.
4. There shall be no absentee or proxy voting.

5. An active member in good standing may request the Executive Board to call a General Meeting for a stated purpose. If the request is denied, the Club member may present a petition signed by at least twenty percent (20%) of the active members requesting a General Meeting. The Executive Board shall call the General Meeting within three (3) weeks after receiving the petition for the specific purpose stated in the petition.

F – Officer of Executive Board Conflict of Interest

If, in the course of conducting Executive Board business, any Executive Board officer finds that he or she may have a vested interest in, or a conflict of interest, either actual or perceived, over the outcome of a vote regarding such business, that officer shall abstain from voting on that business matter and the outcome of such vote will depend on an affirmative vote by three (3) of the remaining Executive Board officers. However, the conflicted officer is encouraged to act as an adviser in the best interests of the Club to the remainder of the Executive Board regarding details pertaining to said business.

G – Parliamentary Procedure

Robert's Rules of Order shall be used in conducting all Executive Board Meetings and General Meetings of the Club membership.

H – Records Retention

The minutes of the Executive Board and General Meetings, financial reports, *Bylaws*, *Standing Rules* and membership records shall be retained in the Secretary's records for the period determined by the limit prescribed by California State law for non-profit corporations, or a minimum of five (5) years, whichever is greater. A Club member may make a request to review any of the Club's records.

SECTION III – MEMBERSHIP

A – Members of the Club

1. Club members shall be qualified square dancers.
2. Any dancer seeking membership in the Club shall be subject to a period of review before their application can be submitted. During a period of any three out of four consecutive Club night dances, their dancing and social skills will be observed by the Club Caller and Club members. At the end of observation period, then the Club Caller or any three unrelated Club members may recommend the dancer's nomination to the Membership Chairperson. The Membership Chairperson will then offer an application for membership to the dancer along with a current copy of the Club Bylaws and Standing Rules.
3. The dancer shall complete the application and provide payment covering a badge and other prerequisite fees to the Membership Chairperson who shall then refer the application to the Executive Board for review and approval.
4. The membership application shall be subject to the simple majority vote of the Executive Board. If approved, membership will be effective upon the first day of the month following approval by the Executive Board. The Membership Chairperson shall advise the dancer at the earliest opportunity of the status of the application.
5. During the review period the dancer will be subject to the normal guest dancer donation fees. A Katydoer class member seeking membership shall have their guest fees waived during the review period up until the approval or rejection of their application.
6. If the application is denied, the dancer shall be advised that he or she may be reexamined for membership no sooner than six (6) months from the beginning of the last examination period. Fees submitted with the application shall be returned to the dancer.
7. Club membership may be temporarily closed by the Executive Board due to limited space for dancing at the Club's facilities.

B – Leave of Absence Status

1. A Club member whose dues are paid up through the current month may request, in writing, to the Treasurer and/or the Membership Chairperson, to be placed on Leave of Absence (LOA) status for a period not to exceed three (3) months.
2. The request for LOA status shall be effective as of the first Friday of the month following the month in which the request is received.
3. A member on LOA status for reasons of disability may apply for an extension of LOA status for up to an additional six (6) months subject to approval of the Executive Board.

4. A LOA member may request to be returned to active status at any time by notification to the Membership Chairperson or the Treasurer and payment of dues for the month in which he or she wishes to be reinstated.
5. LOA members shall not be responsible for Club dues during their period of LOA status. They shall be relieved of all functional responsibilities and privileges including, but not limited to, square head duty, Sweetheart Special work, and voting during any General Meetings that may be called during their LOA status.
6. If the member on LOA dances at a weekly Club dance, he or she shall pay the established guest door donation.
7. A member who does not request reinstatement upon expiration of the LOA status period will be considered to have withdrawn from membership and shall be removed from the Club membership roll without further notification.

C – Dues and Assessments

1. All Club members shall be assessed fees and dues as determined by the Club's Executive Board and approved at a General Meeting where a simple majority of the Club's membership needs to be present to constitute a quorum to conduct business. A simple majority of votes shall be required for approval.
2. Dues shall be due and payable by the first Friday of every month and considered delinquent thereafter.
3. Club members who are two months in arrears of Club dues shall be removed from the Club's membership roster and shall be eligible for reinstatement only upon payment of all fees prorated, dues in arrears and the current month's dues.
4. If the Club should disband, any money remaining in the treasury after payment of all debts shall be either donated to a worthwhile charity designated by the remaining Club members at the final General Meeting or used to start a new club.

