

# THE BY-LAWS OF THE DEBONAIR DANCERS

## ARTICLE I – MEMBERSHIP

### Number of Members

The Club shall be limited to one hundred member-couples paying dues and participating frequently.

### Eligibility for Membership

Married or unmarried couples desiring to join the Club shall be sponsored in writing by a member-couple and will become prospective members.

Surviving, divorced or separated members of couples remain eligible (as set forth in the Constitution).

### New Members

Couples on the prospective member list shall be accepted for membership in order of listing, as vacancies occur. This list is maintained by the Membership Chair.

An individual sponsored in a written request from a member of a couple broken by death, divorce or separation to complete a new couple with said member shall become a member immediately.

An accepted couple or individual shall be notified of such acceptance by a member of the Board and shall become a member in good standing upon payment of any required dues to the Treasurer.

## ARTICLE II – CLUB DUES, SURCHARGES & FEES

Club dues shall be Fifty dollars (\$50.00) per year per couple or individual member(s) of a broken couple and are due and payable at the beginning of the Club Year which is April 1. New members who join between April 1 and the December dinner-dance will pay Fifty dollars (\$50.00) for the balance of the Club Year. New members who join after the December dinner-dance, but before April 1 will pay Fifty dollars (\$50.00) for the balance of the current Club year and all of the next Club year starting April 1. Membership privileges may be withdrawn if dues are not paid within 30 days of the due date.

Dinner-dance costs will be determined by the Activity Director.

The Board may levy and adjust dues, surcharges, and fees as required to maintain Club solvency and promote Club stability.

## ARTICLE III – DUTIES & RESPONSIBILITIES

### President Shall:

1. Be the Executive Officer, schedule Board meetings, set and distribute agendas, and preside at all meetings.

2. Appoint committees/individuals deemed necessary and be ex-officio member of committees.
3. Normally provide a column for the newsletter.
4. Proofread minutes of meetings.
5. Obtain insurance for Club activities.
8. Send letters of thanks to guests not joining.
7. Be authorized to sign Club checks.

Vice-President Shall:

1. Perform the duties of the President in the absence of the President.
2. Normally be submitted by the Nominating Committee to the membership to succeed the President in the following year.
3. Reserve, negotiate costs and menus, research and investigate alternative options, and be the point of contact for the caterer. Inform caterer of requested table linen colors.
4. At the Board Meeting, present to the Board the planned menu for the next dance and provide details to the Editor for inclusion in the Newsletter and Invitation.

Secretary Shall:

1. Keep minutes of the Board and Business meetings.
2. Provide copies of minutes to Club Officers and, when requested, to members.
3. Review minutes with the President, and email final edition to the Board at least a week before the next Board meeting.
4. Maintain club website, including but not limited to:
  - a. Update the home page information about upcoming dinner-dances
  - b. Receive the bimonthly newsletter from the Editor and post it on the website
  - c. Maintain the club email accounts ([info@debonairdancers.org](mailto:info@debonairdancers.org) and [reminder@debonairdancers.org](mailto:reminder@debonairdancers.org))
  - d. Update the address books of the email accounts from updated roster provided by Past President or Membership Chair.
  - e. Email a reservation reminder to all members two weeks before each dinner-dance
5. Email information to all members as requested by the President

Treasurer Shall:

1. Provide a current financial statement at the Board meetings, at the Annual Business meeting, and as requested by the President.
2. Render a fiscal year-end financial report for review by the Board and use at the Annual Business meeting.
3. Provide a proposed budget for the next year at the March board meeting.
4. Maintain the Club checkbook, and prepare checks to be used for payment of Club obligations.
5. Reserve, negotiate costs, research and investigate alternative options, and be the point of contact with the host facility.

6. Reserve, negotiate costs, research and investigate alternative options, and be the point of contact with the music provider.
7. Provide copies of monthly Club bank account register reports to the Treasurer and President.
8. Pay all bills and expenses approved by the Board.
9. Be authorized to sign Club checks.

Event Director Shall:

1. Collect and deposit all moneys received into the Club Checking account.
2. Prior to each dinner dance, provide the number of people attending to the Vice-President who will inform the caterer.
3. Prior to each dinner-dance, provide to the board a list of members, new members and guests planning to attend, total number of tables, table assignments, and floor layout of tables **by** Tuesday 5 P.M. before each dance.
4. After each dance, provide the Treasurer a category breakdown of the total bank deposit.
5. Be authorized to sign Club checks.

