

HUNTERDON FLUTTERWHEELS SQUARE DANCE CLUB  
BYLAWS  
AMENDED JULY 30, 2016

ARTICLE I – NAME

The name of this non-profit organization, under laws of the State of New Jersey, shall be the Hunterdon Flutterwheels Square Dance Club, hereinafter “Flutterwheels”.

ARTICLE II – PURPOSE

The Flutterwheels is formed to provide an opportunity for members to enjoy dancing together in a spirit of friendliness and cooperation and to share in the responsibilities.

ARTICLE III – MEMBERSHIP

Section I: Requirements for membership:

- a. Prospective members, other than those having completed square dance lessons sponsored by the Flutterwheels, must have attended three Flutterwheels dances or events to be eligible for membership;
- b. Prospective members must be able to dance, at a minimum, at the Mainstream level; and
- c. New members shall pay dues plus the cost of the Flutterwheels badge upon acceptance to membership.

Section II:

The approval of three members of the Executive Board shall be required to confer membership on eligible applicants.

Section III:

Membership shall be valid as long as a member remains in good standing and pays dues annually, at or before the first Flutterwheels dance in September.

Section IV:

Membership is not transferable.

Section V:

- a. In the interest of promoting square dancing and a positive atmosphere, members are expected to maintain appropriate dress and proper social behavior.
- b. Anyone appearing to be under the influence of alcohol or recreational drugs or acting inappropriately at Flutterwheels dances or events shall be asked to leave. Revocation of membership may result.

Section VI:

Membership may be revoked for cause by a simple majority vote of the Executive Board.

Section VII:

New Flutterwheels members shall receive a copy of the bylaws.

ARTICLE IV – OFFICERS

Section I:

- a. The officers of the Flutterwheels shall be: President, 1st Vice President, 2nd Vice President , 3rd Vice President, Secretary, Treasurer, and Epicurean .
- b. Any office may be held by two persons, who will serve as co-officers.
- c. The officers shall serve without compensation except that they shall be entitled to reimbursement for all expenses reasonably incurred in the discharge of their duties.

Section II: The duties of the officers shall be as follows:

- a. The President shall:
  - Preside at Flutterwheels general membership and Executive Board meetings and ensure that all business is covered;
  - Ensure that the policies and programs formulated by the Executive Board are executed;
  - Make announcements at dances;
  - Be a spokesperson for the Flutterwheels;
  - Be an ex-officio member of committees;
  - Initiate suitable action in emergencies; and
  - Solicit written reports from officers, committee chairs and appointed positions on an annual basis.
- b. The 1st Vice President shall:
  - Assume duties of President in case of absence;
  - Assist in the duties of President as directed by President;
  - Maintain a calendar of administrative tasks;
  - Be an ex-officio member of the auditing committee;
  - Ensure that the Flutterwheels remains in good standing with the Northern New Jersey Square Dance Association (NNJSDA);
  - Ensure that the Flutterwheels maintains affiliated status with other organizations, including, but not limited to, the Hunterdon County Division of Parks and Recreation; and
  - Act as Parliamentarian.
- c. The 2nd Vice President shall:
  - Act as class coordinator, including establishing level and number of classes and time frame, setting up hall for classes, ordering class materials, managing angel participation, and maintaining attendance records of students and angels; and
  - Manage one or more open house events annually, including scheduling Flutterwheels caller and room, and managing collection of fees.

d. The 3rd Vice President shall:

- Send annual dues notices to Flutterwheels members and manage collection of dues;
- Maintain the official membership list and list of standing committees and appointed positions;
- Manage items in connection with new recruits, including, but not limited to, maintaining a Flutterwheels membership application form, managing the application process, and ordering Flutterwheels badges; and
- Be an ex-officio member of the Publicity Committee.

e. The Secretary shall:

- Record and maintain accurate records of Flutterwheels meetings and business proceedings;
- Distribute meeting minutes to Flutterwheels members;
- Send correspondence on behalf of the Flutterwheels;
- Keep a copy of the bylaws, permits, job descriptions, and other official Flutterwheels documentation; and
- Archive records and act as Historian.

f. The Treasurer shall:

- Be custodian of all funds, banking accounts, and financial documents;
- Keep a record of the attendance of all members and guests at Flutterwheels dances and events, and manage the collection of fees;
- Deposit all incoming funds into Flutterwheels bank account and reconcile;
- Promptly pay via check Flutterwheels invoices for budgeted or pre-approved expenditures;
- Reimburse by cash or check Flutterwheels members' budgeted or pre-approved expenditures that are accompanied by supporting documentation; and
- Provide financial reports at Flutterwheels meetings, at the request of an officer, and at the end of his/her term of office.

g. The Epicurean shall:

- Oversee refreshments and supplies;
- Keep an inventory of supplies and replenish as needed;
- Coordinate set-up/clean-up crews for Flutterwheels dances, appointing members if necessary; and
- Provide direction to the set-up/clean-up crews.

