

BYLAWS of The SAGE Swingers, Inc.

Article I NAME

The name of this organization shall be The SAGE Swingers, Inc. (Also known as “The SAGE Square and Round Dance Club”.)

Article II PURPOSE

Section 1. The purpose of The SAGE Swingers, Inc. (aka “The SAGE Square and Round Dance Club”) shall be to encourage and promote Square and Round Dancing in general, together with complementing activities, in a spirit of friendliness and good fellowship under Title 13-B MRSA §403 as a nonprofit corporation. The corporation is organized exclusively for charitable, educational and physical activity purposes under §501(c)7 of the Internal Revenue Code, or the corresponding section of any future tax code.

Section 2. The corporation shall have all the powers, privileges and limitations granted to similar corporations under the general laws of the State of Maine.

Article III MEMBERSHIP

Section 1. General

Prospective members a) must have completed a series of square dance lessons consisting of the program adopted by the Board of Directors, or a year of round dance instruction and b) must be invited to join by a board member.

Section 2. Classes of members

A. Adult Membership

Adult membership will be issued annually to those members 17 years and older. Adult members are entitled to full participation; to hold office, to attend meetings, workshops and events, make motions, speak in debate, and vote.

B. Junior Membership

Junior membership will be issued annually to those members ages 12 through 16. Junior members are entitled to full participation, except the right to hold the position of any club officer or director, or to vote.

C. Honorary Membership

Honorary membership may be conferred by the Board of Directors upon any person whose interests, association, or contributions towards the purpose of this club shall have merited such distinction. Honorary members are entitled to full participation, except they will not be required to pay dues.

D. Supporting Membership

Supporting membership shall be 50% of the cost of annual adult membership. Supporting members are entitled to limited participation - receiving the newsletter and attending special events. They are not entitled to make motions, hold office or vote.

### Section 3. Duties of members

The success of any club depends on the cooperation and participation of its membership, with harmony being its strength and support. To obtain this end, as well as to fulfill the purpose of this club it seems reasonable to expect the following minimal requirements:

- A. Members are encouraged to actively support club dances and club programs.
- B. Members shall be courteous and friendly to guests, doing whatever is necessary to see that guests have the opportunity to dance by offering to be a partner or ceding to another couple.
- C. Members are expected to serve on committees, assist with refreshments, and are encouraged to serve in any club capacity or function when asked.
- D. After consenting to be a nominee, members are expected to accept an office when duly elected except in those cases where hardship can be demonstrated.
- E. Members are encouraged to wear their club badge or name tag at all dances, and to dress appropriately. Street shoes must not be worn on dance floors.
- F. Members shall not use intoxicants prior to or during club dances and shall discourage guests from doing so.
- G. Members are encouraged to intermingle with other members and the guests to promote the goodwill of the club.
- H. Members are encouraged to visit other clubs whenever possible, thus acting as ambassadors of goodwill for The SAGE Swingers, Inc. (aka SAGE Square & Round Dance Club)
- I. Members are encouraged to practice good personal hygiene so as not to offend others.
- J. Members are encouraged to assist new students following the generally accepted guidelines for Angels. (See SAGE Policy and Procedures Manual)

## Article IV DUES AND FINANCE

### Section 1. Dues

- A. Dues for all membership classes shall be set by the Board of Directors. Memberships expire on April 30 and become payable during the month of May each year.
- B. New members Joining after March 1<sup>st</sup> will have their membership terms extended to expire on April 30<sup>th</sup> of the following year. All new members shall receive a copy of the bylaws and any other currently used guidance documents.
- C. If a member in good standing passes away, the dues for the surviving spouse/partner will be waived for the following two years.

D. After September 1<sup>st</sup> of any current year any member whose dues are unpaid shall be considered inactive and shall lose all membership privileges.

E. Loss of membership may be exacted upon determination by the Board of Directors that such action is warranted in the best interests of the club.

## Section 2. Activity Fees

Admission charges for activities shall be determined by the Board of Directors. Whenever possible, consistent with good management and the financial condition of the club, members will be given a reduction in the cost of the activity relative to the cost of non-members.

## Section 3. Audit of Treasurer's Books

The Treasurer's books shall be audited annually, by a member appointed by the President. The auditor shall submit a written report to the president prior to the annual meeting.

## Section 4. Fiscal Year

The Fiscal Year shall be May 1 thru April 30.

# Article V OFFICERS AND DIRECTORS

## Section 1. Officers

The officers of this club shall consist of a President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary.

