

# **INTERLOCKED SQUARES BYLAWS**

Adopted November 3, 2022  
Amended November 30, 2023

## **MISSION STATEMENT**

We the Members of INTERLOCKED SQUARES of Silicon Valley, California, a non-profit organization and a member of the Santa Clara Valley Square Dancers Association, have formed this Club in the spirit of friendliness and good fellowship to promote square dancing at a stimulating Challenge level.

For smooth operation of the Club the following Bylaws are hereby established:

### **Article I GENERAL**

**Section 1.** The Club shall be known as “INTERLOCKED SQUARES”, hereinafter referred to as the “Club.”

**Section 2.** The Club shall dance weekly on Thursday nights except as modified by the Board for holidays, classes, and other special exceptions. The Board shall determine the hours and location(s) of weekly dances.

**Section 3.** The Club dance level shall be full C-1 Challenge, as established by CALLERLAB. Club dance level shall include Dancing by Definition (DBD) and All Position Dancing (APD), including non-standard formations, positions, and partner pairings, for all C-1 and lower-program calls.

**Section 4.** Except during evenings and times designated by the Board, the Club shall build squares using a computer “square rotation” program. Dancers shall be treated as “singles” – regular dance partners will not necessarily be paired together for any given tip.

### **Article II MEMBERSHIP**

**Section 1.** Qualifications: Members must be capable of dancing at the established Club dance level, and willing to adhere to these Bylaws.

**Section 2.** Application procedures: Membership application forms shall be made available on the Club's public website. Applicants for admission or re-admission must

submit a Membership application form to the Membership Chair who will review applications for completeness and bring the applications to the Board as soon as possible. The Board, with input/opinions from the Staff Callers, will determine admission based on each applicant's level of dance experience (examples of dance experience are: a) having completed an Interlocked C1 class; b) dancing regularly at other Challenge clubs, tape groups, or events; or c) formerly being members of the Club). Applicants shall be admitted to the Club by a simple majority vote of the Board. The applicant's Membership shall begin immediately upon approval. The Membership Chair shall notify applicants of the results as soon as possible.

**Section 3. Dues:** The Board shall set a monthly dues amount, and may establish discounted amounts to cover longer periods. Dues are due and payable on the first dance night of each payment period, and are considered delinquent after 30 days. The Treasurer shall notify Members of any delinquency, and after an additional 30 days (at which time a Member is 60 days delinquent), the delinquent Member may be dropped from Membership at the discretion of the Board.

Upon being accepted for Membership, the Member shall pay a Membership fee set by the Board. Members may continue to pay visitor dance fees until the beginning of the month immediately following their admission as a Member, or pay full dues for the month of their admission.

**Section 4. Badges:** Upon admission or re-admission to Membership and payment of the Membership fee, the Club shall provide one pin-on or magnetic Membership badge to each Member at the Club's expense. Any additional or replacement badges shall be paid for by the Member requesting the additional badge. Badges shall be the property of the Members.

**Section 5. Insurance fees and association dues,** if any, shall be paid annually by each Member not already covered by another club, or may be paid from general funds at the discretion of the Board.

**Section 6. Leave of Absence:** The Board may, for any legitimate reason, grant a Leave of Absence of at least one month, and up to one year, to a Member. Leave of Absence requests, stating the reason therefore, must be submitted in writing to a member of the Board prior to the first dance evening for which the leave shall apply. Any dues paid by that Member in advance shall be applied to their credit once they return to dancing after their Leave of Absence concludes. In the event a Member dances an evening during the term of an approved Leave of Absence, such Member shall pay the same dance fee a guest would pay for that evening.

**Section 7. An Active Member** is a Member who is not more than thirty days delinquent

in payment of dues and who is not on a Leave of Absence. Active Members are entitled to dance without additional payment on weekly club nights, to receive notices of upcoming meetings and proposed changes to Club Bylaws, and to vote in Membership meetings.

### **Article III GOVERNING BODY**

**Section 1.** The Active Members shall be the governing body of the Club.

**Section 2.** Membership meetings shall be scheduled with at least 13 days' notice to all Active Members. Meetings will be held at least annually on a regular club night in November and additionally as needed for business, as called by the President or a majority of the Board or when requested by 10% of the Active Members.

**Section 3.** The quorum required to conduct business shall be a majority of the Active Members.

**Section 4.** Decisions of the governing body shall require a simple majority vote of Active Members present at a meeting, except where a larger majority is required by these Bylaws.

