



*Members of the International Dance Association of San Diego County*

*Supported by the City of San Diego Park & Recreation Department*

## **By-Laws**

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### **ARTICLE I - OFFICERS DUTIES**

#### **Section 1. – President**

The President Shall:

- a. Preside at all meetings of the Executive Board and the SDNLD.
- b. Represent the SDNLD at all club and club related activities, whenever possible.
- c. Appoint or replace committee chairpersons, with a majority vote approval of the Executive Board.
- d. Be the sole contact for DJs and Instructors who are to work the socials/workshops unless delegated to another member.
- e. Maintain a list of duties for the office, to be filed with the Secretary.
- f. Maintain all records of the office to be passed on to the office's successor.

#### **Section 2. – Vice President**

The Vice President Shall:

- a. Assume the duties of the President in the absence of the President.
- b. Give assistance to the President when required.
- c. Be an ex-officio member of all committees, except for the Nominating Committee.
- d. Perform other duties as pertains to the office.
- e. Maintain a list of duties for the office, to be filed with the Secretary.
- f. Maintain all records of the office to be passed on to the office's successor.
- g. Be familiar with the SDNLD Constitution, By-Laws, Standing Rules, and Parliamentary Procedure to note applicability during meetings.

#### **Section 3. – Secretary**

The Secretary Shall:

- a. Maintain an accurate record of all official SDNLD Executive Board and Member meetings.
- b. Maintain an accurate, up-to-date record of SDNLD club members.
- c. Be in charge of publicity for the SDNLD.
- d. Maintain records of the Executive Board Officers' duties.
- e. Maintain all club records for the SDNLD.
- f. Develop and distribute agenda for Board Meetings, with input and assistance from the Executive Board.
- g. Maintain all records of the office to be passed on to the office's successor.

#### **Section 4. – Treasurer**

The Treasurer Shall:

- a. Be responsible for the accurate accounting of all the SDNLD monies.
- b. Pay all bills approved by the Executive Board.
- c. Collect membership dues.
- d. Handle the petty cash account.
- e. Prepare an annual budget for January - December, to be submitted to the Executive Board no later than the October Board Meeting and approved by the Executive Board no later than the November Board Meeting.
- f. Prepare a monthly financial report.
- g. Maintain an accurate, up-to-date record of SDNLD club members.
- h. Perform other duties as pertains to the office.
- i. Maintain a list of duties for the office, to be filed with the Secretary.
- j. Maintain all records of the office to be passed on to the office's successor.



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### Section 5. – Delegate

The Delegate Shall:

- a. Represent the SDNLD at all IDASDC meetings.
- b. Act as the contact between the IDASDC and the SDNLD.
- c. Bring relevant information from the IDASDC meetings to the SDNLD Executive Board.
- d. Perform other duties as pertains to the office.
- e. Maintain a list of duties for the office, to be filed with the Secretary.
- f. Maintain all records of the office to be passed on to the office's successor.

### Section 6. – Second and Alternate Delegate

- a. The Second Delegate shall attend and represent the SDNLD at all IDASDC Meetings.
- b. The Alternate Delegate shall fulfill the duties of the Delegate and/or the Second Delegate in their absence.

## ARTICLE II - ELECTION OF OFFICERS

### Section 1 – Nominating Committee

#### A. – Nominating Committee Members

1. A Nominating Committee will be appointed by the Executive Board at the January board meeting.
2. The Nominating Committee will consist of five (5) active members of the SDNLD who are not currently holding office and have been paid club members for at least the three (3) months prior to the formation of the Nominating Committee. All Nominating Committee members must be approved by a majority vote of the Executive Board.
3. Members of the Nominating Committee cannot run for office.

#### B. – Tasks of the Nominating Committee

1. The Nominating Committee will endeavor to provide at least two (2) candidates for each position, with the exception of the Delegate, which it will endeavor to have at least three (3) candidates.
2. The Nominating Committee will have their nominations in at the February board meeting.
3. Nominations will be made by the Nominating Committee or they may take nominations from the active club membership.
4. All nominees must submit written acceptance of their nomination to the chairperson of the Nominating Committee on or before the March board meeting.
5. The Nominating Committee will count the ballots received.

### Section 2 – Ballots

The Ballot Shall:

- a. Include the names of all the candidates running for each office as well as a place for a write-in vote for each office.
- b. Only be distributed to SDNLD members who have been paid members for at least three (3) months prior to the distribution of ballots.
- c. Be distributed to active members at the March monthly social and April monthly workshops, with each member signing a roster to certify submission of a completed ballot. Any members qualifying to vote who did not vote at the March social or April workshops must be contacted by any convenient means including email.
- d. Unless privacy restrictions are imposed by the board in the case of a closely contested race, ballots may be voted by phone, email, U.S. mail or online.
- e. Ballots must be received by 8:00 PM on the night of the April social.



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- f. For the election to be valid, the number of ballots received must be a simple majority of the members qualifying to vote.

### Section 3 – Taking Office

The results of the election will be announced the evening of the April Social; however, the new officers will not take office until June 1<sup>st</sup> to allow for a reasonable transition period.

