

# **CONSTITUTION AND BYLAWS of the Kissin' Kuzzins Square Dance Club**

The organization shall be known as the Kissin' Kuzzins Square Dance Club.

## **ARTICLE II PURPOSE**

The purpose of the Club shall be:

- A. To promote square and round dancing as a recreational activity and maintain this activity according to high standards.
- B. To promote a fellowship and friendship among those interested in square dancing.

## **ARTICLE III MEMBERSHIP**

- A. Membership shall consist of individuals interested in square dancing as a recreational activity. Upon payment of dues, an individual may be admitted as a regular member with full voting rights.
- B. A two-thirds (2/3) majority of the voting members at any regular called meeting is required for rejection of a proposed member.
- C. Upon disability of a member, the member and, if desired, his/her partner shall be eligible to continue as Members Emeritus (retired from service with honor [Webster]). Upon the death of a partner, the surviving partner shall be eligible to continue as a Member Emeritus. A Member Emeritus shall not be eligible to vote on Club issues, election of officers, or hold elected office, but shall be eligible to serve on committees. Club dues will be abated for all Members Emeritus; however, if they wish, a Member Emeritus may become active with full privileges by paying current active member dues.
- D. New members shall be experienced dancers or graduates of classes from this or another recognized dance club.
- E. Any member under the influence of alcoholic beverages attending any dance is subject to suspension or expulsion from membership.
- F. Members shall be responsible for the conduct and acts of their guests.
- G. Admission price of guests will be determined by the members of the Club.
- H. A member in good standing is one whose dues are current.
- I. Any member may be dropped from membership after arrears in dues exceeds three (3) months. Members dropped after arrears of dues may be reinstated with full membership with payment of

the next quarterly dues.

- J. Any member of the Club who violates the provisions of the Constitution and Bylaws of the Club may be suspended or cancelled by a two-thirds (2/3) majority of the Club membership.
- K. The Club will provide a combined limited accident coverage and general liability insurance policy which will protect the Club, its officers and members against any claim that might be brought against the Club. The policy shall stipulate coverage to pay damages caused during a Club sponsored or supervised activity. The Club President shall negotiate and administer the provisions of said policy. The Club Treasurer shall expense Club funds in payment of costs associated with enrollment in the Club sponsored insurance program.

#### **ARTICLE IV MEETINGS OF MEMBERS**

- A. The meetings (dances) of the Club shall be on the first and third Friday nights of each month.
- B. A business meeting will be held during each quarter at a place and time designated by the Board.
- C. At any meeting of the members, those present shall constitute a quorum. Voting is to be by secret ballot, if requested by one-third (1/3) of the members present.
- D. Proxy votes in writing will be accepted in case of absence when member is notified at least two (2) weeks prior to referendum.
- E. Special dances or benefit dances will be held upon majority vote of the membership present.
- F. Special meetings of the membership may be called for any purpose, if deemed advisable by the Board. A special meeting of the membership must be called by the President upon petition in writing of one-third (1/3) of the members in good standing.

#### **ARTICLE V OFFICERS AND THEIR ELECTION**

- A. Officers shall be elected from the Club membership at the quarterly Club meeting in March and shall constitute the Board.
- B. The elected officers shall be:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
  - 5. KK Koordinator (Social Chairman)

These officers shall serve twelve (12) months, beginning April 1.

C. The appointed non-voting officers shall be:

1. Facilities Representative

2. Telephone Chairman

3. Historian

4. Delegate

5. Sunshine Coordinator

6. KK Marketing Coordinator

7. Webmaster

- These officers are appointed by the President and may attend Club Board meetings
- The Facilities Representative does not have a limit on the length of service.
- The Telephone chairman and Delegate shall serve for twelve (12) months, beginning April 1.
- The positions of Historian, Sunshine Coordinator, KK Marketing Coordinator, and Webmaster do not have a limit on their length of service.

D. In case a vacancy should occur on the Board, a special election shall be held to fill the vacancy.

E. The Nominating Committee shall consist of the current President and four (4) non-board members of the Club, as appointed by the President.

F. The Nominating Committee shall give priority to those who have previously served on the Board when soliciting nominees for the office of President.

G. At the first dance in March, the Nominating Committee shall submit a nominee for each of the offices on the Board.

H. Each office shall be voted upon separately with results announced immediately. Nominations shall then be open for the next office.

