

BYLAWS OF PUDDLETOWN DANCERS

(As adopted at the Puddletown Dancers Annual General Meeting 26-Apr-2007)

Article I: Name

The name of the organization shall be **Puddletown Dancers** and shall include the following clubs: Puddletown Squares and BOQ.

Article II: Purpose

This is a non-profit organization whose purpose is to support its member clubs in providing educational, social, and recreational opportunities for Modern Western square dancing at all programs delineated by Caller-Lab Association of America, for the members and friends of the Lesbian and Gay community of Seattle.

Article III: Membership

- A. Membership is open to any person who has graduated from a mainstream square dance class or is currently enrolled in a basic/mainstream class sponsored by one of the clubs of this organization.
- B. Members enrolled in the basic/mainstream class shall be conditional members until graduation.
- C. Membership is contingent upon payment of dues, which shall be set by the Executive Board of the organization.

Article IV: Executive Board

- A. **Composition.** The Executive Board is comprised of a chairperson, a secretary/treasurer, and club representatives. Each club shall have one representative.
- B. **Election of Board Members.**
 1. Chairperson: The chairperson shall:
 - a. be elected from the membership at large at the annual meeting prior to the convening of the club caucuses;
 - b. be ineligible during the term of office specified in Article IV Section C from holding elected office in Puddletown Dancers' program clubs specified in Article I.
 2. Secretary/Treasurer: The secretary/treasurer shall be elected from the membership at large at the annual meeting prior to the convening of the club caucuses.
 3. Club Representatives: The club representatives shall be selected at the respective caucus at the annual meeting.
 4. Club Caucus: Each club shall caucus at the annual meeting to elect representatives. A member may participate in the caucus of only one club of which s/he is a member.
- C. **Term of Office.** The term of office for all Board members shall be one year from May 1 of the year of election until April 30 of the following year.
- D. **Failure to Complete Term.**
 1. Should the chairperson resign, the remaining members of the Board shall elect an interim chairperson from the general membership of the organization.
 2. Should a representative resign, the members of that club shall elect a new representative to fill out the remainder of the term.
- E. **Duties of the Board.** The Board shall:
 1. Oversee the administration of these bylaws,
 2. If called upon, recommend resolution of disputes between member clubs,
 3. Keep a policy of liability insurance in force for the benefit of all member clubs,
 4. Publish the newsletter.
- F. **Committees.** The Board shall have the power to establish committees in furtherance of its duties.
- G. **Duties of the Members of the Board.**
 1. Duties of the Chairperson. The Chairperson shall:
 - a. Notify the general membership of all board and general membership meetings;
 - b. Convene the meetings of the board and general membership.

2. Duties of the Secretary/Treasurer. The Secretary/Treasurer shall:
 - a. Maintain the financial records;
 - b. Prepare quarterly reports, as requested;
 - c. Prepare an Annual report for the AGM;
 - d. Record the minutes of board meetings and of the Annual General Meeting;
 - e. Preside over meetings of the board and general membership in absence of the Chairperson.
3. Duties of the Club Representatives. The Club Representatives shall:
 - a. Represent their clubs as voting members of the Board;
 - b. Report activities of the Board back to their clubs.

H. Removal of Board Members. The chairperson or secretary/treasurer may be removed for cause by a two-thirds majority of those members present and entitled to vote at a special meeting of the membership called for that purpose. A representative may be removed for cause by a two-thirds majority of those members present and entitled to vote at a special meeting of the respective club called for that purpose. In the event that a member of the Board is removed under this section, the members present at said meeting shall immediately elect a replacement by majority vote of those present and entitled to vote.

Article V: Meetings and Quorums

- A. There shall be an annual meeting of the general membership of Puddletown Dancers for the purpose of electing the chairperson and the representatives to the Board. This meeting shall be held during the last two weeks of each April. Notice of the date, time and place of the meeting shall be given in writing either in the club newsletter or otherwise at least two weeks prior to the meeting.
- B. A special meeting of the general membership may be called by the Board upon two weeks' notice in writing, except that the notice shall contain a summary of the matters proposed to be acted on. No business shall be transacted at any special meeting except that specified in the notice.
- C. A special meeting of the general membership shall be called upon presentation of a petition signed by at least 30% of the dues-paying members of the organization. The Board will give two weeks' notice in writing, and the notice shall contain a summary of the matters proposed to be acted on. No business shall be transacted at any special meeting except that specified in the notice.
- D. Robert's Rules of Order will govern the conduct of business at all meetings of the Board and the general membership. The chairperson shall act as parliamentarian or may appoint a member of the organization to act as such.
- E. A quorum of the general membership is defined as those members in attendance at a meeting duly called by this Article.
- F. A quorum of the Board is defined as three members.
- G. The Board shall meet at least once each quarter. The Board may meet more frequently either upon agreement at any regular quarterly meeting or upon one week's written notice from any Board member to the remaining Board members.
- H. Any member of the organization may attend and comment at any Board meeting but may not vote.

Article VI: Confidentiality

- A. The Master Membership List: A confidential membership list shall be maintained by the secretary or by someone appointed by the Executive Board and be known only to the Board. Divulging the name of a current or past member on the confidential membership list to any other individual or organization shall be a violation of these bylaws and may be cause for punitive action as determined by the Board, unless the member has given express consent.