

**BALBOA PARK DANCERS BALLROOM DANCE CLUB  
A MEMBER OF THE  
INTERNATIONAL DANCE ASSOCIATION OF SAN DIEGO COUNTY  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the Balboa Park Dancers Ballroom Dance Club hereinafter called The Club.

**ARTICLE II - PURPOSE**

The Club is a non-profit organization formed for the purpose of providing instruction and promoting ballroom dancing.

Section 1: This organization shall abide in full to the By-Laws of the International Dance Association of San Diego County (IDASDC), and requirements of the San Diego City Park and Recreation Department.

Section 2: The Club's E.I.N. is: 99-0417739.

**ARTICLE III - MEMBERSHIP**

Section 1: Membership in The Club is open to any person who has an interest in ballroom dancing as a recreation, and sincere interest in supporting the purpose of The Club. However, the Board of Directors may at its discretion, withhold membership status and privileges to anyone, who displays unruly or disruptive behavior.

Section 2: Membership is for one year, and it entitles members to all privileges, with an added fee for class instruction and special events as determined by the Board.

Section 3: A member in good standing is any individual whose membership fee has been accepted and whose membership has not been revoked.

Section 4: Members are expected to participate in the functioning, objectives and goals of the club, help to promote The Club activities, and always exhibit acceptable social behavior.

Section 5: Revenue obtained from membership fees will be used for the promotion and expenses of The Club.

Section 6: Members are expected to support The Club and are encouraged to support other community and IDASDC dance functions.

Section 7: Membership will not be revoked unless, and until a valid reason or cause for doing so is presented in detail to the Board of Directors. The Board will then make a full investigation, after which findings are discussed, and recommendations will be acted upon for the good of all concerned.

#### **ARTICLE IV – BOARD OF DIRECTORS AND ITS DUTIES**

Section 1: This organization shall be presided over by a Board of Directors consisting of these elected officers; President, Vice-President, Treasurer(s), Secretary and Membership Chairperson/Trustee. Included on the Board are IDA Delegates as non-voting members, and the past president as **an advisor to the President and a voting member of the Board**. Because of possible conflict of interest, persons holding office with other IDASDC dance organizations will not be eligible for Board membership, nor will the instructors be eligible for Board membership.

Section 2: Duties of the Board of Directors.

- a. Maintain order and good will of members and act as arbiters in any controversial issue, which may arise concerning the Organization and/or its members.
- b. To increase the Club membership by any means agreed upon in the best interest of The Club. Promote, improve and increase the popularity and exposure of ballroom dancing.
- c. Appoint two delegates and one alternate to the International Dance Association of San Diego County as prescribed by the IDASDC Bylaws.
- d. Set prices for membership and class admission with the approval of the IDASDC
- e. Set compensation for instructors and cashiers.
- f. Commensurate with disbanding, shall pay Club debts, and any remaining assets shall be disposed of as decided by a majority vote of the membership present at the meeting during which the vote is called.
- g. Attendance requirement – During any 12 month period, each Board member is expected to attend at least **50%** of the club events (classes, parties, etc.). **Each Board member, excepting the Past President, will be required to present and perform opening or closing duties at 26 dances each year of their service.**

Section 3: Duties of the President

- a. Preside at all business meetings of The Club.
- b. Determine meetings of the Board of Directors.
- c. Appoint committee chairpersons.
- d. The President shall be ex-officio member of all committees.

Section 4: Duties of the Vice-President

- a. Shall be responsible for publicity
- b. Shall, in absence of the President, assume the duties of the President as necessary for the uninterrupted functioning of The Club.

Section 5: Duties of the Treasurer(s)

- a. Maintain a written record of all monies received and disbursed by The Club.
- b. Pay any out of pocket expenses for The Club activities.
- c. Present a financial report at Board Meetings.
- d. Expenditures will not be paid until each has been examined and approved in the manner prescribed by The Board.
- e. Books maintained by the Treasurer(s) may be audited by the Trustee and may be audited by the IDA of San Diego County and by the Board of Directors at any time.
- f. Will transmit the books to his/her successor.
- g. Prepare annual financial report and submit to the IDASDC as required.
- h. Submit timely payment to the IDASDC of all fees as required (eg., membership, publicity, insurance).

Section 6: Duties of the Secretary

- a. Maintain records of all business meetings of The Club and of the Board of Directors, and transmit the same to his/her successor.
- b. Read the minutes of the previous business meeting at The Club meetings, if requested by the president. Records maintained by the secretary will be available upon request.
- c. Conduct official correspondence of The Club, subject to approval by the Board of Directors.
- d. Records maintained by the Secretary will be available on request for the study of reference by the Board.
- e. Notify the Secretary of the IDASDC of changes to the Board of Directors including IDA delegates prior to their assuming office.