I. Voting shall be by hand count as defined by Article IV, C and D.

J. Tabulations shall be made by the President-Elect and a member of the Club, designated by the President.

K. An outline describing the duties and responsibilities of the elected and appointed officers of the

Club shall be available from the President. Any revision of these duties and responsibilities is at the discretion of the President.

- L. The Board shall meet once each month on a date determined by the Board.
- M. Other meetings of the Board may be held upon the call of the President or any two (2) members of the Board.
- N. The Board shall be in charge of the general management and business of the organization.

## **ARTICLE VI RULES OF ORDER**

The proceedings of the Club shall be governed by "Robert's Rules of Order", revised, except in cases where they conflict with the Constitution and Bylaws of the Club. Meetings will be conducted in an informal, though orderly and businesslike manner.

## **ARTICLE VII FISCAL YEAR**

- A. The Club fiscal year shall begin April 1. Disposition of Club treasury records shall be accomplished by fiscal year in accordance with the following schedule or as modified by the Board.
  - 1. Financial Ledger
  - 2. Credit and Debit Vouchers
  - 3. Bank Statements
  - 4. Financial Reports
  - 5. Membership Dues Register
  - 6. Guest Sign-in Logs
- B. Items 1 through 6 are to remain active for two (2) fiscal years and retired to archives with Club Historian after audit report preceding change of Board. To protect the Club against the possibility of litigation for a personal injury lawsuit, item 6 shall be maintained for a minimum of two (2) years, in compliance with Texas State Law which provides for a two-year statute of limitations on injury accidents.

## **ARTICLE VIII MEMBERSHIP FEES**

- A. Membership fees shall be decided by the Club members.
- B. Membership dues are payable the first dance of each quarter. Members electing yearly payment of dues are payable the first Club dance following the twelve (12) month period.
- C. The Treasurer shall deposit all funds in the designated depository bank in payment of Club obligations and/or receipt of invoices.
- D. The Treasurer shall be authorized to disburse funds of the Club in payment of Club obligations and/or receipt of invoices.
- E. Disposition of surplus funds, as determined by the Board, shall be recommended to the general membership and approved by two-thirds (2/3) of the members present.
- F. The President shall appoint an Auditor to audit the Treasurer's records before the transfer of Officers or any other time deemed necessary. The Auditor shall submit said audit report to the President for inclusion in the Treasurer's financial records.
- G. Membership dues shall be assessed pro rata to persons applying for new membership after the beginning of the quarter.
- H. There shall be no refunds of any dues paid by a member upon withdrawal from the organization.

## **ARTICLE IX CALLER/CUER**

- A. The Caller/Cuer designees shall be presented to the general membership by the President and elected by the majority vote of the members present.
- B. The President shall have the power to negotiate a contract with the elected Caller or Cuer within the rate approved by the membership.
- C. In case of the absence of the regular Caller or Cuer, it is the responsibility of the regular Caller or Cuer to obtain an appropriate substitute that is acceptable to the President. Should this not be possible, the selection of a substitute is the responsibility of the President.

## **ARTICLE X AMENDMENTS**

- A. The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the Club membership present at a meeting for that purpose.
- B. Members will be notified of any proposed amendment two (2) weeks prior to the meeting.

The foregoing Constitution and Bylaws, as amended, were duly considered and adopted by the members on November 20, 2015.

President

Secretary

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AMENDMENTS TO BYLAWS

1. December 1982. Motion made, seconded and carried to amend Article III, E, to read: "Any member under the influence of alcoholic beverages attending any dance is subject to suspension or expulsion from membership."
2. December 1982. Motion made, seconded and carried to amend Article III, I, to read: "Any member may be dropped from membership after arrears in dues exceeds three (3) months. Members may elect to retain membership on an inactive basis without payment of dues. Inactive members will be required to pay guest fees for all club dances. Inactive members, members dropped, and members in arrears of dues for a period greater than three (3) months may be reinstated with full membership with payment of the next quarterly dues."
3. December 1982. Motion made, seconded and carried to amend Article IV, C, to read: "At any meeting of the members, those present shall constitute a quorum. Voting is to be secret ballot if requested by one-third (1/3) of the members present."
4. December 1982. Motion made, seconded and carried to add Article IV, D, to read: "Proxy votes in writing will be accepted in case of absence when member is notified at least two (2) weeks prior to the referendum."
5. December 1982. Motion made, seconded and carried to re-alphabetize Article IV D and E to E and F.
6. December 1982. Motion made, seconded and carried to amend Article V, I, to read: "Voting shall be by hand count and as defined by Article IV, C and D."
7. December 1982. Motion made, seconded and carried to amend Article V, L, to read: "The duties and responsibilities of each officer of the Club, as well as the Telephone Chairperson, is as defined by Attachment 1. Revision of these duties and responsibilities is at the discretion of the President."

