

BYLAWS OF BUCKS AND DOES SINGLES OF COLUMBUS INC.

Doing Business as Bucks & Does/Orbiting Squares

ARTICLE I: PURPOSE

The mission of the BUCKS AND DOES SINGLES OF COLUMBUS, INC., (hereinafter called CLUB) is to provide through the framework of its membership, classes, and administrative levels of its organization, sociability and fellowship, while furnishing the opportunity for western style square dancing; to provide instruction in western style square dancing to others, and to give back to the community in charitable works.

ARTICLE II: AFFILIATION

The Club may maintain membership in the Central Ohio Corporation of Dance Clubs (C.O.C.D.C.) and conform to the rules and regulations established by that Corporation.

ARTICLE III: OFFICE

Sec. 1: PRINCIPAL PLACE: The principal place of business of the Club shall be the Columbus, Ohio Metropolitan Area.

Sec. 2: MAILING ADDRESS: The Club shall maintain a mailing address.

Sec. 3: AUTHORITY TO CHANGE: The Executive Board shall have power and authority to change said principal place of business and mailing address from one location to another.

ARTICLE IV: MEMBERSHIP

Sec. 1: QUALIFICATIONS: The membership of the Club shall consist of qualified western-style square dancers who treat each other with acceptance, integrity, and mutual respect. Membership shall not be based on race, creed, color, religion, nationality, marital status, sexual orientation or national origin. Members shall abide by the purposes and ideals of the Club, as set forth in the Club's Articles of Incorporation, these Bylaws, the policies established by the Executive Board and the decisions of the Executive Board. Solo dancers will always be welcome at our Club, and we will encourage all our members to dance with those wishing to dance but lacking a dance partner.

Sec. 2: CLASSES: There shall be four (4) classes of membership: ADULT, JUNIOR, STUDENT, and LIFE.

(a) ADULT: Adult members are western square dancers 18 years old or older who have expressed an interest in joining the Club, been accepted as members by the Executive Board, and who have paid membership dues. Each adult member shall be entitled to all rights and privileges of the Club, including:

- (1) Admission to all Club dances and functions;
- (2) One vote at all membership meetings (except Executive Board meetings) at which the

member is present in person or participating by telecommunication;

(3) One vote by absentee ballot for election of officers and on proposed changes to Club Bylaws;

(4) Holding Club offices and being members of committees;

(5) Wearing a Club badge;

(6) Receiving the Club's newsletter.

(b) JUNIOR: Junior membership shall be available to young people through 17 years of age qualified as described in Sec I above. An adult must accompany each junior member for the entire dance. Each junior member shall be entitled to:

(1) Admission to all Club dances and functions (as long as accompanied by an adult);

(2) Wear a Club badge;

(3) Receive the Club's newsletter.

c) STUDENT: Student membership shall be awarded to square dancers currently taking square dance classes from the Club. Each student member shall be entitled to:

(1) Admission to all Club Hi-Lo dances and other Club functions;

(2) Wear a Club student badge;

(3) Receive the Club's newsletter.

(d) LIFE: Life Members were Members of the Orbiting Squares Western Square Dance Club who were granted lifetime membership. No new Life Memberships will be granted. Life Members are exempt from paying dues and will enjoy free admission to Club dances and functions, along with admission of their spouse or partner. Those who attend regularly will have voting privileges and may hold an office. Life Members who have not attended regular club dances for two years will not have voting privileges. If an inactive life member wishes to become active, he or she only needs to start attending Club dances again. Active Life Members shall be entitled to all rights and privileges of the Club, including:

(1) Admission to all Club dances and functions;

(2) One vote at all membership meetings (except Executive Board meetings) at which the member is present in person or participating by telecommunication;

(3) One vote by absentee ballot for election of officers and on proposed changes to Club Bylaws;

(4) Holding Club offices and being members of committees;

(5) Wearing a Club badge;

(6) Receiving the Club's newsletter.

Sec. 3: APPLICATION FOR MEMBERSHIP: Any individual desiring membership in the Club may make application on a form provided by the Club, remitting therewith a payment in accordance with Article V. Such application shall be acted upon by the Executive Board for approval or disapproval by a majority of the Board. Upon approval of an application by the Executive Board, the applicant shall be provided a membership packet including a copy of these Bylaws.

