TOMBALL SESQUICENTENNIAL PROMENADERS SQUARE DANCE CLUB

CONSTITUTION

• ARTICLE I – NAME

The Organization shall be known as the Tomball Sesquicentennial Promenaders, referred to hereafter in this Constitution and By-Laws as the Club.

• ARTICLE II – PURPOSE

The object and purpose of the Club shall be:
1. To promote and engage in square dancing as a recreational activity and to maintain this activity according to high standards.

2. To promote and encourage fellowship, friendship and goodwill among Club members, Club guests and all those interested in square dancing.

• ARTICLE III – MEMBERSHIP

1. Anyone who has completed and graduated from classes covering Basic and Mainstream square dance movements shall be eligible for membership in the Club, subject to the provisions of the Constitution and By-Laws of the Club.

2. Requests and/or applications for membership shall be submitted to any officer on the Executive Board of the Club, who will bring the request to the Executive Board and to the Club membership.

3. Membership in the Club shall be confirmed and accepted by a majority vote (> 50%) of the Club members present during a Called Meeting or a Quarterly Meeting.

4. Members shall be responsible for the conduct and actions of their guests, including children, grandchildren, or other minors attending a club activity with them.

5. Any member who comes to a Club dance under the influence of any chemical substance shall be subject to suspension from membership.

6. After the second dues payment has gone unpaid, a member will be duly advised by written notice, which includes email, by the President or Treasurer. Any member whose dues are three (3) months in arrears and who has not been granted a Leave of Absence, may be dropped from the Club membership. In order to be reinstated, the former member must submit a new application for membership and pay dues in arrears.

7. Leave of Absence
a) A Leave of Absence may be granted, upon email request to the President or Treasurer, for any period from three (3) months (i.e., 12 weeks) up to twelve (12) months (i.e., 52 weeks). While on Leave of Absence, the member shall be relieved from paying monthly dues. The inactive member will not be eligible to vote at Club meetings. NOTE: If, while on Leave, said member wishes to come to any dance, pay the guest fee and dance with the Club, he/she may do so without invalidating his Leave of Absence status.
b) After 12 months, the inactive member(s) on Leave of Absence will be dropped from the Club roll and must re-apply, if the former member wishes to become a member again.

c) If a person is on LOA and has not paid dues for 6 months or more, then the person must pay for club-paid events, like the Christmas dinner and the fee for the Anniversary Dance.

8. Club Property: In the event that any member or officer of the Club shall leave the Club for any reason, all Club property in the possession of that person shall be turned over to a member of the Executive Board. Said person shall have two (2) months in which to comply, after which, the Club may take legal action. "Property" shall be described as:

a) Any and all historical items belonging to the Club, including but not limited to pictures, albums, plaques, trophies, articles, scrapbooks, ribbons, etc.

b) Any and all banners, gifts to the Club, membership lists, artwork, computer discs, tapes, books, electronic files, etc.

c) Any and all funds and financial instruments belonging to the Club.

d) Any and all decorations for special dances or other events that were paid for by the Club treasury.

• ARTICLE IV – MEETINGS

1. Regular Club dances will be held on days and times as approved by the Club, generally from 7:30 PM to 9:30 PM.

2. Club square dance classes will be conducted on days and at times approved by the Executive Board. The duration and required number of lessons will vary from class to class and will be determined by the Executive Board and the Class Instructor.

3. Club business meetings will be held at least once each quarter, or more frequently, if determined by the Executive Board.

4. In general, Quarterly Club meetings will be announced two weeks in advance during the regular Club dances preceding the meeting. The requirement to notify the membership may be met by email, phone, or written notice of the business meeting date two weeks in advance of the meeting.

5. A Club quorum shall consist of two-thirds of the Club members who are "in good standing." Members must be current in their dues to be "in good standing."

6. As a matter of practicality, Club business shall be decided upon by a simple majority (>50%) of Club members, counted as individuals and not as couples, "in good standing" and present at the Club meeting. A quorum is not required to conduct business unless specifically required by reference in this Constitution and By-Laws. Proxy vote submitted in writing and signed by an absent member who is in good standing will be considered the same as if the member were present.

