

Constitution of Century Squares

Preamble: Century Squares is a non-profit organization established to provide fun and fellowship for its members and guests thru the pleasure of Mainstream Square Dancing and round dancing and to aid in the development of both.

Article I. Name

The name of the club shall be Century Squares.

Article II. Membership

Section 1. Membership is open to everyone.

Section 2. Membership dues are set annually by the Executive Board.

Article III. Officers and their duties

Section 1. The Executive Board is comprised of Co-Presidents, Secretary, Treasurer, Editor, and Immediate Past Co-Presidents. The executive Board meets as required to conduct the business necessary to operate the club.

Section 2. First Co-President. The Duties of the First Co-President are: to conduct all meetings, make appointments as required, act as club's official spokesperson, make club announcements and insure that matters required for normal operation are carried out. They also set the dance calendar with input from the Board and the membership and contract with the callers. This should be done at least a year ahead and preferably more so that regional or national callers can be fit into the schedule. See further comments on dance schedule below.

Section 3. Second Co-President. The Second Co-President assumes the duties of the First Co-President in the latter's absence, and maintains the server list, giving the members an opportunity to sign up for dates of their choice and filling in names on serving list as needed. Note that First and Second Co-Presidents may shift responsibilities between themselves as they see fit.

Section 4. Secretary. The Secretary is responsible for taking minutes at meetings, keeping membership lists, all club correspondences, sending cards for illness and death in member's families (members need to notify the secretary). The Secretary is also responsible to fill out and file the State Federation paperwork.

Section 5. Treasurer. The Treasurer collects club income and pays club bills, maintains a club checking account with the First Co-President and Treasurer authorized to sign checks, pays State Federation dues and pays State and Local taxes as required. The Treasurer also orders club badges, purchases supplies and reimburses members for their purchases as required and maintains the Guest Book. The Treasurer arranges for the hall

rental schedule before the beginning of each club year and pays for hall rental during the year.

Section 6. Editor: The editor is responsible for the printing and distribution of the club newsletter, distributes the dance schedules and flyers to other clubs and individuals, submits club news to the Round Up Editors, maintains the Club Scrapbook (if there is one) and handles publicity with newspapers, radio and TV stations and the Round Up.

Section 7. Callers: The Callers are defined as the individuals doing the calling for the club. He or she calls dances as scheduled, is responsible for the programming of the dance and conducts workshops and other instruction.

Section 8. The Past Co-Presidents provide continuity and experience to the Executive Board.

Section 9. The above specification of officer's duties does not preclude temporarily sharing a task with another club member.

Article IV: Election of Officers

Section 1. All offices shall be of one year duration (May 1 – April 30).

Section 2. In March, the Executive Board will serve as a nominating committee. The nominating committee will select a couple for each vacancy and secure their approval to run. The slate will be presented to the general membership for approval at the annual meeting. Additional nominations will be accepted from the floor at that time and voted upon.

Article V: Amendment to the Constitution

This constitution may be amended by a 2/3 majority of all members voting provided that the intention to amend and the content of the amendment is communicated to all members at least 30 days prior to the vote.

Document History

The original document was adopted on 11/10/1999.

The document was amended on 9/27/2008.

Club Policies

The Century Squares is a non-profit social organization dedicated to the promotion of Square and Round dancing. The club strives to maintain the positive public image of square dancing. As a social club, every effort is made to minimize the business aspects of the organization. The Executive Board meets as required to conduct the business necessary to operate the club in an efficient and effective manner.

Traditional western wear has been the official dress of square dancers. There is no club policy making western wear a requirement.

None of the club policies are so rigid that they can not be adjusted to meet a particular situation.

Income is derived from donations received at club functions and from club dues. Fundraisers may be held as approved by the Board. The income is used to meet club operating expenses, pay hall rent, and pay the caller's and cuer's fees. The Club maintains a minimum working balance.

Serving Committee

The cooperation of every member is essential. Each couple attending a regular dance is asked to bring enough food for two couples.

The couples designated as servers will open the dance hall and prepare coffee. The caller will arrive early to set up, so it is important that the hall be open. The servers that night will insure all supplies needed are acquired and that coffee, beverages and food are served at the time designated by the club. Water is to be available to dancers throughout the dance.

On lesson evenings, the servers also function as angels, arriving before the beginning of lessons to fill in squares as needed. The angels also provide food for the new dancers.

After all dances the servers clean up and put away the supplies, tables and chairs.

In the event a couple can not serve on their designated night, it is their responsibility to arrange for a substitute. Generally it is fairly easy to switch nights with another couple if not done at the last minute. It helps if servers talk before the evening, especially for the special food nights, such as ice cream sundaes or theme dances. The club provides special items such as cups, plates, forks, etc. For questions on serving, please contact the Second Co-President.

Club Dance Schedule

The Century Squares dance on the second and fourth Saturdays starting with the fourth Saturday in September and ending with the second Saturday in May. Consider the presence of major holidays near a dance night to avoid conflicts. We want to give all club members an opportunity to attend dances. Notice that Easter moves from year to year and avoid scheduling a dance next to the upcoming Easter.

Club Newsletter

The Century Squares publishes and distributes a newsletter to all members.

Lessons

The Century Squares will sponsor a series of Mainstream Square Dance lessons during the year when we have enough interest.

Region, State and National Organizations

The Century Squares is a member of the Southeast Region of the Minnesota State Square Dance Federation. The Federation provides all participants with liability insurance, supports the Minnesota Callers Association and the Round Dance Council, arranges free State Federation dances following Federation meetings with club help, makes awards for years of participation, underwrites the State Convention and pays for promotional material. The State also coordinates the State Square Dance Convention. At the National level, a board of Governors coordinates the National Square Dance Conventions.

Round Up

The Round Up is the official publication of the Minnesota State Square Dance Federation. It is a monthly magazine of Square and Round Dance news, state wide dance schedules, club news, fashions, recipes, and other items of interest. We encourage all club members to subscribe.