Sec. 4: SUSPENSIONS, EXPULSION, WITHDRAWAL:

(a) Suspension or expulsion of a member may be ordered for cause, after proper hearing, by the Executive Board. A member under consideration for such suspension or expulsion shall be notified in writing prior to such hearing and be permitted to attend the hearing to defend themselves. Suspension or expulsion shall be determined by majority secret ballot vote of the Executive Board. The Council Representative in charge of membership shall preside at the hearing and count and announce the vote.

(b) The following reasons may be considered justifiable cause:

- (1) Flagrant violation of the provisions of the Club's Articles of Incorporation, these Bylaws, the policies established by the Executive Board and the decisions of the Executive Board;
- (2) Non-payment of annual per capita payment;
- (3) Drinking of intoxicants or use of drugs immediately before or during a Club dance or function;
- (4) Failure to abide by the rules of the dance hall;
- (5) Vulgar or abusive language or other improper behavior.

Upon suspension or expulsion, the member shall be requested to return the member's Club badge and status bars, (if any).

(c) Any member desiring to withdraw from membership may submit a written request to the Executive Board. Upon affirmative action by the Board, withdrawal shall be effected.

ARTICLE V: REVENUE

Sec. 1: SOURCE: The operations of the Club shall be financed by per capita payments, instruction fees, guest fees, contributions, interest, and any other related sources of revenue, except there shall be no initiation fees. The accounting year of the Club shall be from May 1 through April 30 of the following year.

Sec. 2: MEMBER PAYMENTS: Membership dues are payable on or before May 1st in an amount determined by the Executive Board based on projected expenses for the ensuing Club accounting year. A new member, when requesting midyear membership, shall pay in advance an amount pro-rated in accordance with a schedule prescribed by the Executive Board. Alternatively, Club members may pay one half of the annual fee on or before the first day of the membership year and one half of the fee six months later. The Board may offer a reduced payment to encourage members to pay for the complete year at the beginning of the accounting year. The Board will give special consideration in setting the fee for junior membership. Member payments shall not be refundable.

Sec. 3: GUEST FEES: A guest who wishes to participate at a Club dance or function shall make a per capita payment in an amount determined by the Executive Board.

ARTICLE VI: ADMINISTRATION

Sec 1: EXECUTIVE BOARD: The Executive Board shall consist of the President, Vice President, Past President, Secretary, Treasurer, Council Representative, and Banner Chair.

Sec. 2: POWERS: The powers of the Club shall be exercised, its property controlled, and its affairs conducted by the Executive Board, except for those powers, as provided by these Bylaws, which rest with the membership. All actions of the Executive Board shall require a majority vote of the Board. The President, or, if more than one person shares the presidency, the President who is presiding at the meeting, may cast an extra vote in the event of a tie.

Sec. 3: MEETINGS: Regular meetings of the Executive Board shall be held at least once each month at such time and place as may be determined by the Board. The President shall convene a special meeting of the Executive Board whenever requested by two (2) or more Board members or three (3) or more Club members.

Sec. 4: LIMITATION ON EXPENDITURES: The Executive Board shall have authority to spend funds of the Club for the normal operation of the Club. "Normal operating expenses" shall be all expenses required for maintenance of the club under \$50.00. All expenditures greater than \$50.00, other than caller, cuer and hall rental fees, shall require a majority vote of the Board.

Sec. 5: DUTIES: The Executive Board shall:

- (a) Establish major administrative policies governing the affairs of the Club and devise measures for the growth and development of the Club;
- (b) Adopt an operating budget for the ensuing year at its first regular meeting for that year;
- (c) Decide upon the date and place for the Club's annual business meeting and any special Club meeting;
- (d) Appoint committees for whatever purposes the Board deems necessary;
- (e) Publish and distribute a copy of the draft minutes of each Board meeting to each Board member and to other Club members in attendance at the next Board;
- (f) Publish and distribute to all members a monthly newsletter which contains all significant information resulting from the Board meeting, including policy decisions by the Board, and the dates, times and locations of upcoming dances, banner activities, membership meetings and Board meetings;
- (g) Immediately preceding each Board meeting, distribute an agenda for the meeting to each Board member and other Club members who are at the meeting.

