

DURHAM/CHAPEL HILL SCOTTISH COUNTRY DANCE SOCIETY

BYLAWS

DEvised, AUGUST 2019

ARTICLE I. PURPOSE AND GOALS.

The Durham/Chapel Hill Scottish Country Dance Society (DCHSCDS) is organized to provide instruction in Scottish country dancing in conformance with the standards of the Royal Scottish Country Dance Society (RSCDS). We are a group associated with the Carolinas Branch of the RSCDS. DCHSCDS promotes traditional Scottish country dance through classes and social occasions. This group desires to provide a congenial setting wherein all dancers receive expert dance instruction while experiencing the social pleasures of Scottish dancing.

ARTICLE II. MEMBERSHIP.

Any person attending and paying the class fee for a minimum of five classes since the previous AGM, and also group teachers, will be considered a member. Only members present at any general meeting are entitled to vote.

ARTICLE III. NONDISCRIMINATION.

DCHSCDS does not discriminate on any basis.

ARTICLE IV. ELECTION AND TERMS OF OFFICE

The sole governing body of DCHSCDS is the Committee of Management (CoM), composed of three officers: Chair, Secretary and Treasurer. The election of Officers takes place in January at the annual AGM. Officers serve until the January election of the following year.

Early in January, the CoM notifies the membership that nominations for officers are being accepted. Officers may be nominated and re-elected to serve subsequent terms. Election is by simple majority of

all votes cast. If there are more than two candidates for an office, the candidate with the most votes is selected.

If there is a vacancy in any office outside of the month of January, the remaining CoM members nominate a replacement within 30 days, after which time the Members vote to approve the new officer, by simple majority of all votes cast.

ARTICLE V. DUTIES OF THE COMMITTEE OF MANAGEMENT

The Committee of Management supervises and schedules all classes, parties and other activities and events, under advisement of the membership. The CoM has custody of all property owned by DCHSCDS, including funds. All expenditures need to be pre-approved by the CoM.

A. CHAIR

The Chair is chief executive officer of DCHSCDS and is responsible, subject to the direction of the CoM, for the direction and conduct of the affairs of the organization during the Chair's term of office.

The Chair gives notice of, and presides at, CoM meetings and Membership meetings.

The chair is authorized to sign, in the name of DCHSCDS, all contracts, legal instruments and other papers necessary for the transaction of group affairs.

If the Secretary is not present at a meeting, the Chair designates another person to record the minutes.

The Chair is designated as a representative for the membership should a liaison with the teacher(s) be required.

The Chair will have the deciding vote in the event of a tie.

B. SECRETARY

The Secretary takes the minutes of all CoM meetings and membership meetings, and transmits these minutes to their respective groups.

The Secretary keeps a register of all Members of DCHSCDS, including current email addresses of all Members. Digital copies of all documents will be kept by both the Secretary and the Chair.

C. TREASURER

The Treasurer receives, deposits and accounts for all monies collected by DCHSCDS from Members and from other sources.

The Treasurer is the custodian of the DCHSCDS checking account and is the primary signer on the checking account. The Treasurer is responsible for disbursing all funds on behalf of the group.

The Treasurer presents a balance sheet at the DCHSCDS Annual General Meeting.

The Treasurer pays the annual insurance premium from group funds and keeps a copy of the insurance policy. This officer also makes payments for room/studio hire, musicians and any other payments deemed necessary by the CoM.

The Treasurer keeps the CoM abreast of any changes in the income and expenditures that may require their attention.

ARTICLE VI. ANNUAL GENERAL MEETING AND YEARLY EVENTS

The Chair will consult with the teacher(s) to choose a date in January to hold an Annual General Meeting at the beginning of class. The entire Membership will be notified of this event.

The Secretary will distribute minutes of the previous year's AGM for preview.

The Treasurer will present the Annual Financial Report and Officers will be elected. Pertinent discussion by Members will be invited. Planning for upcoming events may be included.

Standard Yearly Social Events may include the following:

Valentine's Dance—February

Teachers' Appreciation Party—May/June

Holiday Refreshments at class—December

ARTICLE VII. FINANCIAL MANAGEMENT

The fiscal year for DCHSCDS begins on January 1 and ends on December 31 of that year.