D - Censuring, Suspending and Ending Membership and or Association

All persons (members and nonmembers) attending Katydids events are subject to limitations on their rights to attend Katydids events subject to guidelines below for the purpose of providing a safe and fun environment for Katydid events:

- a. No restrictions to the rights of association will be based on activities that occur away from Katydids events.
- b. When a physical confrontation occurs at a Katydids event, the Club is obligated to take one of the actions below. In this case, it is generally appropriate to apply restrictions to both parties. It is probable that a source of tension between both parties has caused the altercation and both parties should be sanctioned. It is not the role of the Club or the officers to assign blame or innocence.
- c. When a verbal confrontation occurs, the participants should be reminded once that such confrontations do not belong at Katydids events. If the confrontation does not immediately stop, both parties should be sanctioned as outlined below. Again, the case of a passive victim is a special case that must be considered carefully. It is not the role of the Club or the officers to assign blame or innocence.
- d. Attempts to get people to take sides, sharing of gossip or hearsay, sharing unfriendly facts about people needs to be discouraged by all attendees as a precursor of the conditions in paragraphs b and c above. People need to be asked to refrain from this type of behavior and reminded that they should say nothing if they have nothing nice to say. If this proves insufficient and the safety or fun of a Katydids event appears to be threatened, it is appropriate to apply one of the sanctions below.

The following three types of sanctions allow the Executive Board and full membership to restrict association:

- a. Censuring – forcing the persons to leave the premises before an event ends. This requires only the consensus of the present and uninvolved Executive Board Members. In the absence of any Board member, the person acting as the host and filling in for the officers makes the determination.
- b. Suspending – If a member, require them to take a leave of absence or if not a member, require them to stay away from Katydids events for up to two (2) months. This can only occur after a person has been previously censured or previously suspended and only if a second event recurs within two (2)

months. This requires a majority vote of the Executive Board with any involved Executive Board Members abstaining. This may require Censuring as outlined above first to allow polling the Executive Board Members for a vote.

- c. Ending Association – The membership and welcome of any anyone can be ended by a majority vote at an emergency General Meeting of the membership. This is a serious sanction and can only occur while a person is subject to a suspension. This decision cannot be made by the Executive Board. A motion must be presented at a General Meeting of the membership, be seconded and discussed, and be voted upon. The motion will carry if there is a quorum present with a simple majority of the attending active members. After six (6) months, the affected person may request permission to attend as a guest. If permission is granted, the affected individual may eventually apply for membership following the normal rules.
- d. If any individual(s) is (are) disassociated from the Club, their prepaid membership fees will be refunded by the Club Treasurer excepting any expenses incurred by the Club from the disassociation.

SECTION IV – HIRED CONTRACTORS

1. The Club Caller shall be hired by the Executive Board subject to the approval of the active Club membership. Approval shall be obtained by voting by secret ballot at a General Meeting where a simple majority of the Club's membership needs to be present to constitute a quorum to conduct Club business. A simple majority of votes shall be required for approval of the Caller's contract.
2. If the Club so desires, a Club Cuer shall be hired by the Executive Board.
3. Every contractor, who is hired by the Club shall be paid under a written contract whose terms, amount of payment, and method of payment shall be negotiated between the Executive Board and each contractor.
4. Each hired contractor shall have his or her own contract. The terms and conditions of each contract shall be determined and approved by the Executive Board. The terms of any contract shall include a termination or dissolution procedure for the contract.
5. A contractor hired by the Club shall not be an officer of the Executive Board; however, he or she may act in an advisory capacity.

SECTION V – NEW CLASS

The Club's Executive Board may authorize the intention to start a beginner's class, as it deems appropriate. The number of active members, the size of the Club's facilities for dancing, and the benefits of having a beginner's class shall be factors considered in making this decision. The intention to begin a class is subject to the approval of a simple majority of active Club members attending a General Meeting of the membership.

SECTION VI – AMENDMENTS

Amendments to the Club's *Bylaws* shall be presented to the Club membership at a General Meeting called by the President and voted upon at the announced time and place of the next General Meeting. A majority of the active Club membership must be present at the meeting to constitute a quorum and at least a two-thirds (2/3) vote of those present and voting shall be required to amend the Club's *Bylaws*.

Katydids Square Dance Club STANDING RULES and APPENDICES June 6, 2014

Supplement to the Bylaws Revised February 15, 2019

SECTION I – STANDING RULES DEFINITION

The *Standing Rules* are a supplement to the *Bylaws* that clarify how the Club should be managed and operated. Section IIB3 of the *Bylaws* empowers the Executive Board to change and/or make exceptions to the *Standing Rules* and its appendices without a vote by the general membership of the Club. However, the Club members need to be kept informed of any changes.