### **Article IV EXECUTIVE BOARD**

**Section 1.** The Executive Board (“the Board”) shall consist of Active Members elected as officers: President, Vice President, Secretary, Treasurer, and Membership Chair. Specific additional duties of the elected officers (to perform or cause to be performed), beyond those specified below, are listed in the Policies document.

**Section 2.** The Board shall meet as needed to conduct business, in person or online via an electronic meeting application which allows for real-time discussion among Board members. Meetings shall be scheduled by the President at his/her discretion or upon a request from three voting Board members. All Board members shall be notified of an upcoming Board meeting at least one week prior to the meeting, unless all voting Board members waive this notification time period. The quorum for the Board to conduct business shall be three voting Board members. Decisions of the Board shall require a simple majority vote of the voting Board members present at the time of the vote.

**Section 3.** Staff Callers shall be invited to participate in Board meetings as non-voting members.

**Section 4.** The President shall call Board and Membership meetings as required, preside at Board and Membership meetings, and appoint all committees and the webmaster with the advice and consent of the Board.

**Section 5.** The Vice President shall assist the President and perform the President's duties in his/her absence, and shall succeed to the office of President if that office becomes vacant.

**Section 6.** The Secretary shall take and distribute minutes of all Board and Membership meetings, and shall submit draft minutes within 10 days of each meeting to the Board for review, correction, and approval. The Secretary shall provide an electronic copy of the final, approved minutes of each meeting held during their term to the webmaster to be posted on the website, and to the Board.

**Section 7.** The Treasurer shall collect, disburse, and be responsible for all funds received by the Club. A Treasurer's Report listing all receipts, disbursements, and net assets, shall be submitted to the Board annually and made available to any Active Member upon request. The Treasurer shall file any necessary tax documents on a timely basis.

**Section 8.** The Membership Chair is responsible for reviewing Membership applications for completeness, bringing the forms to the Board, and notifying applicants of the decisions of the Board regarding their Membership status.

**Section 9.** A vacancy in an officer position between annual Membership meetings, or after no one nominated at the annual Membership meeting receives a majority vote for a given office, may be filled by majority vote of the Board. The Board may fill such positions with any Active Member who was not denied election to that position at the prior annual Meeting.

## **Article V NOMINATIONS AND ELECTIONS**

**Section 1.** Nominations and elections shall be held at the annual Membership meeting in November. Service shall be for a twelve-month term and shall begin at the close of the annual meeting.

**Section 2.** The President may appoint a Nominating Committee prior to the annual meeting. Nominations shall also be taken from the floor prior to an election.

**Section 3.** Offices shall be held by either individuals or a couple, but in either case each office will have one vote and will count as a single unit for quorum. No one may hold

more than one Board office at a time.

## **Article VI MISCELLANEOUS**

**Section 1.** Staff Caller(s) and their dance partner(s) shall be honorary non-voting Members of the Club. As honorary Members, they shall hold no elected office nor pay dues, but shall serve in an advisory capacity. Staff Caller(s) or partner(s) may instead choose to pay the appropriate dues to become Active Members and participate accordingly.

**Section 2.** The Board will set caller compensation amounts and appoint Staff Caller(s).

### **Section 3. Finances**

A. Disbursements of \$10 or more shall be paid by check or an electronic payment system which keeps a record of the amount and payee. Amounts of \$100 or more, excluding caller fees and hall rental, require approval of the Board.

B. There shall be an annual audit of the financial records by three Club Members appointed by the Board.

C. The fiscal year of the Club is the calendar year.

**Section 4:** Visitation to the Club is open to all square dancers that dance the CALLERLAB C-1 program. Visitor dance fees shall be set by the Board.

**Section 5.** In the event the Club should disband, all of the equipment and funds shall be donated to a non-profit organization selected by the Board.

## **Article VII AMENDMENTS TO BYLAWS**

Proposals to amend these Bylaws must be read at a Membership meeting or provided in writing to all Active Members at least 13 days prior to voting on them at a Membership meeting, where a two-thirds majority of Active Members present shall be required to approve changes.

## **Article VIII PARLIAMENTARY AUTHORITY**

The business proceedings of the Club shall be governed by the rules in the current

edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

## **Article XI POLICIES DOCUMENT**

Policies approved by the Board or the Active Members which are not included in these Bylaws are maintained in the Interlocked Squares Policies document.

Policies in said document are set by a simple majority of the relevant body and can be amended or removed by a simple majority of the same body. Policies set by the Board (other than those decisions specifically delegated to the Board by these Bylaws) may be amended or superseded by a 2/3 vote of the Active Members at a Membership meeting.

Last revised November 30, 2023