7. Members must, immediately prior to a business meeting, settle any account with the Club and/or pay any back dues owed to the Club in order to be considered as being "in good standing" at that particular meeting.

• ARTICLE V - OFFICERS. EXECUTIVE BOARD, THEIR ELECTION AND DUTIES

A. **Officers and their Election**

1. Working as couples, (or pairs) the Officers of the Club shall be:

a) President

b) Vice President

c) Secretary

d) Treasurer

e) Assistant Treasurer

f.) Host(s) and/or Hostess(es)

g) Class Coordinator

2. The Nominating Committee shall propose a slate of officers for the coming year at the Fourth Quarterly business meeting of the Club. Nominations from the floor may also be made at the Fourth Quarterly business meeting.

3. At the Fourth Quarterly business meeting, Officers of the Club shall be confirmed and accepted by a majority vote (>50%) of Club members in good standing and present or voting by written and signed proxy in the case of absence, as outlined in Constitution Article IV- 4 & 6.

4. The term of office for all Club officers will be from January 1st through December 31st of each year.

5. Officers may be elected to serve consecutive terms. In the event that the President becomes unable to complete his term of office, the Vice President shall automatically become President.

6. In the event that a vacancy occurs in the officers' group during the year, a special election will be held during a Club business meeting to fill the vacancy.

B**. Executive Board**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Assistant Treasurer, Host(s) and /or Hostess(es), Class Coordinator, and the immediate Past President.

C. **Duties of Officers and Executive Board**

1**. President**

a) The President shall preside over all Club meetings and dances. He/she shall uphold the Constitution and the By-Laws and be responsible for all Club activities and committees.

b) The President shall appoint all standing and ad hoc committees necessary for the operation of the Club and shall be an ex-officio member of all committees. This may include a Lessons Organization and Communication Committee, a Media Committee, or committees to plan club events.

c) The President, or someone appointed by the President, shall be in charge of setting the dancing schedule and executing any remaining needed written contracts with all Callers, for both dances and lessons, for the current year and for all or most dates for the following year, and for executing venue contracts.

d)The President, with executive board input, shall set the club calendar and be responsible for sharing it with club members, including notifying members at least 2 weeks in advance of quarterly meetings. (Article IV, 4.)

e) The President should communicate regularly with club members and apprise new members of club policies.

f) The President, or appointed board member(s), should share information with Club members about HSRDC events and post Club information on the HSRDC website (or as determined by the current HSRDC leadership). The President and other board members, or other appointed Club members, should attend Quarterly HSRDC meetings as able, with the expectation of providing enough members to represent the Club for any HSRDC votes.

g) The President, or an appointed board member or committee, shall be responsible for leading the advertising for any of the Club's Mainstream and Plus Lessons.

2. **Vice – President**

a) The Vice President shall assist the President and shall act in his/her behalf when the President is absent.

b) The Vice President shall help the President as needed with weekly dance planning or club event planning. Examples may include hanging up a club banner, welcoming guests, providing space for flyers from any visiting callers or brought by other members, and providing one copy of flyers for upcoming Houston area, Texas, State Federation, and National dances, and aiding the President as needed with club events.

c) The Vice President shall perform the duties of a Parliamentarian at Quarterly meetings, using the most recent Revised Robert's Rules of Order.

3. **Secretary**

a) The Secretary shall take and maintain electronic and paper minutes of all business meetings. These minutes should be shared with board members within one week of the meeting.

b) The Secretary shall maintain a record of all official Club business and shall manage necessary correspondence on behalf of the Club as well as other duties that support the Executive Board and the Club.

c) The Secretary shall prepare and maintain a current list of Club members, their physical and email addresses and telephone numbers. With their permission, this list shall be provided to all Club members twice each year. Other information such as birthdates and anniversary dates may be collected for member recognition.

d) The Secretary will provide a Club Information Packet developed by the Class Coordinator when dancers other than those finishing our lessons join the club.