SECTION II – DISTRIBUTION OF DUTIES

- A. Members of the Executive Board (President, Vice-President, Treasurer, Secretary, and Publicist)
1. The governing body of the Club shall consist of active members of the Club elected to the Executive Board, in accordance with Section II of the *Bylaws*.
 2. Officers of the Executive Board shall have voting privileges when conducting Club business. Voting privileges cannot be delegated or transacted by proxy; however Club business may be conducted by phone or email when necessary as long as a record of such business is reflected in the next Executive Board Meeting minutes.
 3. The duties of the Executive Board Officers are described in Appendix A of these *Standing Rules*.
 4. An officer of the Executive Board is expected to do the following:
 - a. Attend Executive Board Meetings and General Meetings of the Club and participate in making decisions on Club business.
 - b. Obtain views of members of the Club as appropriate.
 - c. Fulfill his or her assigned responsibility to the Executive Board (in person or by delegation; however, voting privileges may not be delegated).
- B. Appointed Positions
The Appointed Positions include but are not limited to the ones given in Appendix B of the *Standing Rules*
- C. Requirements of Active Members
Active Club members pay monthly dues (which include annual dancer insurance fees) and special assessments. All Club members work periodically as Square Heads, support our annual hoedown and other activities sponsored by the Club.

SECTION III – MEMBERSHIP

- A. Active Members
Defined in Section IIIA of the *Bylaws*.
- B. Life Members
1. The Life membership program is no longer being offered to long term members.
 2. Members currently in the Life Membership are unaffected by this change.

3. Life members participate in Square Head Duty and follow the general expectations of an Active Member of the Club.
 4. Life Members are exempt from paying Club dues.
- C. Honorary Members
1. Honorary Membership can be conferred on those who are not members as a way to honor them in some way.
 2. They do not pay Club dues nor are they required to participate in the work of the Club.
 3. Honorary Members are not entitled to vote on Club business.
- D. Change in Membership Status
1. Leave of Absence
 - a. Section IIIB of the *Bylaws* states the general requirements for applying for a leave of absence.
 - b. A LOA shall be granted for medical or other appropriate needs only. In the event of such a need, a request for a LOA shall be submitted in writing, or by email.
 - c. A LOA shall be granted for three (3) full calendar months, with an extension of six (6) more full calendar months possible with the approval of the Executive Board.
 - d. LOA members, as defined above, shall not be responsible for Club dues during their period of LOA status and may dance with the Club by paying the established door donation fee. They shall be relieved of all functional responsibilities and privileges including, but not limited to, square head duty, Sweetheart Special work, and voting during any General Meetings that may be called during their LOA status.
 2. Resignation of Membership

An active or LOA member in good standing whose dues are paid up through the current month or the month prior to his or her going on LOA status, may submit a written notice of withdrawal from Club membership to the Membership Chairperson. The withdrawal shall be effective the first Friday of the month following receipt of the withdrawal notice. Future reinstatement of that person will be subject to the conditions stated in Section IIIA of these *Bylaws*.
 3. Termination of Club membership
 - a. A member may be dropped from the membership roll if he or she
 - i. Fails to fulfill Square Head Duty responsibilities.
 - ii. Fails to pay dues.
 - b. A majority vote of the Executive Board shall be required in order to drop a member from Club membership.
- E. Reinstating Membership
- An ex-Club member who had resigned from membership and who wishes to re-apply for membership must re-qualify for membership [see Section IIIA of the *Bylaws*.] At the time of resignation from the Club if there were any dues or assessment payments owed, these will need to be paid prior to consideration for membership.
- F. Membership Closed
- Membership may be temporarily closed by the Executive Board due to limited space for dancing at the Club's facilities.

SECTION IV – DUES, ASSESSMENTS, AND DONATIONS

- A. Dues and assessments are set by a majority vote of the General Membership.
- B. Non-dancing guests will not be asked to pay.
- C. A door donation shall be established by the Club's Executive Board for LOA members and visitors wishing to dance.

SECTION V – MEETINGS

Section IID and IIE of the *Bylaws* states the requirements of the Executive Board and General Meetings.

A. Executive Board Meetings

1. Meetings of the Executive Board shall be held as deemed necessary, on a date determined by mutual agreement of the Executive Board officers.
2. The date and location of the meeting shall be announced at the weekly dance of the Club at least two (2) weeks prior to the meeting and announced in the Club newsletter.
3. Any active Member of the Club may attend.
4. Non-members may be invited to attend and they may be asked to address the Executive Board on specified topics.
5. Agenda items to be discussed by the Executive Board officers, by appointees, or by committee chairpersons should be given to the President at least 48 hours prior to the scheduled meeting.
6. At least 48 hours prior to an Executive Board Meeting, an active Club member who has a specific topic they wish the Executive Board to take under consideration may contact the President and request that the topic be added to the agenda.

B. General Meetings

1. Voting shall be by secret ballot of the active members present.
2. A simple majority of ballots cast shall be required to elect officers.

SECTION VI – OTHER.

A. Badges

All Club members shall wear their Club badge at all weekly Club dances and dances sponsored by the Club.