8. December 1982. Motion made, seconded and carried to amend Article VII to read: "The Club fiscal year shall begin March 1; Disposition of Club treasury records shall be accomplished by fiscal year in accordance with the following schedule or as modified by the Board.

- a. Financial Ledger
- b. Credit and Debit Vouchers
- c. Bank Statements
- d. Financial Reports
- e. Membership Dues Register
- f. Guest sign-in logs

g. Items a through e are to be retained active for two (2) fiscal years and retired to archives with Club Historian after audit report preceding change of the Board. Item f is to be destroyed after change of the Board.

9. December 1982. Motion made, seconded and carried to amend Article VII, B, to read: "Membership dues are payable the first dance of each quarter. Members electing yearly payment of dues are payable the first club dance following the 12- month period."

10. December 1982. Motion made, seconded and carried to amend Article VIII, C, to read: "The Treasurer shall deposit all funds in the designated depository bank to the account of THE KISSIN' KUZZINS SQUARE DANCE CLUB".

11. December 1982. Motion made, seconded and carried to amend Article VIII, D, to read: "The Treasurer shall be authorized to disburse funds of the Club in payment of club obligations and/or receipt of invoices."

12. December 1982. Motion made, seconded and carried to amend Article VIII, E, to read: "Disposition of surplus funds, as determined by the Board, shall be recommended to the general membership and approved by two-thirds (2/3) of the members present."

13. December 1982. Motion made, seconded and carried to amend Article IX, L, to read: "A. The Caller/Cuer Designees shall be presented to the general membership by the President and elected by the majority vote of the members present; B. The President shall have the power to negotiate a contract with the elected Caller or Cuer within the rate approved by the membership; C. In case of the absence of the regular Caller or Cuer, it is the responsibility of the regular Caller or Cuer to obtain an appropriate substitute that is acceptable to the President. Should this not be possible, the selection of a substitute is the responsibility of the President.

14. December 1982. Motion made, seconded and carried to amend Article X, B, to read: "Members will be notified of any proposed amendment two (2) weeks prior to the meeting."

15. October 1983. Motion made, seconded and carried to amend Article V, A, dates: Quarterly Club meeting months March and September.

16. October 1983. Motion made, seconded and carried to amend Article V, C, dates to April 1 and October 1.

17. October 1983. Motion made, seconded and carried to amend Article V, G, dates to March and September.

18. January 1987. Motion made, seconded and carried to amend Article III, to read: "A. Membership shall consist of couples interested in square dancing as a recreational activity. Upon payment of dues, couples may be admitted as regular members with full voting rights; B. A two-thirds (2/3) majority of the voting members at any regular or duly called meeting is required for rejection of a proposed member; C. Upon the death of a spouse, the surviving member shall be eligible to continue as members emeritus. Members emeritus shall not be eligible to vote on Club issues, election of officers, or to hold an elected office, but shall be eligible to serve on committees. Club dues will be abated for all members emeritus."

19. January 1996. Motion made, seconded and carried to amend Article III, to modify the Emeritus Membership Program as covered in Article III, C. Add a second paragraph: "However, if they wish, a Member Emeritus may become active with full privileges by paying current active member dues."

20. January 1996. Motion made, seconded and carried to add to Article III a new paragraph, L: "Past members who were not active at the time of death of their spouse may be reinstated to full membership by paying current active member dues."

21. January 1996. Motion made, seconded and carried to amend Article IV, A, to reflect change in meeting (dance) night to "the first and third Fridays of each month" versus "the second and fourth Fridays of each month."

22. January 1996. Motion made, seconded and carried to add to Article V, C. Officers: "Facilities Representative, appointed by President and must live in the town where the Club meets (dances) on the first and third Fridays; this position does not have a limit on the length of service."

