

San Fernando Valley Chapter National Smooth Dancers, Inc.



National Smooth Dancers. Inc

Bylaws and Standing Rules

Revision Approved May 2022

CONTENTS

Preamble	4
Bylaws	5
Article I: Name5	
Article II: Objectives	5
Article III: Colors.	5
Article IV: Membership.....	5
Section 1: Eligibility	
Section 2: Admission Process	
Section 3: Transfer of Membership	
Section 4: Dues	
Section 5: Suspension of Membership	
Section 6: Expulsion from Membership	
Article V: Officers	6
Section 1: Officers	
Section 2: Duties of Officers	
Section 3: Election of Officers	
Section 4: Appointed Positions	
Section 5: Recall	
Section 6: Term	
Section 7: Duties	
Section 8: Election of Queen	
Article VI: Parliamentary Law	9
Section 1: Reference	
Section 2: Bylaws	
Section 3: Bylaws Committee	
Article VII: Meetings.....	9
Section 1: Business Meeting Place	
Section 2: Business Meeting Time	
Section 3: Special Meeting	
Section 4: Quorum	
Section 5: Officers' Meeting	
Section 6: Special Officers' Meeting	
Section 7: Officers Quorum	
Article VIII: Board of Directors Member.....	10
Section 1: Election	
Section 2: Power and Duties	
Article IX: Delegates	11
Section 1: Membership Composition	
Section 2: Alternates	
Section 3: Duties and Term	

Article X: Committees.....	11
Section 1: Chairman Appointments	
Section 2: Reports	
Article XI: Financing.....	12
Section 1: Status	
Section 2: Monies	
Section 3: Property	
Article XII: Liability.....	12
Section 1: Liability	
Section 2: Insurance	
Standing Rules.....	13

PREAMBLE

The San Fernando Valley Smooth Dancers, Inc. (SFVSD) is a Chapter of the National Smooth Dancers, which currently consists of eight different chapters located in California. SFVSD was founded in North Hollywood, California, in the spring of 1961. This chapter, like the parent National Smooth Dancers, is a nonprofit, non-sectarian organization, founded for the purpose of creating greater interest in finer Ballroom Dancing, to entertain and provide a social foundation for Smooth Dancers members, and to establish friendliness and goodwill among them.

Articles of Incorporation were filed on August 18, 2000. The Corporation is organized and is to be operated as a non-profit entity.

Net earnings of the Corporation, if any, shall not be used to the benefit of any private shareholder, individual or member through the distribution of monies or the payment of excessive charges or excessive compensation. Property owned by the Corporation shall not be used or operated by the Corporation or any other person to benefit any officer, trustee, director, shareholder, member, employee, contributor or bondholder of the Corporation.

The SFVSD Bylaws conform to the Constitution and Articles of Incorporation of the parent National Smooth Dancers organization in Los Angeles and shall be void if found in contradiction thereto. The Bylaws broadly define the organization, its structure, operation, officers, committees and amendment procedures.

The SFVSD Standing Rules refer to details of the operation of the organization, especially those which may be changed without following the amendment procedures.

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the "SAN FERNANDO VALLEY SMOOTH DANCERS, INC".

ARTICLE II - OBJECTIVES

The objectives of this organization are:

- To create and encourage greater interest in ballroom dancing.
- To establish friendliness and good will among the Smooth Dancers.
- To entertain and provide a social foundation for its members.

ARTICLE III - COLORS

The colors of the San Fernando Valley Smooth Dancers, Inc. are white and powder blue.

ARTICLE IV - MEMBERSHIP

Section 1: Eligibility

Membership in this organization shall be open to residents of the United States of America. Applicants shall be of good moral character and have attained the age of 21 years.

Section 2: Admission Process

Item 1: An applicant shall be introduced to an officer who will help process the application and receive payment. Applicants are encouraged to attend one scheduled business meeting to be introduced to the officers and regular attendees.

Item 2: The completed application shall be submitted to the Vice President with the first year's dues prorated to the end of the year. Membership payment for an application submitted in the fourth quarter is the prorated dues for the current year plus the annual dues for the following year.

Item 3: An Officer shall review the application.

Item 4: In the event that an applicant is rejected, membership dues shall be refunded.

Item 5: The details of the above admission process may change from time to time.

Section 3: Transfer of Membership

Item 1: No member may transfer his or her membership, or any right arising therefrom, to any other person.

Item 2: Transfer of membership from another Chapter, or application for membership of a previously suspended or dropped member from another Chapter, must be made by application as prescribed for new members.

Item 3: A transferred member is subject to payment of current dues.

Section 4: Dues

Item 1: Members shall pay dues in the amount specified in the Standing Rules.

Section 5: Suspension of Membership

Item 1: A member may be suspended or expelled from the Chapter for:

- a. Failure to comply with the National Smooth Dancers (NSD) Constitution or the Bylaws of this Chapter.
- b. Involvement in activities seriously prejudicial to the ideals or best interests of the organization.

Item 2: Any member wishing to bring charges in regard to any of the above shall do so in a signed statement to the attention of the Officers, giving the name of the offender and the explicit reason for the charges.