Katydids Square Dance Club STANDING RULES and APPENDICES June 6, 2014

Supplement to the Bylaws Revised February 15 2019

APPENDIX A – DUTIES OF EXECUTIVE BOARD OFFICERS

PRESIDENT

1. **DELEGATE!!!!** There are a lot of responsibilities listed below. Be sure to delegate as much as you can. Even so, the president is responsible for running the Club.
2. Shall assist all members of the Executive Board and Appointees in the performance of their duties.
3. Conduct Executive Board Meetings and General Membership Meetings
4. See that Club activities are conducted in accordance with Club *Bylaws* and *Standing Rules*.
5. Receive suggestions from Club members and, if required, provide the Executive Board's response.
6. Provide for the planning of Club activities and functions and keep the membership informed of Club business.
7. Notify the Web Master, Super Square Head, and the *Chirper* editor of a member's information changes and any status changes.
8. Vote only when necessary to break a tie.
9. Plan for the Caller's Birthday and Christmas gifts.
10. Review and implement charitable donations from the Club.
11. Review any contracts to be made with dance facilities and contractors hired by the Club.
12. As necessary for a smooth running Club, the President, with the Executive Board's approval, may appoint chairpersons to any of the following or other positions on an "as needed" basis:

Super Square Head	Quartermaster	Membership Chairperson
<i>Chirper</i> editor	Class Head Angels	Sunshine Chairperson
Social Director	Webmaster	Graphic Art Specialist
Historian	Mini-Hoedown	Installation Chairperson
Photographer	Picnic Chairperson	Rotation Board Manager
Nominating Com. Chair		
13. Notify the appropriate facility contact person of the change of in President or Treasurer and update them with who has the facility keys. Obtain phone numbers for the facility in case of an emergency.
14. Be responsible for the keys to the facility
15. Be aware of the responsibilities of all officers.
16. Make sure that Insurance coverage is paid and up-to-date with new members and appropriate dance facilities listed
17. When planning Club activities, keep in mind the following events:

3 rd Friday Party Nights	Sweetheart Special Hoedown
Annual Club Picnic	Annual Club General Meeting/Elections
Slab Dance	Installation Brunch / Dinner
Halloween	Square dance classes & workshops
Thanksgiving	Class graduation
December Holiday Party Night	Square Dance Festivals
18. Be one of three (3) signatories with the bank and assist the Treasurer in issuing checks.
19. Make sure that Treasurer files the appropriate forms with the Secretary of State in the fall every other year.
20. Write a monthly column for the *Chirper*

21. See that the following are taken care of on Club dance nights:
 - a. Welcome our guests and make short announcements on Club nights.
 - b. Church doors are opened at 6:15 PM on dance nights.
 - c. The building is clean and made secure at the end of the evening.
 - d. Flyer table is kept tidy and up-to-date.
 - e. Sign-in table book is kept up-to-date.
 - f. Fans brought during warm weather.
 - g. Club banner brought on Club night.
 - h. Secure the dance hall, including each of the restrooms, before leaving the premises..
22. Review the *Chirper* for accuracy prior to its distribution.
23. Update Officer Notebooks for incoming President and see that the rest of the Executive Board officers do likewise.

VICE PRESIDENT

1. Assume the President's duties in the event of the President's inability to conduct Club business.
2. Be the chief custodian of all the Club's property.
3. Make sure the Club banner is properly cared for and taken to Club nights.
4. Be the Club's Annual Sweetheart Special Chair.
 - a. Acquires dance hall for the Sweetheart Special for the next year.
 - b. Hires square dance caller & round dance cuer for the next Sweetheart Special.
 - c. Procures ribbons, dangles, and badges for this event.
 - d. Prepares a summary of what worked and what didn't for including in the Sweetheart Special Hoedown notebook.
5. Assist Treasurer in issuing checks as necessary.
6. Review the *Chirper* for accuracy prior to its distribution.
7. Update the Vice President Notebook for incoming Vice President with a copy to the President for the President's Notebook, too.

SECRETARY

1. Take notes at all Executive Board Meetings and General Meetings.
2. Make sure the General Membership Meeting Minutes are approved at the next meeting (which may be as much as a year from when the minutes are taken).
3. Prepare the minutes of the Executive Board Meetings and the General Meetings, make copies for the Executive Board and keep a copy for the Secretary's book. Be sure to include a copy of the Treasurer's Report with the Executive Board Meeting Minutes.
4. Keep copies of the Club *Bylaws* and *Standing Rules* in the Secretary's book, including all previous editions.
5. Review the *Chirper* for accuracy prior to its distribution.
6. Update the Secretary's Notebook and job description for the incoming Secretary with a copy also going to the President's Notebook.

TREASURER

1. Shall keep accurate records of the Club's income and disbursements and will prepare monthly reports.
2. Shall collect all Club income and pay all Club bills.
3. Shall send letters to members whose dues are in arrears and will notify the Club President and Membership Chairperson when a member's dues or fees delinquent.
4. Be one of three (3) signatories on our Club bank account. Prepare monthly sign-in sheets for the front table.
5. Review the *Chirper* for accuracy prior to its distribution.
6. Update the Treasurer Notebook and job description for the incoming Treasurer with a copy also going to the President's Notebook.