4. **Treasurer**

a) The Treasurer shall be custodian of all Club funds and shall prepare, maintain and publish a record of income and expenses of the Club.

b) The Treasurer shall collect member and guest dues and pay bills and should remind members as needed of their responsibility.

c) The Treasurer shall prepare quarterly financial reports to share at Quarterly club meetings.

d) The Treasurer should collaborate with the President and Secretary to maintain up-to-date membership lists as needed by the HSRDC treasurer, and to remit annual Club fees and insurance fees to the HDRDC, per HSRDC guidelines.

e) The Treasurer shall devise a protocol for accurate member and guest check-in.

f) The Treasurer should collect the needed information and complete the needed forms for the IRS regarding caller payments and savings accounts interest earnings in a timely manner.

5. **Assistant Treasurer**

The Assistant Treasurer shall aid the Treasurer in the jobs listed above, as directed by the Treasurer.

6. **Hosts) and Hostess(es)**

a) They shall be responsible for displaying of refreshments and clean-up of the counter. The Host and Hostess are not responsible to actually clean-up the kitchen and hall each night.

b) The Host and Hostess shall be responsible for purchase of general kitchen supplies and paper goods as required. These costs will be reimbursed by the Club upon submission of receipts.

7. **Class Coordinator**

a) The Class Coordinator shall be responsible for ongoing communication with students unless this job is delegated to a committee.

b) The Class Coordinator shall be responsible for ordering the Club badges for students joining the Club.

c) The Class Coordinator shall be responsible for the student graduation event coordinating with the President, the Club, the Host and Hostess and the H.S.R.D.C., making sure the graduation is on the Council's calendar.

d) The Class Coordinator, with the help of the President or appointed board member, shall be responsible for collecting all fees relating to square dance classes and providing those fees to the Treasury for timely deposit.

e) The Class Coordinator, or designated committee, shall be responsible for compiling a Club Information Packet, including the Club Constitution, Rules of Etiquette, Club Official Dress flyer, etc. and presenting to graduating members of the class interested in joining our Club.

8**. Executive Board**

a) The Executive Board shall have the emergency power to act on behalf of the Club when immediate decisions are required on significant matters which will impact the Club.

b) The President OR any TWO other members of the Executive Board may call a meeting of the Executive Board at any time deemed necessary. All Executive Board members "in good standing" must be notified 24 hours in advance of the meeting before it is held.

c) An Executive Board quorum consists of a majority (>50%) of Executive Board members "in good standing," counted as individuals and not as couples, and must include the President OR Vice President. An Executive Board quorum is required for the Executive Board to conduct business.

d) Items being considered for action by the Executive Board shall be resolved by a simple majority (>50%) of the Board members present, voting as individuals and not as couples.

e) The Executive Board shall have the power to commit up to a maximum of $500.00 of the Club's funds for a single activity at any one time but may not exercise this privilege more than twice per office term. All commitments greater than $500.00 must be approved by the members of the Club as provided for elsewhere in this Constitution and By-Laws document.

f) The Executive Board shall be responsible for determining and recommending actions relative to the Callers.

• ARTICLE VI - RULES OF ORDER

The proceedings of this Club shall be governed by the most recent edition of "Roberts Rules, Revised," except where a specific conflict is found to exist with the Constitution and the By-Laws, in which case the Constitution and Bylaws will govern. Meetings will be conducted in an informal though orderly and business-like manner.

BY-LAWS

• ARTICLE I - FISCAL YEAR

The fiscal year of this Club shall begin on January 1st and shall end December 31st.

• ARTICLE II - MEMBERSHIP DUES

1. Membership dues or changes to membership fees shall be decided upon by the Club membership during a Called Meeting or Quarterly Meeting in the manner prescribed in Article 1V-6 of the Constitution.

2. Membership dues are due by the first dance of each month. Payment by club members may be made using cash, check or other electronic means. All payment must be in US currency. Any form of cryptocurrency will not be accepted.

3. The Treasurer shall deposit all membership fees in the Club account in a depository bank in Texas, subject to the provisions of By-Laws Article IV, below. The Treasurer shall recommend to the Club membership if a change in the depository bank is in the best interest of the Club.