All money raised by, or on behalf of, DCHSCDS is used to further the objectives of the group and for no other purpose.

All DCHSCDS funds must be kept in federally insured financial instruments, which will be disclosed during the Treasurer's report at the AGM. There must be a checking account for payment of all expenses. All accounts must be in the name of DCHSCDS.

The Treasurer has signature authority over DCHSCDS's accounts. A second member must also have simultaneous signature authority; however, under no circumstances may two members from the same household hold signature authority during the same term.

If the Treasurer cannot be present at an event to collect fees and pay bills, the Treasurer arranges in advance for another Officer or Member to perform these tasks.

ARTICLE VIII. CLASS FEES

Members and any guests or other attendees pay the weekly class fee, special party admissions and admissions to any other paid event.

Teachers do not pay class fees or admission fees.

Spectators do not pay class fees or admission fees.

Class fees are set by the CoM. Admission fees to other events are determined by the Coordinator of that event, with the approval of the CoM.

ARTICLE IX. ACTIVITY COORDINATOR

At the start of each fiscal year, the CoM may appoint an Activity Coordinator(s) from among the Members to organize the regular supporting activities of the Group. These activities include, but are not

limited to, class refreshments, organizing the annual dance, arranging for the teacher appreciation party and participating in the planning of occasional other special events. This person has the power to form a committee(s) in the event that additional manpower is required.

These appointments automatically terminate at the end of the fiscal year, but may be renewed each year for as long as a Member desires to volunteer for the same activity. Activity Coordinators are subject to CoM supervision.

ARTICLE X. TEACHERS

Ideally, DCHSCDS teachers will hold the Teachers Certificate of the RSCDS or have successfully passed Units 1-3 of the Teachers Certificate of the RSCDS.

The CoM and the DCHSCDS Teachers deliberate jointly on policies and practices that affect the Teachers and the teaching in general. They also confer on the conduct of activities with Scottish country dance content, including (but not limited to) weekly classes and dance parties. The CoM and the Teachers inform each other of all teaching-related matters that come to their separate attention. They apprise each other of any matters they believe affect DCHSCDS collegial spirit and well-being. At the Teachers' discretion, or if the CoM so requests, the Teachers may attend CoM meetings.

The Teachers will devise a teaching rotation that reflects an equitable and mutually agreeable distribution of teaching time.

All regular Scottish country dance classes are taught by certificated Teachers from our membership, to the maximum extent feasible. Certificated teachers from other Scottish country dance groups may be invited to teach on occasion.

Newly certificated Teachers from within DCHSCDS, certificated Teachers new to DCHSCDS, and certificated teachers who rejoin DCHSCDS may be invited to teach at the discretion of the incumbent Teachers and the CoM. Members who take the Candidate Class for teacher certification shall be given class teaching time, under the supervision of the certificated Teachers, as needed to further their progress in the Candidate Class.

Members with previous teaching experience, but who do not hold an RSCDS certificate, may be invited to teach at the discretion of the certificated Teachers and the CoM, under the supervision of the Teachers.

Members interested in briefing dances, selecting music, and performing other activities related to conducting a dancer-led social occasion may do so at the discretion of the certificated Teachers and the CoM, after receiving basic instruction from the Teachers.

Any member that is aware that a visitor may join the class is asked to inform the teacher(s) ahead of time, so that appropriate programming adjustments can be made. Teachers will also speak with prospective members who request information about the class.

ARTICLE XI. AMENDMENT

Any Member or Officer may propose an amendment to these Bylaws by submitting the text of the proposed amendment to the CoM. The proposed amendment is then disseminated to the Membership and remains open for discussion for the next 30 days, after which time voting takes place. If passed, the amendment takes effect immediately.

ARTICLE XII. EFFECTIVE DATE

A majority of voting members, having approved these Bylaws, as of _____, these Bylaws hereby take effect on _____.

Marjory Jones, Chair

Cyril Weatherhead, Treasurer

Deborah Hedderich, Secretary