## Section 2. Election of Officers

The officers shall be elected by a majority vote at the annual meeting and shall serve for a term of one year. Only adult or honorary members shall be eligible to serve as club officers.

## Section 3. Vacancies

A. In the event of an office vacancy other than that of the presidency, the remaining Board members shall fill the vacancy from the adult or honorary members, either by election or by interim appointment, at its discretion. Such an election or appointment shall be limited to the remainder of the current term of office.

B. In the event of a vacancy in the Presidency, the remaining Board members shall have the option:

1. of having the Vice-President assume the duties.
2. of electing a president from within the Board of Directors to fill the vacancy.
3. of calling a special meeting of the members for the purpose of electing a president.

## Section 4. Duties of Officers and Directors

The President shall preside at all club and Board of Directors meetings and serve ex officio as a member of all committees except that of the nominating committee. The President shall appoint and/or remove members of all standing committees, represent the club at meetings with other clubs or organizations,

supervise the booking of callers and cuers as a member of the Caller/Cuer Committee, call special meetings if necessary, oversee club workshops and dances, encourage travel to other clubs, and perform such other duties as are incumbent on the office.

The Vice-president shall work closely with the President, become familiar with the various phases of the club's operation, and otherwise assume the duties of the president during a period of temporary absence of the President. The Vice president shall be custodian and maintain an inventory of all club property. The vice-president shall work with the club caller to oversee the class members and teach them about the club's history and culture, encourage their attendance and participation in club workshops and activities and plan the class graduation. With the assistance of the Publicity/ Recruiting appointee(s), plan and direct the recruiting activities of the club.

The Treasurer will be custodian of all club funds, financial records, insurance policies, etc., keep a true and perfect account of same, collect all dues and admissions, remind members of delinquent dues, pay all bills, act as financial advisor to the Board of Directors, maintain an active membership list, order all badges, and perform such other duties as are generally incumbent on the office. The Treasurer shall present a financial report at meetings of the Board of Directors, and report at the annual meeting summarizing the year's activity. The Treasurer must arrange for at least one other officer or director to have check signing authority and access to the on-line account.

The Corresponding Secretary shall handle all correspondence of the club as directed by the President, acknowledge inquires, and perform such other duties as are incumbent on the office. This secretary shall present a report of these activities at Board meetings.

The Recording Secretary shall record the proceedings of all meetings, keep accurate minutes of same, maintain a list of the standing committees, keep a true record of the bylaws and perform such other duties as are consistent with the office. This secretary shall prepare copies of the minutes for the President and for the Vice-president. Upon completion of term of office, all records and reports shall be turned over to the incoming Recording Secretary.

The Directors will assist the officers and the club in the following areas. The president, in consultation with the Vice-president, shall assign at least one of the following tasks to each of the six Directors or delegate responsibility to a club member:

A. Hospitality / Special Events Coordinator – oversee the hospitality services at club dances and workshops; be responsible for associated supplies and hosts/hostesses. Will also oversee and coordinate special club events, such as anniversary dances, special dances, etc.

B. Dance Network – be responsible for organizing carpools and dinners for attendance at conventions or other club's events.

C. Publicity & Recruiting - provide the publicity program of the club for demos, workshops and dances. Shall seek opportunities to bring public attention to square and round dance activities, including demos and providing entertainment at events.

D. Newsletter – assists the president in preparing and sending of club newsletters, and help with publicity as needed.

E. Round Dance Coordinator – shall act as liaison for the club during round dance workshops and any other round dance concerns. Serves on the Caller / Cued Committee.

F. EDSARDA (Eastern District Square & Round Dance Association Inc.) and NSSARDA (North Shore Square and Round Dance Association Inc.) – perform duties as delegates for the club for either regional association.

G. Maine Federation – perform duties as a delegate for the club in matters of this state association.

H. Registered Agent – The position of Registered Agent will be appointed by the President with the concurrence of the Board of Directors. The Registered Agent will be responsible for filing the necessary reports for this non-profit corporation with the Secretary of State of Maine. The Registered Agent will maintain a file of all corporate papers and notify the Secretary of State of any change of Club or Agent address.

## Article VI MEETINGS

### Section 1. Quorum

A quorum for all annual and special meetings shall consist of twenty-five percent (25%) of the Adult and Honorary members.

### Section 2. Annual Meeting

The annual meeting shall be held in the month of May at a time and place designated by the Board of Directors. All members shall be notified in writing of the time and place at least thirty (30) days prior to such a meeting.