Section 6: Expulsion from Membership

Item 1: The member being expelled shall be given notice of date, time and place of a hearing where he will have the opportunity to be heard. Such meeting will be held at least five days before the proposed expulsion.

Item 2: Membership expulsion proceedings shall be as provided in the NSD Constitution.

ARTICLE V - OFFICERS

Section 1: Officers

The elected Officers of this Chapter shall be: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Social Chairman and Board Member. Candidates for office must be in good standing for at least six (6) months prior to nominations.

Section 2: Duties of Officers

Item 1: Officers should attend the monthly Officers Meeting and, where possible, the Business Meeting. All shall keep itemized records of their authorized expenditures and submit them to the Treasurer for payment.

Item 2: The President shall act as chief executive officer, supervise and control chapter affairs and activities of the officers, preside at membership and officers' meetings, execute contracts and make non-elected appointments. At the annual Convention, he/she shall represent the Chapter in the Presidents' meeting, sit on the dais at the Convention breakfast, serve as a Delegate, and chair the Convention President's meeting when the Chapter hosts the Convention. The President approves all promotional flyers and all updates to the trifold brochure.

Item 3: The Vice-President acts as membership chairman, verifying the qualifications of prospective members and preparing application forms for new members. He/she maintains the membership list and contacts delinquent members.

Item 4: The Treasurer handles the Chapter funds and disbursements, keeping an accurate accounting of all financial transactions. He/she arranges for, and instructs, the hosts in the collection of admission fees at events, counts and deposits the receipts, pays all bills, and prepares a monthly financial report for the Officers' and Business meetings.

Item 5: The Recording Secretary records the minutes of the Business and Officers meetings, and distributes the minutes as appropriate for review and approval. The duties will include maintaining a file of all Chapter minutes and sending a copy of the minutes to the President after each meeting. The Recording Secretary assumes the duties of the President in the absence of both the President and Vice President.

Item 6: The Corresponding Secretary handles Chapter and inter-chapter correspondence as appropriate. In coordination with the Social Chairman, he/she creates and distributes the flyers and brochures for all Chapter events, maintains the Chapter mailing list, informs the Vice President of changes in same, and informs the Editor of the deadline for the *Whispers* printing.

Item 7: The Social Chairman plans the Chapter social activities, prepares the Chapter calendar, and publicizes events by announcement or flyers. Specific powers and duties include appointing working committees to host dances and other events, removing an appointed committee chair if necessary, coordinating with those committees on themes, decorations, etc., budgeting for events, checking inventory of supplies, and attending the Social Chairman meeting at the annual Convention.

Item 8: The Board Member is the official Chapter representative at the semiannual Board of Directors meetings. He/she attends the meetings, sits on the dais at the Board Meeting breakfast, and presents a report to the Chapter. He/she serves as the Chairman of the Delegates sent to the annual Convention.

Section 3: Election of Officers

Item 1: Elected Officers shall be nominated in November, elected in December and assume their offices in January. Nominations may be reopened on the night of the election. Officers shall be elected by a majority of those members present, all members having been notified by mail of the time of the election.

Item 2: When one candidate only is nominated, the President has the authority to declare the voting by general consent.

Item 3: If the election has no majority vote, re-balloting shall be done for the two nominees having the highest number of votes.

Item 4: In case of the resignation or death of the President, the Vice-President automatically becomes President for the unexpired term. Vacancies in all other offices shall be filled by special election. All members in good standing shall be notified by mail prior to such special election.

Section 4: Appointed Positions

On taking office, the President shall appoint the *Dance Whispers* Newsletter Editor, a Dance Rules Representative, an Equipment Manager, and, as necessary, make other appointments.

Section 5: Recall

Any Officer is subject to recall for failure to fulfill the duties of the office in accordance with the NSD Constitution and Bylaws of this Chapter. Replacement shall be by special election.

Section 6: Term

The term of office is one year. An Officer shall serve no more than two (2) consecutive terms in the same office unless no other member is available to serve in the office.

Section 7: Duties

The duties of the Officers shall be as prescribed in the Bylaws.

Section 8: Election of Queen

The Queen shall be selected by a committee of present and past queens. The Queen shall have no vested powers or authority except to be a goodwill representative at chapter and inter-chapter social functions.

ARTICLE VI - PARLIAMENTARY LAW

Section 1: Reference

This organization shall be governed in accordance with the Constitution of the National Smooth Dancers and Articles of Incorporation of the San Fernando Valley Smooth Dancers, Inc., organization.

Section 2: Bylaws

The Bylaws shall not conflict with the National Smooth Dancers' Constitution or the Articles of Incorporation of this organization. All proposals for Bylaw amendments must first be reviewed by the appointed members of the Bylaws Committee. Bylaws may be amended, repealed or rewritten upon approval of a two-thirds vote of those present at a business meeting or a zoom meeting. Notification, with a copy of the amended Bylaws, shall be sent out to the membership one month in advance of said meeting. Approval of the rewritten Bylaws, along with any corrections or changes agreed upon at the meeting, will constitute the approval of the revised Bylaws.

