

We the members of the THE “INTERLOCKED SQUARES” of San Jose, California, a non-profit organization, 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 By-Laws are hereby established:

Article I NAME OF CLUB AND DANCE DATES

- Section 1.** The Club shall be known as **THE “INTERLOCKED SQUARES”**, hereafter referred to as the **“Club”**. The Club will dance on Thursday nights per our club calendar.

Article II MEMBERSHIP

Section 1. Qualifications for Membership in the Club.

- A.** Application and membership shall be for adult dancers who are capable of dancing at the established Club level.
- B.** Visitation to the Club is open to all square dancers that dance at the Club level.
- C.** Applicants must be willing to adhere to these Club By-Laws.

Section 2. Procedures for Admission to the Club.

- A.** Applicants must dance three Club dance nights in a two-month period after submission of a membership application.
- B.** Membership application forms shall be available to all interested dancers.
- C.** The Membership Committee will review applicants for dancing ability and membership qualifications.
- D.** Members shall be admitted to the Club by a simple majority vote of the Membership Committee.

Section 3. Dancing Level

- A.** The Club dancing level is a full (C1) Challenge, as established by Callerlab. This level includes Dancing By Definition (DBD) of all calls including non-standard formations, positions and partner pairings (All Position Dancing - APD).
- B.** Except during designated evenings and times, the Club will dance “using numbers.”

Section 4. Membership Duties and Responsibilities.

- A.** Dues [**amounts established in Standing Rules**] are due and payable on the first dance night of each month and are considered delinquent after 30 days. The Treasurer shall notify members of any delinquency, and after an additional 30 days (60 days delinquent), at the discretion of the Executive Board, they may be dropped from the Club.
- B.** The Club shall pay annually, from the revenues from member dues, insurance for each member not already covered by another club.
- C.** Upon admission to membership, the Club will provide one pin-on membership badge to each member at the Club's expense. Any additional or replacement badge or any additional cost for a magnet-fastened badge shall be paid for by the member. The badges shall be property of the members.
- D.** Club Host duties [**see Standing Rules**].
- E.** An active club 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 club members are entitled to receive notice of proposed changes to Club Bylaws and to vote in Club meetings.

Article III GOVERNING BODY

- Section 1.** The Governing Body is the general membership.
- Section 2.** Business meetings will be scheduled annually on a regular club night in October and additionally as needed for business.
- Section 3.** Business decisions of the governing body will be a simple majority vote of members present.
- Section 4.** The quorum required to conduct business shall be 50% [one half] of the active members.

Article IV EXECUTIVE BOARD

- Section 1.** **The Executive Board** shall consist of five elected officers: President, Vice President, Membership Chairman, Secretary and Treasurer; and one non-voting member who is one of the Club callers designated annually for a one year term by the Executive Board.

- Section 2.** **The President** shall preside at meetings, appoint all required and/or necessary committees, call special meetings as required and is the liaison to the Club caller.
- Section 3.** **The Vice President** shall assist the President and perform the President's duties in his / her absence.
- Section 4.** **The Membership Chairman** is in charge of the Executive Board appointed Membership Committee and is responsible for review of applications. He/she may request the Executive Board appoint a Co-Chairman. They shall notify the Executive Board and the applicants of the results of the Membership Committee vote.
- Section 5.** **The Secretary** shall keep and distribute minutes of all meeting, maintain and distribute the membership roster and prepare the Insurance renewal package.
- Section 6.** **The Treasurer** shall collect, disperse and be responsible for all funds received by the Club. A treasurer's report listing all receipts and disbursements shall be published annually.

Amounts of \$10 or more must be paid by check: amounts of \$100 or more, excluding caller fees and hall rental, require approval of the Executive Board

Two signatures are required for checks and may be any two of the following: President, Vice President, Membership Chairman, Secretary or Treasurer.

Article V NOMINATIONS AND ELECTIONS

- Section 1.** Nominations and elections will be held at the annual meeting in October, for a twelve-month term, and will take effect immediately.
- Section 2.** The President will appoint a Nominating Committee and nominations will also be taken from the floor prior to elections.
- Section 3.** Offices will be held by the individuals and only one office may be served at a time.

Article VI LEAVE OF ABSENCE

- Section 1.** The Executive Board will, for any legitimate reason, grant a leave of absence. All requests must be submitted in writing.

Section 2. All leaves of absence must be for increments of three months, up to a maximum of one year.

Section 3. Members taking a leave of absence shall be assessed Leave of Absence dues in a monthly amount set by the Executive Board in the Standing Rules. Leave of Absence dues shall be payable in advance. In the event a member dances an evening during the term of a Leave of Absence, such Member shall pay the same fees a guest would pay for that evening. **[see Standing Rules]**.

Article VII GENERAL

Section 1. The Club Caller (s) and Partner are honorary members of the Club. They shall hold no office nor pay dues, but may serve in an advisory capacity when called upon.

Section 2. There will be a Caller's fee established by the Executive Board.

Section 3. There will be an audit of the financial records by three Club members appointed by the incoming President at the change of term.

Section 4. In the event the Club should disband, all of the equipment and funds will be donated to a charitable institution selected by the remaining members of the Club at the time of disbanding.

Section 5. Robert's Rules of Order will be used at all meetings.

Section 6. Visitor's donation: **[see Standing Rules]**.

Section 7. There will be no Club dress.

Section 8. Proposals to amend these By-Laws must be read at a Club meeting or given in writing to all active Club members at least two weeks prior to voting at a Club business meeting, where a two-thirds majority of those present must approve.