• ARTICLE III - CLUB FUNDS OTHER THAN MEMBERSHIP DUES

1. The Treasurer, as custodian of all Club funds, shall be responsible for collecting funds other than membership dues, payments for badges, festival tickets, admission to special Club dances and/or other events, raffles, etc.

2. The Executive Board shall set guest fees, class fees and special dance fees. Guest fees for special guests, i.e., HSRDC officials, State officials, guest callers, etc. may be waived at the discretion of the Executive Board.

3. The Treasurer shall deposit all of the funds referenced in By-Laws Article III-1 above in the Club's account in a depository bank in Texas, subject to the provisions of the By Laws Article IV below.

• ARTICLE IV - DISBURSEMENT OF CLUB FUNDS

1. The Treasurer shall be responsible for disbursing funds of the Club.

2. The Treasurer is authorized to conduct business on behalf of the Club on a cash basis with payments being made either by cash, check or other electronic means.

3. The Executive Board shall determine how funds in the treasury shall be used for the best advantage of the Club.

4. The President shall appoint an ad hoc auditing committee to audit the Treasurer's records before the transfer of officers at the end of each year, OR at any time deemed necessary.

• ARTICLE V – CALLER

1.The President or someone appointed by the President shall be in charge of setting the dancing schedule, negotiating fees, and executing written contracts with all Callers.

2. The Executive Board shall be responsible for recommending to the President and/or Scheduler the hiring of Class Instructor.

3. The decision to discharge the Class Instructor shall be at the discretion of the Executive Board along with the Class Coordinators.

4. The President shall be responsible for communication with the Caller(s) and for management of the dance program content to ensure that the dance and level of dance is being conducted in the best interest of the Club and in accordance with applicable Caller Lab protocol.

5. The Caller and the President will follow guidelines provided in the caller contracts.

• ARTICLE VI - SUSPENSION or CANCELLATION of MEMBERSHIP

Any member of the Club who violates the provisions of the Constitution or By-Laws of the Club may be subject to suspension or cancellation of membership by a two-thirds majority vote (+66%) of membership "in good standing" and in attendance, voting as individuals and not as couples, when the vote is taken.

• ARTICLE VII - AMENDING, REVISING OR REPEALING CONSTITUTION AND BYLAWS.

The Constitution and By-Laws may be amended or repealed at a regular business meeting provided the following requirements have been met.

1. The proposed amendment, revision, or motion to repeal has been submitted in writing to the Secretary.

2. The Secretary has prepared copies of the proposed amendment, revision, or repeal motion for all Club members to read, and the proposed amendment, revision, or repeal motion has been made available for all members to read at least two weeks prior to the business meeting. This requirement shall have been met by having copies of the amendment, revision, or repeal motion sent to the member's email or by written notice a period of two weeks prior to the meeting.

3. The business meeting date, and the fact that a proposed amendment to or motion to repeal the Constitution and By-Laws is on the agenda, shall have been announced by the President or designee at the Club dance two weeks in advance of the meeting.

4. A two-thirds (+66%) majority vote of a quorum (Refer to Constitution Article IV-5) in attendance (in person or by written proxy), voting as individuals and not as couples, shall be required to amend or repeal the Constitution and By-Laws.

• ARTICLE VIII - DISSOLUTION OF THE CLUB

The procedure for dissolving this Club is as follows:

1. The President shall notify all Club members of the intention to dissolve the Club along with the time and the place of the meeting where such action will be voted on. Such notification shall be sent by written notification or email two weeks in advance of the meeting. The President will make a reasonable effort to contact the members.

2. A two-thirds majority of the Club membership "in good standing" and in attendance at the special meeting, voting as individuals and not as couples, shall be required to dissolve the Club. NOTE: A quorum does not have to be in attendance to take the action to dissolve the Club.

3. In the event of dissolution, the President, or Vice President, or Treasurer, or Secretary, or Host and Hostess, or immediate Past President, in that order, shall donate all available funds and properties of the Club at the time of the meeting to an organization voted on by the membership as individuals and not as couples, "in good standing" and in attendance at the special meeting.

Constitution and by-laws adopted August 27, 2026