ARTICLE VII: OFFICERS

Sec. 1: OFFICERS: The Club's officers shall be the President, Vice President, Past President, Secretary, Treasurer, Council Representative, and Banner Chair, all of whom shall be the 'elected officers' for purposes of these Bylaws, and shall be members of the Executive Board. The Past President shall be the most recent President of the Club; if the most recent eligible President is not available to serve, the next most recent eligible President shall serve as Past President, etc. If no past president is available to serve as Past President, that office shall remain vacant, or as an alternative, anyone who has ever served as President of either Bucks and Does Singles or Orbiting Squares Western Square Dance Club may be a nominee to run

for election to fill this position. Each position can be filled by an individual, a couple, or up to four members who agree to share the responsibilities of the position. However, no more than two individuals occupying a Board position may vote on matters before the Board.

Sec. 2: TENURE: Officers shall be elected for a one-year term, beginning on May 1 following the date of the annual election. Officers shall continue for the term for which elected and until a successor is elected or until removed by resignation, death, or action of the Executive Board. All officers shall be available to the incoming officers upon exit of term of office, for purposes of training and to explain fully all duties required of the new candidates.

Sec. 3: VACANCY: If an office becomes vacant, the Board shall appoint a replacement to fill the vacancy until the next scheduled election. If no replacement can be found, the office shall remain vacant until the next scheduled election. With respect to the office of the Past President, see Sec 1, above.

Sec 4: REMOVAL: Any officer who fails to perform the duties of his/her office may be removed from that office by a majority vote of the Executive Board.

Sec. 5 DUTIES: (a) President: The President shall be an ex-officio member of all committees. The President, or in his/her absence the Past President, shall preside at the business meetings of the Club and at Executive Board meetings; may countersign with the Treasurer, Past President, Vice President or Secretary checks drawn on the funds of the Club; may act in temporary emergencies such as change in hall, caller, or cuer; and have such other powers and duties as may be prescribed by the Executive Board.

(b) Past President: The Past President shall assume the duties of the President in the absence of the President, preside at the business meetings of the Club and at Executive Board meetings in the absence of the President, and may countersign with the Treasurer, President, Vice President, or Secretary checks drawn on the funds of the Club.

(c) Vice President: The Vice President shall assume the duties of the President in the absence of the President and the Past President, including presiding at the business meetings of the Club and at Executive Board meetings; will be responsible for scheduling callers and cuers; will negotiate the contract for a hall for Club dances for the ensuing Club year; may co-sign checks with the Treasurer, President, Past President or Secretary; and perform such other duties as are assigned by the Executive Board.

(d) Secretary: The Secretary shall keep an accurate record of all meetings of the Club and of the Executive Board; shall keep an official membership list and committee list on file; shall act as correspondent for the Club; may co-sign checks with the Treasurer, President, Past President, or Vice President; shall publish minutes of the Executive Board as required in Sec 5(e) & (f) of Article VI of these Bylaws; shall have custody of the Club's Articles of Incorporation and Bylaws as well as all other records and documents of the club not otherwise assigned; and shall transmit all Secretary's records to a successor.

(e) Treasurer: The Treasurer shall receive all monies of the Club; deposit same in the name of the Club in such bank or banks as may be designated from time to time by the Executive Board; shall disburse said funds as ordered or authorized by the Executive Board by checks co-signed with either the President, Past President, Vice President or Secretary; shall keep

regular accounts of such receipts and disbursements; submit such records when requested by the Executive Board; submit an itemized statement of current and year-to-date receipts and disbursements at regular meetings of the Executive Board; maintain records of guests and membership attendance at all club dances; and shall transmit the accounts and undistributed funds to a successor. The Treasurer may maintain a petty cash fund in an amount authorized by the Executive Board for use in emergencies, for refreshments, or for making change at Club dances. The Treasurer shall receive all per capita payments of members and shall report such payments to the Club secretary for inclusion in the minutes of the next Executive Board meeting following such receipts.