### Section III:

Advisor: The past president shall serve as Advisor to the Executive Board and shall be a non-voting participant.

## ARTICLE V – EXECUTIVE BOARD

Section I: The officers and Advisor shall comprise the Executive Board.

Section II: The Executive Board shall:

- a. Formulate policies and programs and, with the help of the committees and appointed positions, carry out the business of the Flutterwheels;
- b. Set membership dues, dance and event fees and policies annually;
- c. Approve the budget annually;
- d. Authorize non-budgeted and out-of-scope expenditures;
- e. Approve the banking institution for the Flutterwheels accounts;
- f. Appoint or re-confirm annually one or more ASCAP-BMI licensed square dance callers as class teacher(s);
- g. Fill any vacancy in an elected office by appointment;
- h. Assign other duties to officers as needed;
- i. Meet, at a minimum, twice per fiscal year: In January to confirm and/or appoint committee chairs and positions and in July to set the annual budget, set dues and fees and related policies, and appoint or re-confirm the Flutterwheels caller(s). The July meeting shall serve as the transition meeting and all new incoming officers shall also attend and have a vote;
- j. Appoint the following committees:
  - Nominating Committee: To consist of chairperson and two members;
  - Publicity Committee: To promote the Flutterwheels and publicize events; and
  - Auditing Committee: To audit the books annually and at each change of Treasurer, and to verify that all transactions have been completed annually to keep the Flutterwheels entity in good standing;
- k. Appoint the following positions:
  - Registered Agent: To maintain the corporation in good standing with the State of New Jersey, the Federal Government, and other local agencies;
  - NNJSDA Delegates and Alternate Delegates: To represent the Flutterwheels at NNJSDA meetings and report back to the Executive Board;
  - Others, which may include, but are not limited to: Grand Square Reporter, Caller Scheduler, Hunterdon County Park Liaison, Parking Coordinator, Raid Coordinator, and Webmaster;
- l. Appoint ad-hoc committees and/or positions as needed; and
- m. Remove committees and/or positions when warranted.

Section III:

- a. To transact business, a quorum of a simple majority of the Executive Board shall be required.
- b. Each officer or co-officer shall have one vote.
- c. Motions shall be passed by a simple majority vote of those present and voting.
- d. If warranted, committee members, appointed positions, or others may be invited to participate in Executive Board meetings as non-voting participants.

## ARTICLE VI – ELECTION OF OFFICERS

### Section I:

- a. Election of officers shall take place on an annual basis.
- b. Election shall be by a simple majority vote of the members present; the vote shall be by secret ballot whenever a contest occurs.
- c. Officers shall take office at the start of the new fiscal year and serve for a period of one year.
- d. Officers may not serve more than three (3) consecutive terms unless candidacy for an additional term has been approved by a simple majority vote of the Executive Board.

### Section II:

- a. The Nominating Committee shall present the slate of new officers at the first dance in May. Additional nominations may be made thereafter with the approval of the nominee(s).
- b. The Nominating Committee shall present the final slate of new officers at the second dance in May for vote.

## ARTICLE VII – AMENDMENTS

### Section I:

Amendments to these bylaws may be proposed by Executive Board action, or by petition of the membership containing signatures of 25 percent of the membership.

### Section II:

The bylaws may be amended by simple majority vote of Flutterwheels members present at a general membership meeting for which there has been a minimum of thirty calendar days advance notice given. Ratified amendments shall take effect immediately.

## ARTICLE VIII – MISCELLANEOUS

### Section I: Fiscal Year

The Flutterwheels fiscal year shall be from September 1 to August 31.

### Section II: Delivery of Documents and Notices

Written documents or meeting notices shall be delivered to the membership either personally or by regular or electronic mail. If mailed, the document shall be deemed to be delivered when deposited in the United States mail with postage prepaid addressed to the member at his/her address as it appears on the membership roster.

### Section III: Hiring of Callers

All callers employed by the Flutterwheels must be ASCAP-BMI licensed.

## ARTICLE IX – DISSOLUTION

If the Flutterwheels disbands, all accumulated funds in excess of liabilities shall be donated to a recognized charity, approved under Section 501(c)(3) of the IRS code and selected by the Executive Board.

The Flutterwheels nonprofit organization shall be dissolved in accordance with State of New Jersey regulations and the Employer Identification Number (“EIN”) shall be cancelled in accordance with Federal regulations.

Amended June 4, 1974

Amended October, 1978

Amended September 15, 1989