### Section 4 – Vacancy of an Office

- a. Vacancy of the President shall be filled by the Vice President.
- b. Vacancy of other elected officers (including Vice President if vacated through President vacancy) shall be filled by an appointment approved by a majority vote of the board.

## ARTICLE III - IMPEACHMENT AND RESIGNATION FROM OFFICE

- a. If any elected officer fails to uphold the ideals of the SDNLD or is found guilty of gross wrongdoing against the club or its members, the officer may be removed from office by a unanimous vote of the remaining four (4) officers.
- b. An officer may resign from office at anytime by submitting formal written resignation to the two highest ranking officers remaining.

## ARTICLE IV - COMMITTEES

### Section 1. - Formation

- a. Committees shall be formed when the Board deems necessary to benefit the SDNLD.
- b. The formation of a new committee must be approved by a majority vote of the Executive Board.
- c. Committee chairpersons shall be nominated and approved by a majority vote of the Executive Board. Chairpersons may only be removed/replaced with a majority vote of the Executive Board or by formal written resignation from the chairperson, to be submitted in person to both the President and Vice President.

### Section 2. - Dissolution

- a. No active committee shall be dissolved without a majority vote of the Board.
- b. Committees shall be dissolved once the purpose or event for which the committee was formed has passed.

## ARTICLE V - MEETINGS

- A. A scheduled meeting of the Executive Board shall be held once a month, time and place to be decided by each new board in order to work with all officers' private schedules.
- B. A special meeting may be called by the President or by a majority of the Board.
- C. All meetings shall be open to active SDNLD members except in the event that the Executive Board determines a closed meeting is appropriate.
- D. Only officers shall be allowed to participate in the voting process; however, controlled open discussion with SDNLD members is allowed prior to the vote.
- E. All Executive Board and SDNLD business meetings shall follow standard parliamentary procedure. In the event an issue arises that is not covered by the SDNLD Constitution and By-Laws, then Robert's Rules of Order (Revised) will be referred to and followed.



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### **ARTICLE VI - MEMBERSHIP**

- A. All applicants for membership must pledge themselves to abide by the Constitution and By-Laws of the SDNLD.
- B. All members under the age of 18 must have a parent or guardian as an active member of the SDNLD. The parent or guardian must be present with the minor at any dance or SDNLD function, thus relieving the SDNLD of responsibility for the minor.
- C. The SDNLD shall not discriminate or allow discrimination within the club against any individual based upon race, color, orientation, etc.
- D. Members shall not attend SDNLD functions while under the influence of alcohol or drugs. The only exception is if the function is located in a facility that serves or allows alcohol in accordance with all local laws.

### **ARTICLE VII - REMOVAL FROM MEMBERSHIP**

- A. An SDNLD member may be removed from membership for failure to adhere to the SDNLD Constitution and By-Laws, failure to uphold the ideals of the SDNLD, or if found guilty of gross wrongdoing against the SDNLD.
- B. An SDNLD member may only be removed from membership by unanimous vote of the Executive Board.

### **ARTICLE VII - GUESTS**

- A. Guests are welcome at functions of the SDNLD.
- B. Guests under the age of 18 shall have a parent or guardian present at the dance or SDNLD function, thus relieving the SDNLD of responsibility for the minor.
- C. Guests shall abide by the same rules and regulations as SDNLD members.
- D. The guest fee shall be set or altered by a majority vote of the Executive Board.

### **ARTICLE VIII - DUES AND FEES**

- A. The annual membership dues shall be set or altered by a majority vote of the Executive Board.
- B. Fees for SDNLD functions shall be set by a majority vote of the Executive Board.

### **ARTICLE IX - GRIEVANCES**

- A. Complaints, problems, and issues shall be officially presented in writing to the Executive Board.
- B. If found to be necessary, the Executive Board may establish a Grievance Committee to look into the issue.

### **ARTICLE X - STANDING RULES**

- A. The SDNLD shall have Standing Rules.
- B. The purpose of these Standing Rules shall be to provide flexible guidelines for carrying out everyday business of the SDNLD within the framework of the SDNLD Constitution and By-Laws.
- C. The Standing Rules shall be adopted, amended or repealed by a majority vote of the Executive Board.



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### **ARTICLE XI - AMENDMENTS**

Proposed changes to the SDNLD By-Laws must go through the following sequential steps:

- A. Proposed changes are to be submitted in writing to the Executive Board at an official meeting of the Board and approved by a majority vote of the Board.
- B. Proposed changes are to be distributed to the current SDNLD members via the most effective method of the time.
- C. After a reasonable period of time, a general business meeting shall be called to allow the SDNLD members to vote on the proposed changes.
- D. The proposed changes must be passed by a two-thirds (2/3) majority vote of the membership present at the general business meeting.

Revision History:

Effective 8/24/2001

Effective 1/22/2005

Effective 3/31/2012

**Effective 11/29/2014 changes to Article II:**

**Sections 2 and 3: Members voted in favor of changing election year from July-June to June-May.**

**Section 4: Fulfilling Board vacancies by Board appointment.**