Weekly:

1. Prepare & make deposits of all Club receipts and record such receipts in a readable spreadsheet (This need not be done weekly but should be done often).
2. Collect Dues envelopes and Guest fees at the end of each dance. If not there, have one of the other officers collect them.
3. Record member monthly dues payments on the face of their dues envelopes and record in a master spreadsheet.
4. Return dues envelopes to the dues box at the next meeting.
5. Prepare checks for all invoices properly submitted for payments, sign such checks, and then enter them in the check book and mail or deliver the check(s) to the appropriate payee.
6. After they have been marked "paid" and annotated with the check number and date of payments, file the paid invoices in the appropriate file.

Monthly:

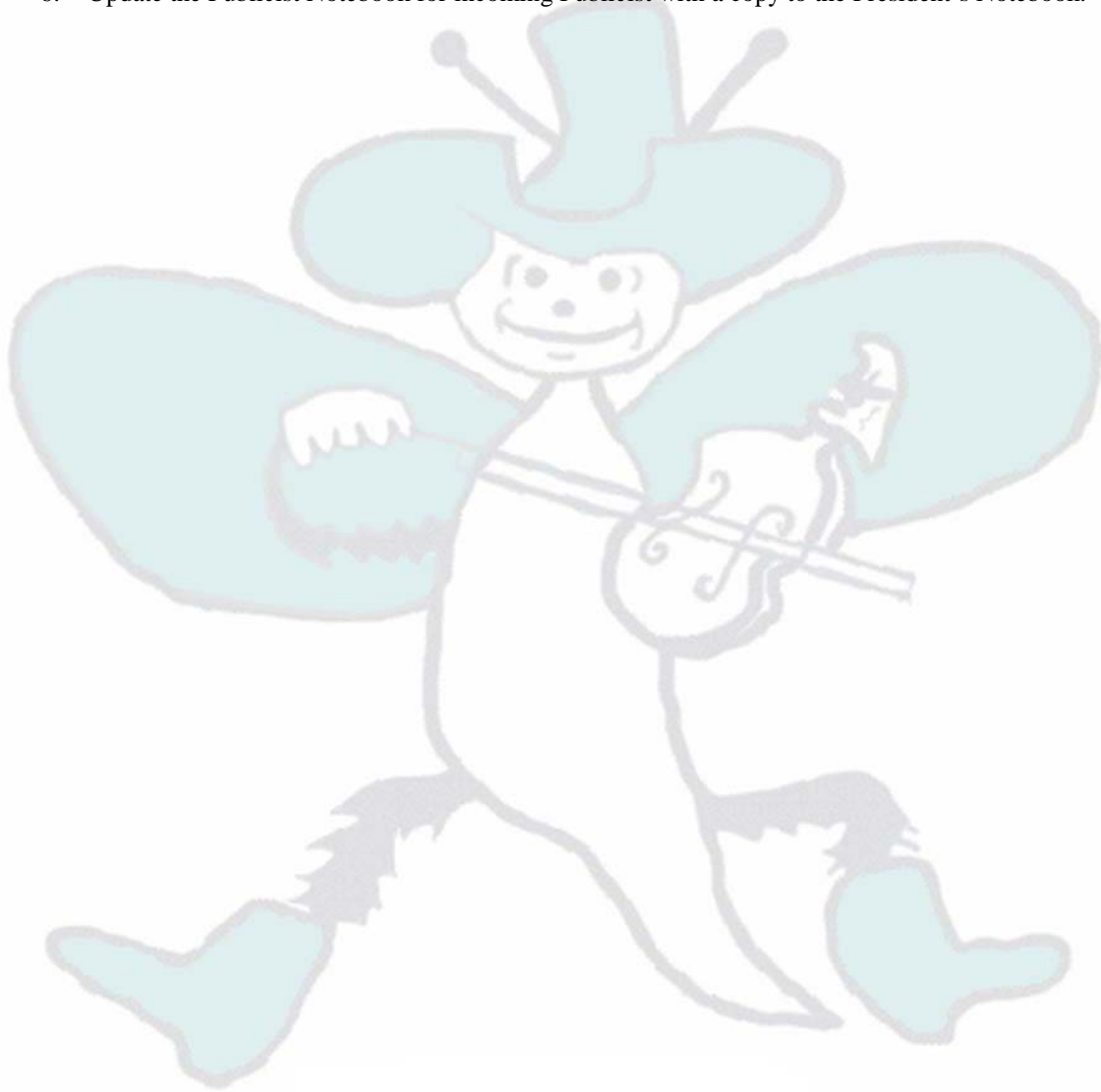
1. Receive the bank statement and reconcile the cash balance shown thereon to the check book balance.
2. Prepare a statement of monthly fees due the caller as well as a check covering such fees, sign the check and send or deliver it to the caller by the first Friday of the month following the month in which such fees were earned.
3. Prepare a check for the rent due the hall owner by the first of the month for the rent for that month.
4. Prepare the Treasurer's Report of Cash Receipts & Disbursements for the month just ended for submission to the Executive Board at the next scheduled board meeting.
5. Attend the scheduled Board Meetings.
6. Notify members who are "seriously" in arrears as to their dues payments of such fact.

