

SWINGING SQUARES OF RHODE ISLAND CONSTITUTION

Revised April 21, 2025

PREFACE

The purpose of the Club is to promote Western Style Square and Round Dancing in a spirit of fun, friendliness and good fellowship. The objective of the Club is to conduct a program aimed at providing an atmosphere for people to learn and enjoy Square Dancing.

CLUB NAME AND ORIGIN

The official name of the Club shall be the “Swinging Squares of RI Inc” hereinafter referred to as the Swinging Squares in this Constitution.

- (a) Organized in April 1982 as a Callers Club.
- (b) Re-organized in September 1983 as a Members Club.
- (c) Incorporated (Non-Profit) as the Swinging Squares of RI Inc. in May 1990 as a Members Club.

1.0 MEMBERS BOARD

The Members Board shall be the governing body of the “Swinging Squares”.

The Members Board shall:

- (a) Conduct all Club business in accordance with the Constitution, By-Laws (Rules and Regulations) as amended April 22, 2024 and the Standard Code of Parliamentary Procedure by Roberts Rules of Order Revised.
- (b) Enforce the By-Laws (Rules and Regulations) as set by the Board and approved by members.
- (c) Hire the Club Caller approved by the members.

1.1 COMPOSITION OF THE BOARD

The Members Board shall consist of a minimum of six (6) members elected at the Annual meeting.

The Board members:

- (a) Shall be elected to serve for two (2) years.
- (b) Three (3) Board Members shall be elected annually.
- (c) Be a member in good standing. (A member in good standing is a member whose dues are currently paid.)
- (d) Shall elect four (4) officers among the six (6) or more to serve as:
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) Secretary
 - (4) Treasurer

1.1.1 REPLACING A BOARD MEMBER

If a Board member resigns, is expelled, or is otherwise unable to fulfill his/her duties, the remaining Board Members shall:

- (a) By a two thirds (2/3) Majority, appoint a replacement to fill the vacancy for the remainder of the Member's term. Said appointee must, however, fulfill the requirements of 1.1 (c)
- (b) If an officer of the Board resigns, is expelled, or is otherwise unable to fulfill his/her duties, he/she must be replaced by an elected, NOT APPOINTED, Board Member.

1.1.2 EXPULSION OF A MEMBER OF THE BOARD

A Board Member may be expelled from his/her post by a two-thirds (2/3) vote of the Members Board. Grounds for expulsion may be:

- (a) Gross misconduct.
 - (b) Failure to fulfill his/her Club duties.
 - (c) Misuse of Club funds and/or supplies.
 - (d) Any other action deemed detrimental to the good of the Club.
- (1) The Board Member shall have the right to a hearing before the general membership if he/she requests such in writing.

1.2 CHAIRPERSON THE BOARD

The Chairperson:

- (a) Shall be elected by the Members Board to serve one (1) year.
- (b) May be elected to succeed himself/herself for one (1) additional year, or beyond, if needed.
- (c) Shall serve as an ex-officio Board Member for one (1) year following his/her term of office.

1.2.1 DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson shall:

- (a) Conduct all official meetings of the Members Board and officiate at all Club meetings.
- (b) Represent the Club at all official functions and outside activities.
- (c) Call any special meetings of the Board and/or General Membership as deemed necessary.
- (d) Be authorized to sign Club checks, disbursements, contracts and any other official documents.

1.3 VICE-CHAIRPERSON OF THE BOARD

The Vice-Chairperson:

- (a) Shall be elected by the Members Board to serve for one (1) year.
- (b) May be elected to succeed himself/herself for as many one (1) year terms as he/she remains a Board Member in good standing.

1.3.1 DUTIES OF THE VICE-CHAIRPERSON:

The Vice-Chairperson shall:

- (a) In the absence of the Chairperson, perform his/her duties with respect to the Club's functions.
- (b) Responsible for oversight of hospitality and sunshine subcommittees.

1.4 SECRETARY OF THE BOARD:

The Secretary:

- (a) Shall be elected by the Members Board to serve for one (1) year.
- (b) May be elected to succeed himself/herself for as many as one (1) year terms as he/she remains a Board Member in good standing.

1.4.1 DUTIES AND RESPONSIBILITIES OF THE SECRETARY

The Secretary shall:

- (a) Record and maintain the minutes of all Club meetings (Members Board, General, and any others deemed necessary) and present them at the next meeting for acceptance by the Board members. Minutes of the Annual meeting is to be approved by the Club members at the next Annual meeting.
- (b) In the absence of the Chairperson and Vice-Chairperson, he/she shall conduct any meetings or other Club business as requested.
- (c) Maintain copies of all/any official documentation.

(d) Secretary shall be authorized to sign Club checks.

1.5 TREASURER

The Treasurer:

(a) Shall be elected by the Members Board to serve one (1) year.

(b) May be elected to succeed himself/herself for as many one (1) year terms as he/she remains a Board Member in good standing.

1.5.1 DUTIES AND RESPONSIBILITIES OF THE TREASURER:

The Treasurer shall:

(a) Be authorized to sign Club checks

(b) Record and maintain all financial records of the Club.

(c) Prepare a Financial Report of the Club for each scheduled meeting, but not more than once each month.

(d) Prepare a yearly Financial Report and compile the checkbook for the year with the current Chairperson and two (2) Club members (to include an ex-treasurer if available).

