

# Bylaws of the Kansas City Lindy Hop Society

## Article I: Name of the Organization

The name of the organization shall be the Kansas City Lindy Hop Society. It shall incorporate under Missouri statutes for non-profit corporation status. Throughout this document, the Kansas City Lindy Hop Society shall be referred to as KCLHS.

## Article II: Purpose of the Organization

**Section A. Mission:** KCLHS is a non-profit organization designed to promote and expand the education and enjoyment of lindy hop and other vintage swing dances within the greater Kansas City community.

**Section B. Objectives:** KCLHS will carry out its mission by providing education for new dancers and advanced training for experienced dancers; demonstrations for people interested in learning about swing dancing, including lectures and lessons at community schools; and facilitating special events to sustain and increase interest and participation in lindy hop and other vintage swing dances.

## Article III: Statements of Position

**Section A. Different Styles of Swing:** KCLHS promotes the enjoyment of all vintage swing styles, including, but not limited to, east coast swing, lindy hop, blues, balboa, charleston, and collegiate shag. As an organization, it will attempt to provide opportunities for furthering the development in these skills.

**Section B. Different Styles of Dancing:** KCLHS promotes the enjoyment of and participation in all dance forms. Although the organization's focus is on vintage social swing dancing, it supports the pursuit of other dancing opportunities.

**Section C. Education:** Through the sharing of knowledge, teaching ensures the future of swing. KCLHS should strive for the highest quality of lessons, which provide accurate and fun curriculum. The organization will extend its knowledge of swing to members of the Kansas City community.

**Section D. Performing:** Performing allows dancers to share their love of the dance with the audience. It is an integral part of KCLHS because it raises awareness about swing dancing and helps keep it alive.

**Section E. Technique:** Since good technique is at the foundation of social dancing and will allow dance outside of the organization, KCLHS will strive to improve understanding and execution of good technique on the social dance floor and in performances. This will be accomplished through the result of applying the fundamental concepts of connection, balance, center, lead/follow, frame, and conservation of movement/momentum.

**Section F. Aerials:** Aerials or air steps, generally when one partner is lifted, thrown, or dropped by the other partner, are only allowed in workshops and classes where being taught with spotters present, in performances, and in "jam circles." Aerials are not appropriate moves for the social dance floor. KCLHS is not responsible for any injury resulting from the use of aerials.

## Article IV: Board of Directors

### Section A. Purpose and Structure:

1. The Board of Directors is oversees the general direction and policy of KCLHS, delegates day-to-day operations to committees.
2. The board shall have up to 12 but no fewer than four members. The Board of Directors will always include, but is not limited to, the President, Vice President, Secretary, and Treasurer.
3. Membership on the KCLHS board of directors is open to any individual who subscribes to KCLHS's mission statement.

### Section B. Officers:

#### 1. Officer Positions and Duties

*(a) President:* The president shall preside over and run all board meetings. It is the president's responsibility to organize regular officer meetings. In the event that the President is unable to preside over meetings, s/he will arrange for another board member to take this role in the order of Vice President, Secretary, or Treasurer. S/he is responsible for preserving the vision of KCLHS as a whole. The president will oversee and delegate responsibilities to the officers in order to maintain the goals of the group and will work with officers to create objectives to achieve organizational goals for each year.

*(b) Vice President:* The vice president will assist with presidential responsibilities and assume the role of president if the president is unable to act as president. It is the vice president's responsibility to serve as mediator and ensure meetings run smoothly. The vice president will be expected to chair committees on special subjects as designated by the board.

*(c) Secretary:* The secretary shall design meeting agendas, take minutes at meetings, report the agenda and minutes through email, send out meeting announcements, and assure that corporate records are maintained

*(d) Treasurer:* The treasurer shall keep track of and record all monetary transactions. S/he will assist in the preparation of the budget, collect dues, maintain the checking account, report all spending to board members, pay bills, allocate funds, keep track of receipts, reimburse board members for approved KCLHS's purchases, provide change for any KCLHS events involving monetary transactions, and fill out all official monetary paperwork. The treasurer will also chair the finance committee and be consulted regarding purchases and sales involving KCLHS's funds. It is the treasurer's responsibility to present a report at each board meeting.

*(e) Human Resources Director:* The Human Resources director will be responsible for chairing the human resources committee.

*(f) Education Director:* The education director shall be responsible for chairing the education committee.

*(g) Marketing Director Marketing Director:* The marketing director will chair the marketing committee.

**(h) Director-at-Large:** Up to five directors-at-large may serve on the board. The director-at-large will be responsible for attending board meetings and serving on committees as designated by the board.

**2. Terms of Office** All officers will serve one-year terms and may serve unlimited, consecutive terms.

### **3. Nominations and Elections**

(a) The board of directors will announce the opening of nominations. Any board member may make nominations for the open office positions by submitting the name/s of the nominated to the secretary. Self-nomination is permitted. Nominations will open four weeks prior to the election date and close two weeks before the election date. Notification of nominations will be sent to all board members one week prior to the election date.