Annually:

1. Coordinate with the Chairperson of the Sweetheart Special Hoedown as to the various tasks needed. The following are the recommended tasks:
 - a. Provide an appropriate "Change Bank" for the Door, Raffle, and Badge tables.
 - b. Collect funds from door and raffle throughout dance.
 - c. Collect funds from badges and danglers when it is felt that all sales have occurred.
 - d. Deposit all funds from the Sweetheart Special and prepare a report of all such receipts for the Chairperson.
2. Prepare a check for the contractual amounts due our hoedown's caller and cuer (you must have a signed copy of the contract between the Club and the caller in your files.)
3. Prepare and sign any necessary Federal or State of California tax and/or Information forms.
4. Serve as liaison between Club and bank especially for required signature card updates, required Executive Board resolutions, address changes, etc.
5. By October of each year, obtain from the Membership Chairperson a current roster and using it prepare the United Square Dancing Association of America (USDAA) insurance application
 - a. Ascertain which of our Club members pays insurance through another club.
 - b. Prepare the application.
 - c. Calculate the premium due.
 - d. Prepare and sign a check.
 - e. Mail it along with the application and required information to the USDAA Insurance Coordinator as close as possible to December 15. This is because our annual Sweetheart Special Hoedown is held early in the year.
 - f. As this is a reporting policy, during the year when new members join the Club the Treasurer shall prepare a Supplemental Application and will send payment to cover such Members.
 - g. Along with the annual application, prepare applications as necessary for "Additional Loss Payee" insurance certificates covering the various locations used by the Club during the year for weekly dances as well as for the Sweetheart Special Hoedown.
6. The Executive Board may call for an independent audit of the Treasurer's books at the end of the fiscal year to be conducted by an appointee of the Executive Board.

PUBLICIST

1. Shall make flyers and publicize hoedowns, mini-hoedowns, social events, workshops, refresher and beginner classes, etc. at Club night and send flyers to other clubs. All flyers need to be reviewed for accuracy prior to distribution.
2. With approval of the Executive Board, may appoint a Club member to act as a “Graphic Art Specialist” to make flyers.
3. With approval of the Executive Board, may send an ad to *The Squares ‘Round the Bay* by November 1st for publication in December and January issues for the Sweetheart Special.
4. May submit articles for printing in the *Chirper*.
5. Review the *Chirper* for accuracy prior to its distribution.
6. Update the Publicist Notebook for incoming Publicist with a copy to the President’s Notebook.



**Katydids Square Dance Club STANDING
RULES and APPENDICES February 15,
2019**

**Supplement to the
Bylaws Revised February 15,
2019**

APPENDIX B – DUTIES OF APPOINTEE POSITIONS

Per Section IIC of the Bylaws, the President will make recommendations to the Executive Board regarding any appointee positions as deemed necessary (such as, but not limited to, those listed below for the business of the Club).

MEMBERSHIP CHAIRPERSON

1. Make membership applications available for distribution to potential members, including copies in the green folder at the sign-in desk on Friday nights.
 - a. Application
 - b. Copy of the Bylaws and Standing Rules of the Club, including the appendices.
 - c. Copy of a current Club roster.
2. Keep an up-to-date membership list.
3. Notify Treasurer, Super Square Head, Web Master, and the *Chirper* Editor of new, inactive or resigned members.
4. Make sure that badges have been ordered for new members (currently Lloyd Darknell has been doing this), also notify Morris Hosoda so he can make up a temporary badge as necessary.
5. Hand out badges to new members.
6. Prepare new members on what is expected of them, i.e.: Square Head duties, how to handle the money at the sign-in table, and the procedure of paying dues. Gives them a current roster.
7. Contact any member who misses 4 consecutive weeks and notify the Sunshine Chairperson of any member to whom cards should be sent.
8. Updates Membership Notebook for incoming Membership Chair with a copy to the President for the President's Notebook.

SUNSHINE CHAIRPERSON

1. Send cards to members who are ill or have lost a loved one. Sends cards to family when a member dies.
2. Send anniversary and birthday cards to contract hires and their spouse.
3. Notify the *Chirper* Editor who you sent get well or sympathy cards to in the past month.
4. Update Sunshine Chairperson's Notebook for incoming Sunshine Chairperson with a copy to the President's Notebook, too.