Section 3: Bylaws Committee

If it is determined that a change to the Bylaws may be necessary, a Bylaws Committee will be appointed to study the bylaw(s) in question and to make recommendations. All proposed amendments to the Constitution or Bylaws shall be referred to the Bylaws Committee for review.

ARTICLE VII - MEETINGS

Section 1: Business Meeting Place

The location for the regular business meeting of the Chapter shall be decided by the Officers and members. Meetings may be in-person or by Zoom as deemed appropriate by the officers.

Section 2: Business Meeting Attendance

If the number of active members attending the meeting drops below five persons on a regular basis, then communication to the membership will be through the minutes of the Officers' meetings sent out via email.

Section 3: Special Meeting

A special meeting of this Chapter may be called by the President and two other Officers after at least a five (5) day notice to all members and Officers prior to the date of such special meeting. (A longer notice time will be used when possible.)

Section 4: Quorum

Two thirds of the active membership of this Chapter, including at least three (3) duly elected officers, shall constitute a quorum for the transaction of business at any meeting. Active members are defined as those who regularly attend business meetings. Business meetings will be held if there are at least five active members attending them on a regular basis. If business meetings are not held (due to health restrictions or lack of participants), transactions will be approved by a majority of responders to an email from the president, with the agreement of all the current officers.

Section 5: Officers' Meeting

The regular meeting of the Officers shall be held once a month at a time and place as shall be decided upon by them.

Section 6: Special Officers' Meeting

A special Officers' meeting may be called by the President and two other Officers, giving notice to all Officers prior to the date of such meeting.

Section 7: Officers' Quorum

Three (3) Officers must be present at an Officers' meeting for the transaction of business.

ARTICLE VIII - BOARD OF DIRECTORS MEMBER

Section 1: Election

As with the other Officers, the Board Member shall be nominated in November, elected in December, and assume office in January. Candidates must be familiar with the purpose and business of the organization. It is recommended that a past Officer be elected. Election shall be for a term of one calendar year or longer if there are no new nominations for the post. A special election shall be held when a vacancy occurs.

Section 2: Power and Duties

The power and duties of the Board Member shall be as defined in the Constitution.

ARTICLE IX - DELEGATES

Section 1: Membership Composition

The Chapter shall send five of its members as delegates to the Annual Convention. The Board Member is automatically a delegate and serves as Chairman. The President is also automatically a delegate. The President shall select the other three delegates prior to the Annual Convention from a pool of Officers and past Officers.

Section 2: Alternates

The President may designate up to five additional members to serve as alternates to fill vacancies that may occur. An alternate, if not needed to serve as a delegate, may attend the Delegates Meeting at the Convention as a non-voting observer.

Section 3: Duties and Term

The duties and terms shall be as defined in the Constitution.

ARTICLE X - COMMITTEES

Section 1: Chairman Appointments

Unless otherwise provided by a motion, the President shall make all Committee Chairman appointments excepting those Committees which fall under the jurisdiction of the Vice-President or the Social Chairman.

Section 2: Reports

When deemed appropriate by the President, a committee will make a written report.

ARTICLE XI - FINANCING

Section 1: Status

This is a non-profit organization (Chapter).

Section 2: Monies

This Chapter derives its monies from dues. Additional funds may be raised through dance income and Conventions to protect the club financially from dance losses. Various means of raising additional funds may be adopted. All monies, unless otherwise specified, shall go into the regular treasury. Monies for the regular account shall be deposited in a checking account in a federally insured bank and shall not at any time be less than two hundred dollars (\$200.00). The President or the Treasurer shall sign all checks written against any account of the Chapter. The Vice-President may also be authorized to sign checks with the President or the Treasurer. The Treasurer shall keep an accurate account of all monies collected and disbursed. The President is authorized to spend up to \$100.00 for any new expense. Any expense over \$100.00 needs full approval of all Officers.

Section 3: Property

Club property and equipment shall be used only for Chapter business and activities.

ARTICLE XII - LIABILITY

Section 1: Liability

Members of this nonprofit Chapter are not personally liable for the debts, liabilities or obligations of the Corporation.

Section 2: Insurance

The Chapter must secure liability protection by insurance coverage. It shall be the duty of the Treasurer to see that such insurance is secured.

STANDING RULES

1. Membership dues shall be twenty-four dollars (\$24.00) per year, payable annually, and may be adjusted as necessary by the Officers.
2. Effective beginning in October, new members shall pay the prorated dues for the current year and the annual dues for the following year.
3. The Chapter shall pay for one package deal for the Queen and for the Queens Crown Circle Brunch when she attends the State Convention. In addition, the Chapter shall pay \$100 to the Queen when she represents the Chapter at SFV and LA Coronations, \$150.00 for Palomar and Bakersfield Coronations, \$200.00 for Visalia and Fresno Coronations, and \$250.00 for Golden Gate's Coronation.
4. The Chapter shall pay for one package deal for the President when he/she attends the annual Convention.
5. The Chapter shall pay for one package deal for the Board Member when he/she attends the annual Board Meeting.
6. Gifts or flowers to members shall not exceed a value that the Officers shall periodically determine.