(b) Offices will be filled by elections held at the annual election meeting in August. Directors will be elected by a simple majority of the current board members present at the annual meeting. Elections take place in the following order: President, Vice-President, Secretary, Treasurer, Human Resources Director, Marketing Director, Education Director, and Director-at-Large. Write in votes will be accepted for positions with no nominees. Election results will be sent out within two weeks of the election. New officers assume their roles two weeks after the elections.

### **4. Meetings**

**(a) Board Meetings:** The board shall meet at least monthly, at an agreed upon time and place. Notice of meeting shall be given in writing through email or U.S. mail to each member of the board not less than two weeks prior to the meeting.

**(b) Special Board Meetings:** Special board meetings shall be called upon the request of a committee chair, or one-third of the board. The secretary shall send out notices of special meetings to each officer at least two weeks in advance. The board may have a special meeting with less notice as long as all board members are contacted about the meeting and it is confirmed that two-thirds of the board can meet.

**5. Quorum** A quorum will be defined by at least two thirds of officers for business transactions to take place and motions to pass.

**6. Resignation and Removal of Officers** Resignation from the board must be submitted in writing to the Secretary. Petition to remove an officer may occur under one of the following circumstances: absences, duties, or behavior. Removal will be approved by a two-thirds vote of the remaining officers.

**(a) Absences:** An officer shall be terminated from the board due to more than two unexcused absences from board meetings in a year.

**(b) Duties:** An officer may be removed for failure to adequately perform duties by a two-thirds vote of the remaining directors.

**(c) Behavior:** An officer may be removed if his or her behavior casts an unfavorable image on KCLHS or such behavior threatens the organization.

**7. Vacancies** When a vacancy exists on the board, the secretary will take nominations for the vacancy from present officers two weeks in advance of a board meeting. These nominations shall be sent out to officers with the regular board meeting announcement, to be voted upon at the next board meeting. The newly elected officer will finish the remainder of the current term and will be required to follow the normal election policy defined above to serve another term.

## **Article V. Committees**

### **Section A. Committee Formation:**

**1.** The board of directors shall be empowered to create committees as needed. The president will appoint committee chairs.

### **Section B. Standing Committees:**

**1. Finance Committee** The treasurer is the chair of the finance committee. The finance committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other Directors. The board must approve the budget and all expenditures. The board must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be available upon request.

**2. Marketing Committee:** The marketing director is the chair of the marketing committee. The marketing committee is responsible for ensuring the consistency in the KCLHS brand image, maintaining a style book to be used as a reference for creating communication pieces, maintaining a media list, and creating communication pieces.

**3. Education Committee** The education director is the chair of the education committee. The education committee serves in an advisory capacity on matters related to developing community education and facilitating educational events in the form of workshops, lessons, demonstrations, and lectures. The education committee is responsible for working with instructors to develop curricula for KCLHS. The education committee is responsible for recruiting and training instructors for KCLHS educational events.

**4. Human Resources Committee:** The human resources director is the chair of the human resources committee. The committee is responsible for recruiting, providing volunteer data to the secretary, and providing a program to recognize volunteers.

### **Section C. Accountability:**

**1.** All committees shall be headed by a chairperson whose position is either provided for in these bylaws as a duty of his/her office or appointed by the board of directors. Committees shall be charged with the planning and organizing of programs in their respective areas. Every committee shall be responsible to the board of directors, and through its respective chairman, it shall report on its activities in meetings.

### **Section D. Eligibility to Serve on Committees:**

- 1.** The committee chairperson will appoint committee members.
- 2.** Any interested party may volunteer to serve on a committee.

## **Article VI. Volunteers**

### **Section A. Eligibility:**

1. Any interested party may serve as a volunteer.

### **Section B. Volunteer Opportunities:**

1. Volunteers may stand in and speak in meetings, but do not have voting privileges.

2. Volunteers may assist committees with operational tasks such as working the door at an event or helping with set-up and takedown at an event.

## **Article VII. Finances and Financial Actions**

### **Section A. Contracts:**

1. The board of directors may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or confined to specific instances.

### **Section B. Payment:**

1. All checks, drafts, or other orders for the payment of monies, notes, or other evidences of indebtedness issued in the name of the organization shall be signed by an officer or officers of the organization as given authority by the board of directors.

### **Section C. Deposits:**

1. All funds of the organization shall be deposited after money making events to the credit of the organization in such banks, trust companies, or other depositories as the board of directors may select.

### **Section D. Gifts:**

1. On the behalf of the organization, the board of directors may accept any contribution, gift, bequest, or devise for the general purpose or for any specific purpose of the organization.

## **Article VIII: Amendments**

### **Section A. Proposals:**

1. Directors may bring amendments before KCLHS. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements.

## **Section B. Provisions:**

1. Amendments must be passed by a two-thirds majority vote of the Board of Directors when a quorum is present.

## **Article IX : Ratification**

These bylaws were approved at a meeting of the board of directors by a two-thirds majority vote on 28 July 2007 and are effective immediately.