NOMINATING COMMITTEE CHAIRPERSON

A Nominating Committee shall be appointed by the Executive Board prior to election of officers to the Executive Board. They will canvas the membership for candidates to the Executive Board and will give a slate of candidates to the presiding President for presentation to the membership.

SUPER SQUARE HEAD

The Super Square Head assigns Square Head duties to Club members on a rotating basis.

QUARTERMASTER

The Quartermaster keeps track of supplies the Club needs on Friday nights and purchases new supplies as needed for the storage cupboard at the church.

STORAGE SHED

The Club owned storage sheds are currently located at the homes of Naomi Grubb, Steven Lehnhoff, and Doris Smith. They host the shed but are not responsible for its security or that of its contents.

ANNUAL CLUB PICNIC & REUNION CHAIRPERSON

1. The Club holds an annual picnic and reunion sometime during the summer months. The date for this event is determined by the Executive Board on a date which is agreed upon by the Annual Club Picnic and Reunion Chairperson.
2. Secure a facility for the Club Annual Picnic and Reunion. Note that if the picnic is held at the City of Santa Clara Central Park; it needs to be secured 1 year prior to the picnic date by a city of Santa Clara resident.
3. Send an invitation and flyer to guests that are to be invited to this event 6 to 8 weeks prior to the event.
4. Get helpers to purchase food, set up, cook, and clean up.
5. The Club usually provides the meat, condiments, beverages and BBQ supplies.
6. Picnic supplies are stored at the Club storage shed.
7. Work with the Executive Board regarding budgeting of expenses and detail of the event.
8. Update the Picnic Chairperson's Notebook for incoming Picnic Chairperson with a copy to the President's Notebook, too.

INSTALLATION CHAIRPERSON

1. Either an Executive Board officer or the Installation Chairperson will arrange for a venue for our annual installation of officers.
2. With the assistance of the Executive Board and/or the Treasurer, will establish a cost for the event.
3. Will arrange for flyers to be made.
4. Send invitations to guests.
5. May need to arrange for a Caller to provide some entertainment.
6. Arrange for the Installation of the new officers.
7. Update the Installation Chairperson's Notebook for incoming Installation Chairperson with a copy to the President's Notebook, too.

CLASS HEAD ANGELS

Class Head Angels act as a liaison between class members and the caller/instructor and Club members.

CHIRPER EDITOR

1. Prepare the Club's newsletter, the Chirper, for printing.
2. Distribute the newsletter on the first Club Friday of each month or by mail as necessary.
3. The editor may also print the Chirper (and any flyers needed for various events).
4. Send a PDF copy to the Webmaster for posting on our Club website.

GRAPHIC ART SPECIALIST

1. When asked, the Graphic Art Specialist will prepare flyers for printing.
2. The Publicist will arrange for distribution of any flyers that are printed.
3. Preparing flyers can also be a task that the Publicist does.