23. November 1998. Motion was made, seconded and carried to correct Article III, I, any member may be dropped from membership after arrears in dues exceeds three (3) months. Members may elect to retain membership on an inactive basis without payment of dues. Inactive members will be required to pay guest fees for all club dances. Inactive members, members dropped, and members in arrears of dues for a period greater than three (3) months may be reinstated with full membership with payment of the next quarterly dues.

24. November 1998. Motion was made, seconded and carried to amend and add to Article III, K: "The Club will provide a general liability insurance policy which will protect the Club, its officers



and members against any claim that might be brought against the Club. The policy shall stipulate coverage to pay damages caused during a Club sponsored or supervised activity. The Club President shall negotiate and administer the provisions of said policy. The Club Treasurer shall expense Club funds in payment of cost associated with enrollment in the Club sponsored insurance program.

25. November 1998. Motion was made, seconded and carried to amend Article V, B, to reflect: "The elected officers shall be:

- a. President
- b. Vice-President (President-Elect)
- c. Secretary
- d. Treasurer
- e. KK Koordinator (Social Chairman)

26. November 1998. Motion was made, seconded and carried to amend Article V, C, to reflect: "The appointed officers shall be:

- a. Facilities Representative (must live in the town where the Club meets (dances); and this position does not have a limit on the length of service);
- b. Telephone Chairman
- c. Historian
- d. Delegate

27. November 1998. Motion was made, seconded and carried to amend Article V, D: "The nominating committee shall consist of the current President and two (2) non-board member couples of the Club, as appointed by the President."

28. November 1998. Motion was made, seconded and carried to amend Article VII, to read: "Items a through f are to remain active for two (2) fiscal years and retire to archives with Club Historian after audit report preceding change of Board. To protect the Club against the possibility of litigation for a personal injury lawsuit, Item 6 shall be maintained for a Minimum of two (2) years, in compliance with Texas State Law, which provides for a two-year statute of limitations on injury accidents."

29. November 1998. Motion was made, seconded and carried to amend Article III, F, to read: "The President shall appoint an Auditor to audit the Treasurer's records before the transfer of Officers or at any other time deemed necessary. The Auditor shall submit said audit report to the President for inclusion in the Treasurer's financial records.

30. March 2000. Motion was made, seconded and carried to amend Article ID, C, to read: "Upon disability of a partner/couple, the couple shall be eligible to continue as Members Emeritus.\* Upon the death of a partner, the surviving partner shall be eligible to continue as a Member Emeritus. A Member Emeritus shall not be eligible to vote on club issues, election of officers, or hold elected office, but shall be eligible to serve on committees. Club dues will be abated for all Members Emeritus: however, if they wish, a Member Emeritus may become active with full privileges by paying current member dues."

31. March 2000. Motion was made, seconded and carried to amend Article iii, K, as follows: To be deleted and renumbered as 1, with no other changes.

32. June 2004. Motion was made, seconded and carried to amend V, C5, to add the office of Sunshine Coordinator; and to read "The position of Sunshine Coordinator does not have a limit on the length of service".

33. January 2007. Motion was made, seconded and carried to amend V, C to add the appointed nonvoting office of KK Marketing Coordinator. Also the positions of historian, Sunshine Coordinator and KK Marketing Coordinator do not have limits on their length of service.

34. November 2009. The Board was unable to retrieve any electronic copies of the Bylaws, and decided to recreate them in digital form using the hard copy from the most recent update (January 2007). The hard copy was scanned, converted using Optical Character Reader (OCR) software, and corrected. The results were reformatted using Microsoft Word 2003 software to be as close as possible to the original hard copy. The reformatting changed Article VII sub-items to a numerical rather than alphabetical numbering, causing the text to change accordingly. The only other changes to the original hard copy were the correction of minor typographical errors and the addition of this item (34) to the amendment list as a matter of record. The page headings reflect the January 2007 basis, with an added phrase to designate that the version was recreated in November 2009.

35. March 2014. Added the appointed position of Webmaster.

36. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to remove the requirement for the Vice President to be the President Elect. Three paragraphs were changed in ARTICLE V OFFICERS AND THEIR ELECTION.

