

Bylaws of Bradford Country Squares

Revised October 2025

Article I – Name

The name of this organization shall be “The Bradford Country Squares” a square and round dance club.

This organization shall be a non-profit organization registered with the state of New Hampshire.

Article II – Purpose

Bradford Country Squares is formed to provide a venue for dancers of ‘Modern Western Style Square Dancing’ and ‘Round Dancing’. To enjoy dancing together in the spirit of cooperation and friendship.

Article III – Membership

We will follow CALLERLAB programs. Any dancer who has graduated from a program of instruction by CALLERLAB or can demonstrate equal skill shall be welcome.

Membership is valid for the club’s fiscal year for which annual dues have been paid.

Membership entitles the dancer to wear the club badge to represent the club functions of other clubs, to receive club Newsletters and notifications, vote at club business meetings, and service as a club officer. They can attend annual business meetings, holiday parties and other sponsored events at no charge. While non-members attending these events are required to pay our normal fee.

Members are asked to maintain proper social behavior at all club activities as this reflects upon the club.

Members appearing at any club activity under the influence of alcohol or debilitating drugs shall first be warned and then dropped at failure to cooperate.

If members have a conflict between each other, it should be dealt with privately. If a resolution cannot be made, then a member of the board should be notified to intervene.

There shall be no emails or posting on social media by members that contain confidential or sensitive information, including harassing, bullying or threatening to others.

Article IV – Dues

The amount for annual dues shall be established by the executive board and shall be payable for the next fiscal year following the annual business meeting.

If annual dues are not received by the end of September, the person's membership shall be considered to have expired and membership privileges shall cease.

Article V- Officers

Officers shall be elected for a one-year term at the club's annual business meeting.

The club's elected officers shall constitute the club's executive board. Three or more board members shall be a quorum necessary to legally conduct business at a meeting.

The club caller may be invited to attend board meetings but may not vote.

The club's elected officers shall be President, Vice-President, Treasurer, Secretary and Public Relations Director. These officers shall comprise the club's Executive Board. They may serve as individuals or as a couple titled Assistant Officer. If there is an Assistant Officer position, only one officer is allowed to vote. Therefore, each position gets one vote only. All non-board members will be requested to leave the room when the board votes on motions at board meetings. The Executive Board shall establish a program for instruction at weekly workshops after consulting with the club caller. This should take place at the meeting following our September dance when the new class composition has been established.

Duties of Officers

President: Presides at club and Executive Board meetings, Is ex- officio member of all sub-committees. Is responsible for notifying members and any affected parties, including callers and cuers of any cancellations (due to emergency situations) to scheduled events. Is responsible for announcements at club functions. Has the authority to sign contracts on the club's behalf, after a vote of approval by the board. Can act for the club in temporary emergencies.

Vice President: Assumes duties of the President when the President is not available. Acts as Parliamentarian – consultant on rules of order in meeting and voting, in conjunction with

the President. Keeps all membership records, publishes a club roster periodically, maintains an emergency contact list, contacts members who have not been attending regularly, processes resignations and other changes, Maintains a list of honorary and life members. Orders permanent badges for members.

Treasurer: Custodian of club funds. Collects all monies, pays club bills, gives finance reports at Board Meetings, and presents a written financial report at the annual business meeting. Will have Assistant Treasurer to help with collections and payments in the absence of the Treasurer at club functions. Treasurer, President, and at least one Assistant will have official recognition for signing checks drawn on the club's account. All expenditure must be approved by vote of the Executive Board. Recurring expenses such as organizational membership fees, insurance fees, venue use fees, caller and cuer fees, need only be approved once and not have to be voted on each time unless they change drastically. Shall maintain current copies of the club's certificate of non-profit status with the state of Hampshire and certificate of insurance to be available at all club events.

Secretary: Keeps a correct record of business proceedings, discussions and announcements at board meetings and the annual club business meetings. Maintains copies of member and student list, club insurance certificates, facility agreements and club Bylaws. Maintains group email lists for the club.

Public Relations Director: Responsible for announcing club functions, placing ads and news releases in newspapers and periodicals serving the greater area that the club serves. Oversees creation and distribution of fliers publicizing club classes and demonstrations. Can establish a social media presence and bulletin board for the posting of future possible activities for the club. Reports to the board on the status of the publicity and request for approval for payments.

In addition to the Executive Board, there will also be the following sub-committees who will serve under the Officers. Sub-Committees: appointed by the Executive Board at the annual business meeting or when the position becomes open, to serve for the fiscal year. Descriptions of Sub Committees duties must be distributed to the membership at least 30 days prior to the annual business meeting for solicitation of volunteers for the position(s). Sub Committee may be invited to attend board meetings in an advisory capacity but may not vote.

The current Sub Committee positions are:

Contracts Coordinator: Responsible for drafting the schedule for the club's monthly dances in accordance with the administrative guidelines. Responsible for contracting

callers and cuers to conduct the dancing at a club dance as well as for contracting callers and cuers for special events and demonstrations the club may participate in. This person has authority to sign contracts on the club's behalf for payments up to 15% increase from the previous year to book callers and cuers. Anything above this percentage should be brought to the attention of the board. Responsible for securing a suitable venue for holding monthly club dances and negotiating on behalf of the club with the management of said venue.

Dance Host Coordinator: Responsible for seeing that there are volunteers to host the club's monthly dances who will assist in the pre-dance set up, and the clean – up and returning the venue to its pre-dance condition after the dance. See the dance host sheet for detailed instructions.

Nominating Coordinator: Responsible for drafting a slate of members to serve in the elected officer positions to be presented at the annual business meeting. Any member interested in serving should contact the nominating coordinator before the annual meeting. Nominations will also be open to the floor at the annual meeting. In the event of more than one candidate running for any elected office, an anonymous vote will take place for that position at that point. If no special elections are required, the nominating committee's slate may be voted on with one single vote. In the case that an elected office becomes vacant during the club's fiscal year, the president may call for a special all member meeting for an election to fill the position except in the case of the President vacating the position, when the Vice President automatically takes over. If both President and Vice President become unavailable, the officers can vote to appoint a temporary President until the members vote.

Sunshine Coordinator: Duties include recognizing members during both joyful and challenging times. Celebrating birthdays and achievements and offering condolences during times of illness or loss with cards, gifts and/or food. Check in with members that have not attended in a while and make temporary badges.

Article VI - Rules of Order

“Roberts Rule of Order – Revised” shall govern the conduct of all club meetings where applicable.

Article VII – Amendments

The Executive Board shall review and may revise Bylaws at least every 5 years. The Executive Board shall make recommendations to the club regarding proposed

amendments to the Bylaws and any other recommendations for the welfare of the club at the annual business meeting. Any proposed amendment to the Bylaws shall be distributed to the club members at least 30 days prior to the next business or special meeting to facilitate membership discussion. To be adopted, it must receive at least two thirds of the majority vote of the members present and will go into effect immediately.

Article VIII Fiscal Year

The club's fiscal year shall be from June first to the end of May in the following year. The annual business meeting should take place as near to the end of May as is practical. The executive Board will notify the membership at least 30 days in advance of the annual business meeting. Other business meetings may be scheduled by the board and similar notices shall be given.

Article IX – Closure

If for any reason the club should disband, all monies left in the club and class treasuries will be given to a square dance charity or charities selected by the Executive Board with input from the active members.