(f) Council Representative: The Council Representative shall attend all meetings of the Central Ohio Corporation of Dance Clubs (COCDC), (or a successor organization), if the Club is a member thereof, and give a report thereon at the next regular Executive Board meeting for inclusion in the Board's minutes; shall pick up flyers at COCDC meetings and other club dances and display them at Club dances; shall be responsible to take Club flyers for distribution at COCDC meetings and dances of other square dance clubs. The Council Representative shall have authority to commit the Club to support council decisions and/or functions.

The Council Representative shall organize and direct the recruitment and maintenance of membership for the Club; inform membership applicant of Executive Board disposition of his or her application; preside at suspension hearings; distribute badges and other membership information; and be responsible for the preparation and distribution of the Club's annual roster.

(g) Banner Chair: The Banner chair shall communicate with other square dance clubs regarding banner steals and retrieves and notify the appropriate committee member or board members when guests are expected; and shall keep records of those Club members who participate in banner steals and retrieves and become eligible for banner badges. The Club will abide by the banner steal and retrieve guidelines set down by the COCDC.

(h) It is understood that any Board member may request the assistance of any Club member, either on a temporary or permanent basis, in carrying out the functions of his or her office.

ARTICLE VIII: COMMITTEES

Sec. 1: The President, with the approval of the Executive Board, shall appoint committees as needed, and shall designate the chair of each.

Sec. 2: TENURE: Each Committee shall serve during the term of the President under whom it is serving.

ARTICLE IX: NOMINATIONS

Each active ADULT or LIFE Club member/couple shall be eligible to be nominated for any office.

Nominees for Club offices will be selected by the Executive Board at the March Board meeting. The nominees shall have been contacted previously and shall have agreed to accept the nomination.

Additional nominations of qualified officer candidates may be made from the floor at a regularly scheduled dance prior to the election, with the consent of the persons so nominated.

ARTICLE X: ELECTIONS

Sec. 1: TIME: Annually, at the first (1st) regular Club dance in April, an election of Board Officers shall be held. Election shall be by voice vote unless otherwise requested from the floor.

Sec. 2: Elections shall be carried out by (a) members voting in person, (b) members voting during a meeting using telecommunications at which all of the participants may simultaneously hear and be heard, or (c) by absentee ballot, and under procedural rules prescribed by the Executive Board.

Absentee ballots shall be available, upon request, after final nominations from the floor are closed. An absentee ballot must be received by mail or email prior to the election.

A majority of votes cast shall be required for election of all offices on the Executive Board. In the event the ballots cast do not show a majority for any nominee for an office, there shall be further balloting for that office. Prior to the second (2nd) ballot, the name of the nominee having the lowest number of votes on the first (1st) ballot shall be dropped, and on each succeeding ballot the same procedure shall be followed until some nominee shall have received a majority of all votes cast. In the event of a tie vote, the presiding officer (See Sec 3. following) shall cast a deciding vote.

Sec. 3. CONDUCT OF ELECTION: The current President shall preside over the election. She or he will appoint Club members to act as tellers, collecting, counting, and recording the ballots, if used, and reporting the results to the president for announcement to the membership.

Sec. 4: POSTPONEMENT OF THE ELECTION: In the event no first (1st) regular Club dance is held in April, the election shall be held at the Club's next regular dance.

ARTICLE XI: GENERAL MEMBERSHIP BUSINESS MEETINGS

Sec. 1: ANNUAL MEETING: At least one general membership business meeting shall be held during each membership year (May 1 through April 30).

Sec. 2: ELECTIONS: See Article X.

Sec. 3: OTHER MEETINGS: The Executive Board may convene another meeting of the general membership, or shall convene such a meeting whenever requested in writing by ten (10) or more active Club members. Notice (see Sec 4 below) of such a special meeting shall state the purpose or purposes (see Sec 5 below) for which the meeting is called.

Sec. 4: DATE, TIME AND PLACE: The Executive Board shall determine the date; time and place for all business meetings other than for Elections. Notice by email or other method shall

be sent to the voting members five (5) days prior thereto, except as follows: Annual Business Meeting; General membership meeting to amend these Bylaws.

Sec. 5: VOTING: Voting at all general membership business meetings shall be by ballot or voice vote, as called for by the presiding officer, except that: 1) elections of officers shall be as prescribed in Article X; and 2) voting on proposed changes to Club Bylaws as prescribed in Article XVIII.