Associate Event Director Shall

1. Get the address labels and the return labels from the Editor. The labels go on different envelopes.
2. Pick up documents from printer and mail them to the members at least three weeks prior to each dinner-dance.
3. Send personal communications (e.g., cards, flowers, etc.) to members as directed by the Board.
4. Provide the labeled balloons for guests, table board for the entry table, and table cards for each dinner-dance.
5. Responsible for recruiting and assisting Host/Decorator Couples for each dinner-dance, and maintaining and making available an inventory of decorator items.

Editor Shall

1. Write and format the bimonthly reservation form and send to President or designee.
2. Write and format the bimonthly newsletter, edit and insert President's column, if submitted, and send to President or designee.
3. Write and format any other documents that are to be included in a mailing and send to President or designee.
4. Send all finalized documents to the printer, and finalized newsletter to the Secretary for posting to club's website.
5. Prepare and print envelopes or labels for mailings and provide to Associate Event Director.

Past President or Membership Chair Shall:

1. Receive and process requests for Club membership.
2. Provide prospective members with membership information and applications

3. Respond to inquiries about membership.
4. Communicate with new members welcoming them to the Club and directing them to the web site for copies of the Constitution and By-Laws
5. Maintain a prospective member list of former guests and report on it at the request of the Club officers or members.
6. Send updated roster to Secretary for updating the address books of the email accounts.
7. If Past President, provide advice and assistance to the President or other officers as required/requested.

Member-at-large Shall:

1. Become familiar with the duties of each Board office.
2. Upon request of the Board, substitute for, or assist, a Board officer.

#### ARTICLE IV – NOMINATIONS AND ELECTIONS

The Board shall serve as a Nominating Committee and provide names of candidates no later than the November Board meeting. The election of Club Officers shall be held at the February dinner-dance business meeting.

The names of Board nominees will be published in the January Club newsletter.

Members will be given the opportunity to volunteer or nominate others (with their concurrence) for office.

Elected Board members will take office at the March Board meeting.

#### ARTICLE V – MEETINGS

Dinner-dance Meetings

Dinner-dance meetings shall normally be in the months of February, April, June, August, October and December. Dress and Theme for each dance are:

February	Semiformal/Sweetheart Dance
April	Formal/President's Ball
June	Hawaiian/Polynesian
August	Casual/Summer Soirée
October	Semiformal/Harvest Dance
December	Formal/Holidays

Each member-couple or individual member will be mailed a reservation form to each dinner-dance and must return the completed form with a check to the Treasurer in the enclosed envelope by the requested date.

Club dues must be current to make a reservation.

Cancellations received by the Treasurer prior to 72 hours before a dinner-dance will result in full refund. If a member cancels after this time, then they will not receive a refund. A member's failure to send in their reservation in the manner described above may result in lack of table or food accommodations.

Annual Business Meeting

An Annual Business Meeting shall be called by the President. For convenience, this meeting may be combined with the February dinner-dance meeting.

Board Meetings

The Board shall normally meet at least five weeks prior to each dinner-dance. A favorable vote of a simple majority of the members of the Board shall prevail on matters brought before the Board.

ARTICLE VI – AMENDMENTS TO THE BY-LAWS

The By-Laws may be amended in accordance with the following procedure:

1. An amendment may be proposed by any member or group of members.
2. The proposed amendment will be reviewed at a meeting of the Board.
3. After review and with a seconded motion, the proposed amendment may be approved by a simple majority vote of the Board.
4. An approved amendment shall take effect immediately unless specifically provided otherwise.

ARTICLE VII – RULES OF ORDER

Any Club parliamentary procedure not specified in the Constitution or By-Laws shall be conducted in accordance with Robert’s Rules of Order.

These revised By-Laws were adopted by the Board of Directors of the Debonair Dance Club in its regular meeting on September 10, 1996 and amended at regular meetings on March 4, 1997, November 4, 1997, May 4, 1999, November 9, 1999, January 4, 2000, March 7, 2000, November 13, 2001, March 11, 2003, March 2, 2005, November 2. 2005, August 14, 2008, and, August 26, 2010. Article III was updated and approved by email vote on April 2. 2013

*W.G. A. Murray*  
*J. Clark-Moore*  
*Christa Johnson*  
*Joey W. Janni*

*Pres. 25 June 2023*  
*Co-President 3, June 2023*  
*Co Vice President 4/3/2023*  
*Treasurer 6/5/2023*