Section 7: Duties of the Membership Chairperson/Trustee

- a. Maintain The Club membership records
- b. Work to increase the membership
- c. Audit the Treasurer's records.

~~Section 8: Removal from the Board~~

~~Any member of the Board of Directors, who behaves in any manner bringing discredit to The Club, will be asked to resign on the recommendation of the remaining members of the Board of Directors.~~

Section 8: Removal from the Board

Any member of the Board of Directors including the past president, IDA delegates, and IDA alternate can be removed from the Board with the unanimous agreement of the remaining voting members of the Board of Directors.

**ARTICLE V - MEETINGS**

Section 1: The regular business meetings of The Club shall be held semi-annually

Section 2: Only members in good standing are permitted a voice and vote at The Club meetings.

- Section 3: The quorum consists of those who attend the general meeting, which shall be announced at least one month in advance. (6/2006)
- Section 4: The Board of Directors shall meet regularly in person or by telephone or via other electronic means to conduct the business of The Club.
- Section 5: The President may call special meetings as required by providing one week advanced notice to the Board of Directors for Board meetings and one month advanced notice to The Club membership for general membership meetings.

## **ARTICLE VI - ELECTIONS**

- Section 1: At the end of the term, for re-election of the Board members, including the president, the president shall appoint a nomination committee to select candidates for Board membership. The Nomination Committee will present a list of candidates for election who have demonstrated enthusiasm and have been members of the Club for the previous 18 months.
- Section 2: The candidates may not be officers in any other member club of the IDASDC.
- Section 3: The meeting in which elections take place will be held at least four weeks prior to the beginning of the term of office.
- Section 4: Notice of elections must be provided to The Club membership at least one month in advance of the election meeting via email and nightly announcement during classes and other events.
- Section 5: The term of office shall be two years from June 1<sup>st</sup> to May 31st.
- Section 6: In the event of a vacancy in an office, a special election by the members will be held at the next meeting, or as soon as practical, to fill the vacant office.
- Section 7: Elective voting shall be by majority vote, or the Board may appoint an acting officer for the vacant position until a special election can be held.
- Section 8: Term Limits
- a. The President may run for two (2) consecutive terms.
  - b. Other than the office of President, there are no term limits for elected Board positions.
  - c. The outgoing President may run for a different elected Board position.

## **ARTICLE VII - COMMITTEES**

- Section 1: Formation
- a. Committees may be formed when necessary to benefit The Club.
  - b. Either the Board of Directors or the membership may request that a committee be formed.
  - c. The formation of a new committee must be ratified by the Board of

Directors.

- d. The Board of Directors may also create standing committees by majority vote.
- e. The President shall appoint all committee chairpersons who must then be approved by the Board.
  - i. Committee chairpersons/appointees may not be replaced without approval of the Board.

Section 2: Dissolution

- a. Committees shall be dissolved once the purpose or event for which the committee was formed has passed.
- b. No active committee shall be dissolved without the approval of the Board.

### **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Section 1: The rules contained in the edition of ~~Roberts Relaxed Procedural Rules for Small Boards~~ **Roberts Rules of Order** current at the beginning of the Board term will govern any point not covered by these By-Laws.

### **ARTICLE IX - AMENDMENTS**

Section 1: Proposing Change

- a. A Bylaw amendment shall be submitted to the Board for consideration.
- b. The Board shall review proposed amendments.
- c. Once approved by the Board, the amendment shall be presented to the General Membership for a vote.

Section 2: Adopting Change

- a. These By-Laws may be amended by a majority of members present at regular Club business meetings. (6/11/2006)
- b. Notice of the date on which a vote on Bylaw amendment is scheduled, shall be provided to the General Membership by announcement and/or electronic means at least one month in advance of said date.

### **ARTICLE X - INSTRUCTORS**

Section 1: The instructors of Ballroom Dancing, who are independent contractors, shall be chosen by the Board of Directors.

Section 2: The instructors serve at the discretion of the Board; they may be replaced by a majority vote of the Board of Directors.

Section 3: The instructors shall be paid as the Board shall decide.

## **ARTICLE XI - STANDING RULES**

- Section 1: There shall be Standing Rules adopted by The Club.
- a. The purpose of such Standing Rules shall be to provide criteria and flexible guidelines for carrying out the purpose of The Club within the framework of its Bylaws.
  - b. Standing Rules shall be adopted, amended, or repealed by The Club as required in the best interest of The Club.
    - i. Such action shall require a majority vote of the Board members in attendance at the meeting during which the vote is called.
    - ii. A change in the Standing Rules can be voted on at the same meeting at which it is proposed.