1.6 PARLIAMENTARIAN

The Members Board shall appoint a Parliamentarian.

1.6.1 DUTIES AND RESPONSIBILITIES OF THE PARLIAMENTARIAN:

The Parliamentarian shall:

(a) Settle any disputes regarding Club procedures.

(b) Monitor the conduct at all meetings, in accordance with the Constitution and By-Laws (Rules and Regulations) as accepted by the Club Members.

(c) Serve at the pleasure of the Members Board.

1.7 MEETINGS OF THE MEMBERS BOARD

The Members Board shall:

- (a) Meet once a month during the period from September through May, except in a case of inclement weather or illness resulting in a lack of a quorum.
- (b) Meet at least once during the period from June through August.
- (c) Require a quorum of four (4) Board Members for all meetings.

1.8 EXPENDITURES

The Members Board shall:

- (a) Be authorized to make expenditures up to three hundred (\$300.00) dollars for normal Club operations.
- (b) Get approval from the majority of the members present at a previously announced meeting for all other expenditures.
- (c) Submit receipts for all expenditures, regardless of the amount, for reimbursement.

1.9 ANNUAL CLUB MEETING

The Annual Meeting shall:

- (a) Be held in the month of April, on a regularly scheduled workshop night.
- (b) Have a quorum of one-third (1/3) of members in good standing to be valid.
- (c) Receive the Chairperson's Annual Report on the status of the Club, to include recommendations for change, if necessary
- (d) Receive the Secretary's minutes of the previous General Meeting to be approved by a vote of the members present.

(e) Receive the Treasurer's Annual Report to include a compilation of the status of the Club's finances as stated in 1.5.1 and a recommendation for change, if necessary.

(f) Elect the necessary members to the Member's Board to maintain the required minimum six (6) members as called for in 1.1.

1.10 ELECTION OF BOARD OFFICERS

The Members Board, having been elected at the April Annual Meeting, will take office at a Special Meeting called by the Chairperson. The Special Members Board Meeting shall:

(a) Be held no later than four (4) weeks following the Annual Meeting.

(b) Elect the Chairperson, Vice Chairperson, Secretary, and Treasurer (must be Board Members elected by the Club Members). All officers are to remain in office until replaced.

(c) Appoint committee chairpersons, not necessarily Board Members, but members in good standing willing to accept the responsibility.

1.11 CLUB MEMBERS

To be eligible to be a member in good standing, a person shall:

(a) Have been graduated from a recognized Square Dance Club.

(b) Pay the required dues.

Club Members shall:

(a) Be entitled to vote and run for office.

1.11.1 EXPULSION OF A CLUB MEMBER

A Club Member may be expelled from the Club, barred from all Club Dances and other sponsored events, by a two-third (2/3) vote of the Members Board.

Expulsion may be for:

- (a) Gross misconduct.
- (b) Misuse of Club funds and/or supplies.
- (c) Any other action deemed detrimental to the good of the Club.
- (1) The member shall have the right to a hearing before the Club members by requesting such in writing to the Member's Board. The Member's Board shall act upon such request as soon as reasonably possible.
- (d) Upon expulsion no portion of dues will be refunded.

1.11.2 DUES

The Member's Board shall determine dues. (Also see paragraph 1.16 Amendment Number 2 – Dues.)

Dues shall:

- (a) Be paid before the Annual Meeting (only members in good standing are eligible to vote).
- (b) If a Member has not paid dues, he/she can be dropped from the Club Roster and may not receive Club notices.
- (c) Payment of current Dues shall reinstate the member with full Club Membership and all rights and privileges.

1.12 BY-LAWS (RULES AND REGULATIONS) OF THE CLUB

The Member's Board shall determine the By-Laws (Rules and Regulations) concerning the normal functioning of the Club.

The Board shall:

- (a) Update the By-Laws (Rules and Regulations) every five years.

(b) Present the By-Laws (Rules and Regulations) to the membership for approval.

(c) By-Laws will be available electronically, unless otherwise requested, to all members in good standing.

1.13 ALTERATION, ADDITIONS AND AMENDMENTS TO THE CONSTITUTION.

The Constitution may be amended at any regular meeting of the Club provided that:

(a) The Board sends notification to the members two (2) weeks prior to the meeting of the proposed change(s) with their recommendation(s).

(b) Two-thirds (2/3) of the members in good standing are present for approval.

1.14 NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the Chairperson from members in good standing.

The Nominating Committee:

(a) Shall not be members of the Board, but Board Members are eligible for nomination and election.

(b) Shall consist of at least two (2) members

(c) Shall conduct the election at the Annual Meeting, first presenting their slate of candidates and then asking for nominations from the floor.

(1) The Parliamentarian or his/her designee shall ensure that the election is conducted in a proper manner.

1.15 AMENDMENT NUMBER 1

The members in good standing shall have the right to veto any Member's Board decision by calling a General Meeting provided:

(a) A petition stating the purpose for the meeting has been signed by fifteen percent (15%) of the members in good standing and it is submitted to the Member's Board.

(b) Upon receipt of the petition, the Member's Board must in writing notify all members in good standing within two (2) weeks.

(c) The General Meeting must be held as soon as possible, within four (4) weeks.

1.16 AMENDMENT NUMBER 2 - DUES

Members' dues will be determined by the Board and approved by Club members, payable in the month of March (prior to the Annual Meeting) or during the month of acceptance into the club.