ARTICLE XII: QUORUM

Sec. 1: DECLARATION OF INTENT: Quorums are provided for to assure minimal representation at any meeting of a body that is empowered to transact business that is binding on the body in whole. To ensure representation in the operation of the Club, these Bylaws bestow powers on an Executive Board that is duly elected by the membership. Such Executive Board shall transact the business of the Club with a quorum as stated in Sec. 2. In lieu of quorums, in those matters stated in these Bylaws that require action by the general membership, adequate notification of date, time, place and purpose of general membership meetings is provided within these Bylaws to permit all interested members due representation.

Sec. 2. EXECUTIVE BOARD: A majority of the Executive Board members, one of which shall be the President, or Vice President, or the Past President, shall constitute a quorum at any meeting of the Executive Board. In the case of more than one member who holds a board position, the attendance of any one member in that position shall count as attendance for quorum purposes.

ARTICLE XIII: RULES OF ORDER

(a) The general procedure at Club and Executive Board meetings shall be in harmony with the principles set forth in Robert's Rules of Order, Revised, insofar as they do not conflict with any provisions of these Bylaws.

(b) A parliamentarian may be appointed at each meeting by the presiding officer for that meeting.

ARTICLE XIV: CLUB CLASSES

Sec. 1: CLASSES: In keeping with our Purpose, the Club shall strive to promote and sponsor western-style square dance classes for beginners whenever feasible. Sponsorship, however, may be withdrawn if the Executive Board determines that it is not feasible to continue classes, e.g., if doing so would jeopardize the Club's solvency. The Club may also co-sponsor western-style square dance classes with one or more other square dance clubs. Class instructions shall encompass the rules and regulations of a national callers' association as determined by the Executive Board.

Sec. 2: CLASS INSTRUCTION FEES: Each beginner in a Club sponsored square dance class shall pay an instruction fee in advance in an amount and in accordance with procedures prescribed by the Executive Board.

Sec. 3: CLASS COORDINATOR: A Class Coordinator shall be appointed by the President to help publicize a beginning square dance class sponsored by the Club; assist the caller hired to teach in the operation of the class; prepare a list of names of students in the class with their addresses and telephone numbers; and shall remit promptly to the Executive Board all instruction fees and records of receipts as collected.

ARTICLE XV: DANCES

Sec. 1: DANCES: Regularly scheduled club dances shall be held each month at such times and places as may be determined by the Executive Board. Special dances may also be held at such times and places as determined by the Executive Board.

Sec. 2: DRESS CODE: The dress code for all Club dances and functions shall be determined by the Executive Board.

ARTICLE XVI: INUREMENT OF INCOME

CLUB INCOME: No part of the net earnings of the Club shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article One.

No substantial part of the activities of the Club shall be for the carrying on of propaganda or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (7) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XVII: DISSOLUTION

ASSETS AND LIABILITIES: Upon the dissolution of the Club, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all of the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations organized exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) and/or Section 501 (c) (7) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated for such purposes.

ARTICLE XVIII: AMENDMENTS

These Bylaws and the Articles of Incorporation may be amended, at the discretion of the Executive Board, either (1) at any general membership business meeting by a two-thirds (2/3)

vote of the active members present and voting, or (2) by a vote of two-thirds (2/3) of those voting by mail and/or email. In the case of mail or email vote, the ballots must be received by the date set by the Executive Board, which date shall be at least twenty-one (21) days after the mailing and emailing of the proposed amendments. All proposed amendments shall be referred to the Executive Board for study and recommendation at least fourteen (14) days before the general membership business meeting at which they are to be presented. Notice of any proposed amendments shall be sent to the membership at least fourteen (14) days prior to the date of the general membership business meeting at which they are to be presented. The recommendations of the Executive Board shall be presented at the general membership business meeting before a vote is taken on the proposed amendment.

ARTICLE XIX: EFFECTIVE DATE

Sec. 1: EFFECTIVE DATE: These Bylaws and any subsequent amendments thereto shall become effective immediately following their adoption.

Sec. 2: TRANSITION PERIOD: The Executive Board, being the duly elected governing body, shall have the powers to implement these bylaws and amendments in a timely and judicious manner.