

**SPA City Bop and Swing Dance Club
Standing Rules**

Rule 1: Duties and Responsibilities of SPA City Bop and Swing Dance Club

1. The President duties and responsibilities:

Preside at all SCBSDC Board of Directors meetings and all SCBSDC Membership meetings
Appoint Committee Chairpersons to conduct SCBSDC business
Call meetings when needed
Write a column for each issue of the SCBSDC newsletter
Appoint liaisons to other local and national Dance Organizations
Prepare a proposed calendar year budget by not later than the January Board Meeting of each year -
Assist Activities Director with preparing a calendar of events.
Authorize or supervise all correspondence sent on SCBSDC stationery
Be responsible for collecting, or appointing another board member of SCBSDC to collect mail from the club post office box, attaining dual control.
Perform or assign other duties as necessary

2. The Vice President duties and responsibilities:

Preside at SCBSDC Board of Directors meetings and SCBSDC membership meetings when the President is not present.
Assume all duties of the President when the President is not available.
Assist the President in the discharge of his/her duties.
Schedule instructors for dance lessons monthly.
Be responsible for providing monthly birthday cake at first dance of each month.

3. The Secretary duties and responsibilities:

Record and keep minutes of all Board of Directors meetings, send copies of minutes via e-mail to board members for their review prior to the next scheduled board meeting. Maintain a permanent record of all minutes
Maintain SCBSDC corporate records and documents
File any legal or government reports required

4. The Treasurer will:

Select a bank, approved by board of directors, and make deposits to and withdrawals from the bank account
Receive all funds and receipts as necessary
Make all payments authorized by the SCBSDC with receipts for all payables.

Accurately maintain the financial records of the SCBSDC
Prepare and provide financial reports at each monthly Board Meeting
Submit books for an audit at the end of his/her term or when requested by the Board of Directors

5. The Parliamentarian/Property Auditor will:

Rule at meetings on all questions regarding policies on procedures using the SCBSDC By-Laws, the SCBSDC Standing Rules, and Roberts' Rules of Order
Be responsible for validating vote accuracy whenever voting is done
Keep records of the whereabouts of all SCBSDC property if applicable.

6. The Activities Director will:

Propose yearly social events and special theme dances to the Board of Directors
Act as chief planner, coordinator, and promoter of all social functions
Organize decorating activity for all special functions or theme dances
Recruit help to prepare for all events
Maintain a record of past social events to help in planning future events

7. The Admissions Director will:

Be responsible for handling door admissions to all regular SCBSDC dance and special events
Recruit other Directors and SCBSDC members to assist with admissions
Collect and account for admission monies and turn the report and monies over to the Treasurer as soon as practical.

8. The Communications/Newsletter Director will:

Publish a timely SCBSDC newsletter on a schedule to be determined by the Board of Directors
Make available, at regular dances, copies of the newsletter to all SCBSDC members and sister dance clubs from lists supplied by the Membership Director
Maintain a history of SCBSDC newsletters
Be responsible for submitting the newsletter to the web site director.
Communicate with sister dance clubs on items of common interest

9. The Membership Director will:

Be responsible for maintaining accurate records of SCBSDC membership and lists of sister dance clubs who are on our newsletter mailing list
Maintain record of attendance at weekly dances
Provide check-in Lists to the Admissions Director/desk workers for SCBSDC dances and special events
Provide SCBSDC member telephone lists to the Telephone Director
Provide SCBSDC membership lists to the Treasurer and to other Directors who have a need for this information
Send membership a reminder, via e-mail, several days before the dance is scheduled. I.e.: on Tuesday or Wednesday before the Friday night dance.

10. The Telephone Director will:

Direct the telephone contact of SCBSDE members to provide special information as requested by the Board of Directors
Recruit other SCBSDE members to assist with making phone calls
Notify the membership Director of changes of address or phone numbers discovered through telephone contacts

11. Additional Directors which may be appointed by the Board of Directors

Be assigned duties and responsibilities as needed by the SCBSDC Board of Directors

Rule 2: Dues

1. The annual membership dues are \$25.00
2. Dues are payable by not later than the end of the month one year from the date joined or renewed.
3. Dues amount may be changed by vote of the SCBSDC Board of Directors, but will become effective for a member the next time the member renews membership
4. Once paid, dues are not refundable except by vote of the Board of Directors
5. Previous members whose dues are delinquent will not be entitled to any incidents of membership including, but not limited to, voting, special admission rates, and newsletter mailings.

Rule 3: SCBSDC Regular Dances

1. The SCBSDC will hold its regular dances on the 2nd, 4th, & 5th Friday nights.
2. At its discretion, the Board of Directors may cancel a regular or special dance because of weather, holiday, or other conflicts,

Rule 4: Newsletter Policy

1. Newsletters will be available to membership via the web site and copies will be available at the check in desk at each dance.
2. A gratis newsletter will be sent via e-mail to each member club of the American Bop Association or such other national dance organization in which the SCBSDC is a member

Rule 5: Membership Records

1. The Membership List or database to be maintained in accordance with the By-Laws shall contain at least each member's name, address, phone number, joining date, birth, month and day, e-mail address, if available expiration year and month.
2. Membership cards issued to members upon joining or renewal shall contain at least the club name, member's name, the date of issue, and the expiration month and year.

Rule 6: Removal of a Director

1. Article V, Section 8 of the By-Laws provides for the removal of a Director from office for malfeasance or actions detrimental to the SCBSDC
2. Upon request of any member of the Board of Directors or any SCBSDC Member in good standing, the Board of Directors will vote on whether to conduct a hearing on the removal.
3. If the remaining Directors vote to conduct a hearing they shall notify the Director who is the subject of the removal request and the general membership of the date, time, and place of the hearing. Such notification shall be given not less than seven (7) days prior to the hearing.
4. Any interested SCBSDC Members or Directors may address the hearing.
5. Upon the completion of the hearing, the Board of Directors shall vote on removal and a Director will be removed from the Board of Directors upon the vote of at least two-thirds (2/3) of the remaining Directors (excluding the President).
6. Should the President be the subject of the removal hearing, the hearing will be presided over by the Vice-President.

Rule 7: Membership Suspension or Revocation

1. Article III, Section 6 of the By-Laws provides for the suspension or revocation of an individual's membership in the SCBSDC
2. Request for a membership suspension or revocation may be made by an SCBSDC Member or Director.
3. The procedure for suspension or revocation of a membership is the same as outlines in Rule 7 above except that the Board of Directors is not required to notify the general membership of the hearing, but musts notify the Member who is the subject of the hearing

Rule 8: President's Authorized Expenditures

1. The President may authorize expenditures for club purposes of up to \$500 per month without prior Board approval.
2. Such expenditures must be reported and receipts provided at the next regularly scheduled Board meeting.

Rule 9: Election of Board Members and Vote Counts

1. Any person known to have a felony conviction is prohibited from running for or holding an elected or appointed position in the Spa City Bop and Swing Dance Club.
2. Specific vote counts for elections, amendments to By-Laws, or any other matters presented for vote by the general membership need not be announced to the general membership. However, the actual vote counts must be made available to any member upon request.