BANNER MASTER

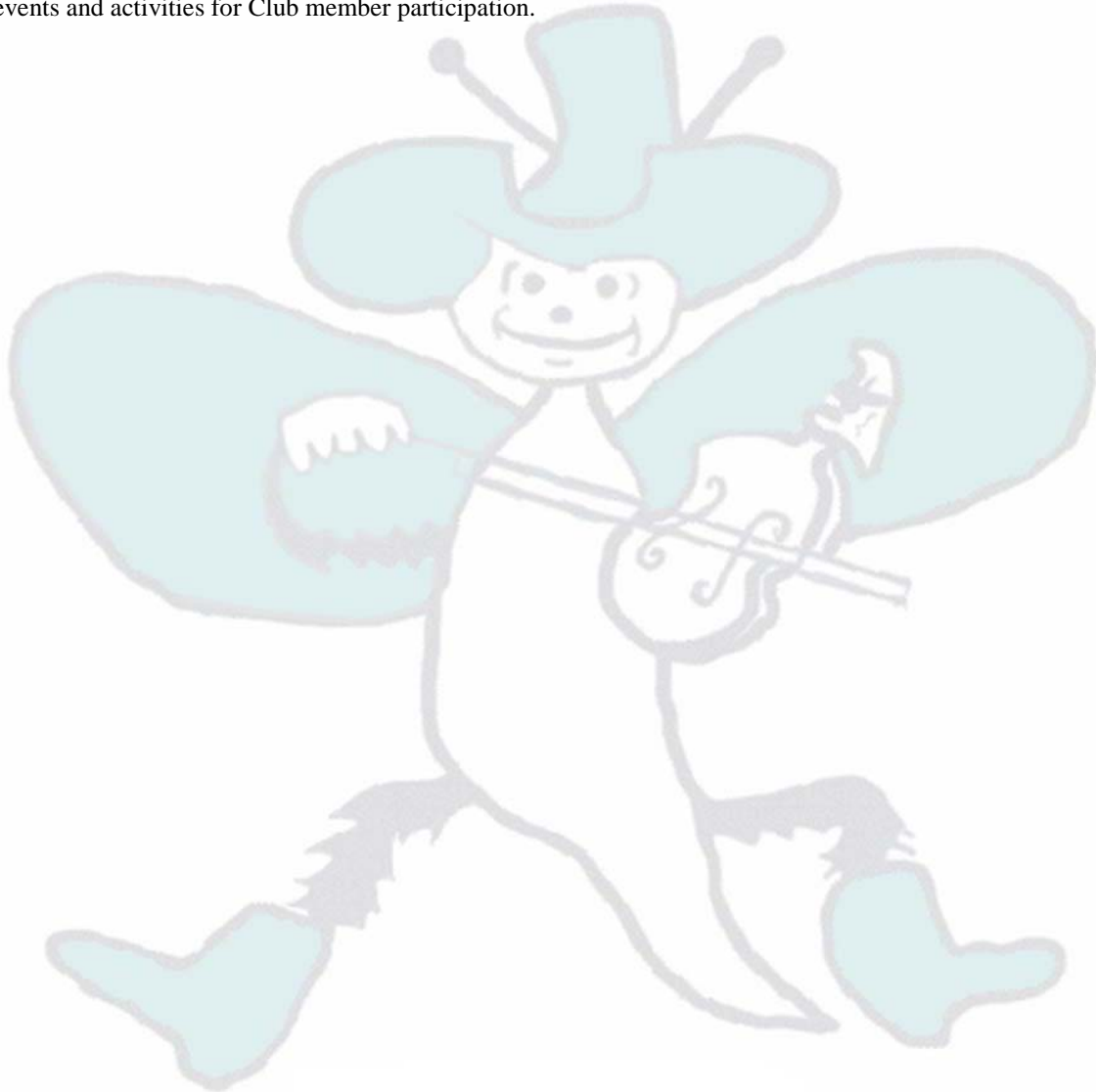
Brings the Club banner to each Friday night dance and to other events as needed.

WEBMASTER

The Webmaster maintains the Club website with current news of the Club, keeping in mind that private information (i.e. Club Roster) about Club members will be excluded from the website. A copy of the current Club *Bylaws* and *Standing Rules* shall be maintained on the Club's website.

SOCIAL DIRECTOR

At the direction of the Executive Board, a Social Director may be appointed who will plan or coordinate events and activities for Club member participation.



**Katydids Square Dance Club STANDING
RULES and APPENDICES February 15,
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APPENDIX C – SQUARE HEAD RESPONSIBILITIES

Before the dance:

1. Notify the Super Square Head of any needed changes to assigned dates.
2. Purchase and bring 6 to 8 lbs ice for the water cooler.
3. On scheduled night, the designated Square Heads should arrive by 6:15 PM. A Katydids member with a key will open the doors.
4. Sweep floor as necessary and set up tables and chairs.
5. Make ice water.
6. Start hot water for tea and coffee.

During Club dance:

1. Welcome everyone at the sign-in table.
2. Collect a \$5.00 donation from each dancing guest and have them sign in. “Regular” guests sign the prepared sign-in sheet; new guests sign the guest book. Honorary members such as Lee Fleeman and Bobbie Davis are exempt from paying dancer fees and donations as is our special Ambassador of Square Dancing, Jane Bishop.
3. In the green box, there is an envelope with petty cash for making change.
4. Offer raffle tickets: 5 tickets for \$1.00.
5. In the green box, there are envelopes for keeping track of money collected during the evening.
6. Divide the raffle proceeds – 50% to the Club, 50% to the winner. If it’s an uneven amount, give extra to the winner.
7. Check that water and cups do not run out.

After the dance:

1. If Treasurer is not present, pass monies collected to any Executive Board Member.
2. ALL MEMBERS: Clean up! Help pack up supplies and jugs and put into the Club cupboard.
3. Remove non-recyclable trash accidentally tossed into the designated recycle bins. Take the trash bags out to the dumpster located in the side parking lot.
4. Sweep or wet mop the floor as necessary.
5. Note: Tables must go into the closet FIRST (remember the Caller’s table, too), then the chair rack.
6. Notify the Quartermasters of any supplies needed.

Katydids Square Dance Club
STANDING RULES and
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APPENDIX D – SPECIAL MEMBERSHIPS

LIFE MEMBERS

- a. See Section III, B of the *Standing Rules* for description.
- b. Morris & Louise Hosoda are Life Members

HONORARY MEMBERS

- a. See Section III, C of the *Standing Rules* for description.
- b. Lee Fleeman
- c. Bobbie Davis
- d. Jim Osborne (as Club Caller)

AMBASSADOR OF SQUARE DANCING

- a. Jane Bishop, who was granted “Ambassador of Square Dancing” status by the Executive Board in February 2014, is exempt from paying the door donation fee.