### Section 3. Special Meetings

Special meetings of the club may be called, as follows:

A. By the President

B. By direction of a majority vote of the Board of Directors.

C. By presentation to the President or the Board of Directors of a written petition to hold a meeting, signed by any ten (10) club members.

Ten (10) days written notice must be given to all members in advance of such meetings.

### Section 4. Order of Business

The standard order of business as stated in the parliamentary authority adopted by the club will be used (Roberts Rules of Order Newly Revised, current edition aka RONR). The order may be altered by the rules in RONR.

The presiding officer calls the meeting to order and establishes the existence of a quorum.

Reading and Approval of Minutes

Reports of Officers, Boards and Standing Committees

    Treasurer's Report

    Corresponding Secretary

Reports of Special Committees

Special Orders

Unfinished Business and General Orders

New Business

Establish time and place of next meeting

Adjournment

## Article VII Board of Directors

### Section 1. Directors

The Board of Directors shall consist of the five (5) club officers plus six (6) Directors.

### Section 2. Responsibilities

The activities of this club shall be administered by a Board of Directors whose responsibilities are: to plan and conduct the club programs; to promote the purpose of the club; to handle the affairs of the club; and to perform such other duties as may be assigned to it under these bylaws, or that are expected of it by common usage. The Board shall review these bylaws at least once every five (5) years.

### Section 3. Board Meetings

A. Regular meetings shall be held monthly at a time and place designated by the Board of Directors, unless determined as being unnecessary by the Board. All club members may attend these meetings, but they may not vote.

B. Special meetings of the Board may be called by the President, or by any three (3) members of the Board acting in unison, provided that at least three (3) days' notice is given in advance to all directors.

C. A quorum for any Board meeting shall consist of six (6) members.

### Section 4. Election of Directors

A. The Directors shall be elected by a majority vote at the Annual Meeting and shall serve for two (2) years.

B. Three (3) Directors will be elected each year to serve for two (2) years. This will provide continuity by overlapping the terms of office. Only Adult or Honorary members shall serve on the Board of Directors.

C. Vacancies

Any vacancy which may occur during the year among the six Directors may be filled by an Adult or Honorary member duly elected by majority vote of the remaining Board of Directors.

D. Forfeiture of Directorship

Any member of the Board of Directors who is absent from three (3) consecutive meetings, or who is absent from a total of five (5) meetings during the year, becomes subject to removal from office. The remaining Board members shall examine the circumstances surrounding such absenteeism, and then take such actions as are deemed necessary in the best interest of the club.

Article VIII Committees

A. Nominating Committee

The Board of Directors shall appoint the nominating committee chairman. The chairman shall then select the other committee members or request the Board to do so. The nominating committee shall consist of not fewer than three (3) members.

B. Caller - Cuer Committee

The President shall appoint a Caller Committee chairman, a Round Dance Coordinator and at least one other current club member to assist the chairman in the duties associated with selecting and securing callers and cuers for club events. Contracts for callers and cuers may be signed only after Board approval. The Committee shall be responsible for securing signed contracts and following up with Callers and Cuers the week prior to a dance or event.

The Caller Committee shall negotiate an agreement for teaching services with a caller and cuer for the coming teaching year upon approval by the Board.

C. Site Committee

The President shall appoint a Site Committee. This committee will research and locate event sites, negotiate fees, and assure access to events. Contracts must be approved by the Board before signing.

D. Other Committees

The President or Board may establish other committees as may be appropriate and warranted.

Article IX Dissolution

At a meeting especially called to consider the matter, this club can be dissolved by a two-thirds (2/3) vote of the members present at a meeting called for that purpose with not less than fourteen (14) days' notice. A proposed motion to dissolve the corporation must be submitted to the Secretary in advance to be sent out with regular Board announcements.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) of the internal revenue Code, or the corresponding section of any

future federal tax code and/or State Statutes. In no case shall a club member, active or former, be a recipient of any portion of said distribution.

#### Article X Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Corporation may adopt.

#### Article XI Amendment

These bylaws may be amended **or revised** at any regular or special membership meeting provided the following conditions are met:

The membership shall be notified at least thirty (30) days prior to said meeting.

The membership has been sent a complete text of the proposed amendment **or revision**.

The proposed amendment **or revision** is adopted by a two-thirds (2/3) vote of the members present.

**Adopted 03/25/2025 at Special Members' Meeting**