Paragraph B, item 2: Removed "(President Elect)" from the item, to change it to read "2. Vice-President"

Paragraph F: Replaced the entire paragraph which reads "The President-Elect shall move up to the Presidency for the next term of office. In the event this is not possible, the office of President must be filled by a member of the present board." with the following: "The Nominating Committee shall give priority to those who have previously served on the Board when soliciting nominees for the office of President."

Paragraph G: Deleted the word "remaining" from the phrase "for each of the remaining offices on the Board".

35. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to change the term of the Board Members from 6 months to 12 months, aligned with the Club Fiscal Year which begins on April 1. There are several paragraphs in ARTICLE V OFFICERS AND THEIR ELECTION which were changed.  
Paragraph A: Deleted the words "and September" from the phrase "in March and September".  
Paragraph B: Replaced "six (6) months" with "twelve (12) months", and deleted "and October 1" in the phrase "beginning April 1 and October 1".  
Paragraph C: Replaced "six (6) months" with "twelve (12) months", and deleted "and October 1" in the phrase "beginning April 1 and October 1" in the third bulleted item which addresses the term for the Telephone chairman and Delegate.  
Paragraph G: Deleted the words "and September" in the phrase "in March and September".
36. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to remove term limits for the Board Members. This change will allow the Nominating Committee to include current Board Members, should they be willing to serve again, without waiting a year. Several paragraphs in ARTICLE V OFFICERS AND THEIR ELECTION were changed.  
Paragraph K: Deleted the entire paragraph which read "No person shall be eligible to serve as a member of the Board for more than two (2) consecutive terms."  
Paragraphs L-O: Renamed Paragraph L-O to be Paragraph K-N.
37. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to change the wording of the membership criteria to relate to the dancer's capability rather than giving the Board the responsibility to express their opinion of the dancer's ability. This change also addressed situations where a new member is a round dancer who is not proficient in square dancing. One paragraph in ARTICLE III MEMBERSHIP was changed. Replaced the phrase "in the opinion of the officers, know how to square dance" with the phrase "be experienced dancers or graduates of classes from this or another recognized dance club".
38. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to place the two paragraphs dealing with the Nominating Committee in ARTICLE V OFFICERS AND THEIR ELECTION in adjacent positions on the list.  
Swapped Paragraph D and Paragraph E.
39. January 2015. By secret ballot requested by a majority of the members present, the following changes were approved to correct previously undiscovered errata.  
ARTICLE VIII MEMBERSHIP FEES Paragraph G: Replaced the verb "pro-rate" with the adverb "pro rata".  
ARTICLE IX CALLER/CUER Paragraph C: Replaced "Cue" with "Cuer" and added the words "or Cuer" after the second occurrence of the word "Caller" in the first sentence to read, as follows: "In case of the absence of the regular Caller or Cuer, it is the responsibility of the regular Caller or Cuer to obtain an appropriate substitute that is acceptable to the

President."

Closing paragraph prior to signature block following ARTICLE IX, corrected the spelling of "foregoing" and "duly".

40. November 2015. By secret ballot requested by a majority of the members present, the following changes were approved to remove the requirement for members to be admitted to the club or to apply for Emeritus status as couples. These changes allow individuals to be admitted as members. It is also the intent of these changes to allow one member or two members to be nominated for any office, independent of their status as a couple.

ARTICLE III MEMBERSHIP Paragraph A: replaced the word "couples" with the word "individuals" and the second instance of "couples" with "an individual", and replaced "regular members" with "a regular member".

ARTICLE III MEMBERSHIP Paragraph C: Replaced the words "partner/couple, the couple" with the words "member, the member, and if desired, his/her partner" in the paragraph dealing with eligibility of members for Emeritus status. The wording of the revision would indicate that either a single member or one of the partners in a couple could request Emeritus status, and in the latter case, the individual remaining active would pay dues.

ARTICLE V OFFICERS AND THEIR ELECTION Paragraph E: Change the phrase "two (2) non-board member couples" to read "four (4) non-board members".

41. March 2018. By a show of hands, the motion to amend Article V OFFICERS AND THEIR ELECTION, Paragraph C, was passed by a majority of the members present. The change is to replace the sentence  
"The Facilities Representative must live in the town where the Club meets (dances); this position does not have a limit on the length of service."  
with the following:  
"The Facilities Representative position does not have a limit on the length of service."