

# **MAYFAIR DANCE CLUB**

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be the MAYFAIR DANCE CLUB.

### **ARTICLE II – PURPOSE**

The purpose of the MAYFAIR DANCE CLUB shall be to bring together a congenial group of adults, who are twenty-one (21) years of age or older, and who enjoy dancing.

### **ARTICLE III – MEMBERSHIP**

*Section 1:* The membership shall have a maximum of 100 couples. The maximum shall not be increased without a vote of the members of the Club. In such an election, an affirmative vote of two-thirds of the couples voting shall be necessary to change the maximum.

*Section 2:* Admission of new members.. The number of new couples to be admitted each year shall be determined at the discretion of the Board of Directors within the limit of Section 1 of Article III above.

- a) Each prospective couple must be recommended by a sponsoring couple who are members. To be eligible for membership, new couples must reside within Texas.
- b) Couples who are accepted to membership shall be notified, without delay, and will become members when their current dues are paid to the Treasurer.
- c) In the event of the death of one member of a couple holding membership in MAYFAIR DANCE CLUB, the surviving member shall have the right to maintain that membership under the usual rules and regulations. In the event of the divorce or separation of a couple holding membership in MAYFAIR DANCE CLUB, one member of the couple may maintain that membership under the usual rules and regulations. In the event of an unresolved dispute, such membership will be cancelled.

### **ARTICLE IV – FINANCE**

*Section 1:* Treasurer shall mail invoices for annual dues by February 15, due upon receipt. After March 15, a late payment of \$25 will be assessed. Payment must be received by March 15 for inclusion in the directory.

*Section 2:* There shall be no increase in dues without a two-thirds vote of the Board of Directors.

*Section 3:* The President shall appoint a person with suitable experience to conduct a simple review of the financial records of the Club at the end of each year to ascertain that the financial records and statements are in good order and accurate. The results of this review shall be reported to the Board of Directors of the Club at the Spring post-dance meeting.

### **ARTICLE V – OFFICERS AND DIRECTORS**

*Section 1:* There shall be a Board of Directors consisting of eight (8) members and the Ex Officio Advisor (immediate past President). The officers shall be a President, a Secretary, and a Treasurer.

## ARTICLE VI – ELECTIONS

*Section 1: Election of Directors.* Election of new members to the Board of Directors shall be held annually by ballot vote of the members attending the dance. Term of office shall be for two (2) years. It shall be so arranged that four members will be elected and four members will retire each year so that the terms will be overlapping. The newly elected Directors will take office following the Annual meeting in January of the following year. Should vacancies occur during the year, the Board of Directors may elect new directors to fill such vacancies.

*Section 2: Election of Officers.* Election of officers shall be held at the January Organizational meeting. When possible, the officers shall be elected from the four carryover Directors having completed one year of service to the Club. The term of office for these positions shall be for one (1) year. These are the administrative officers of the MAYFAIR DANCE CLUB and they are responsible for its operation. The President shall serve one (1) year as Ex Officio Advisor following the one-year term as President. The Treasurer may ascend to the presidency by election of the Board of Directors. An officer may stand for re-election.

## ARTICLE VII – MEETINGS

*Section 1:* All meetings shall be called and chaired by the President. Neither the President nor the Ex Officio Advisor shall have a vote in the motions before the Board of Directors. Additional meetings to those listed in Sections 2, 3, and 4 below may be called, if deemed necessary by the Board.

*Section 2: Directors' Meetings.* Directors' meetings shall be held within three (3) weeks following the Spring and Fall dances. The meeting following the Christmas dance shall be held in conjunction with the Annual meeting.

*Section 3: Annual Meeting.* The Annual meeting of the Board of Directors shall be held in January to complete the normal business conducted during the previous year, including presentation of the newly elected Directors for ratification by the Board.

*Section 4: Organizational Meeting.* The Organizational meeting of the incoming and carryover Board of Directors shall meet immediately following the regular Annual meeting for the following purposes: (1) to elect officers, (2) to review and adopt proposed budget, (3) to assign Dance Hosts for each dance in the new year, and (4) to name the bank depository and authorize bank signatures for the new year. The newly elected President will preside over the meeting immediately following election. Two Dance Hosts are assigned for each dance; when possible, one shall be a second-year Director and one shall be an incoming Director.

## ARTICLE VIII – APPOINTMENTS

*Section 1: Nominating Committee.* The President shall appoint a Nominating Committee (one from Austin and one from the Lake Region) to serve a one (1) year term. Their charge shall be to identify and/or receive recommendations for at least four (4) members who have confirmed their availability and willingness to serve as a candidate for Director. In addition, the Nominating Committee shall prepare nomination forms for distribution to members attending the Fall dance to collect self-nominations or any additional nominations, with the member's permission. The Nominating Committee shall present ballots to members attending the dance and collect completed ballots during intermission. The four (4) members who receive the most votes at the December dance are elected as incoming Directors. The Nominating Committee shall promptly advise the President of the results. After canvassing the ballot returns, the President shall report the results to the Board of Directors at the Annual meeting.

*Section 2: Membership Chairman.* The President shall appoint a member to maintain the membership roster, to prepare the annual directory of members to for distribution either at the Spring dance or by mail, to assist in recruiting new members, and other such activities deemed beneficial to membership in the MAYFAIR DANCE CLUB. The Membership Chairman may serve multiple terms, if desired, shall attend or provide reports to Board meetings, but shall have no vote in motions coming before the Board, unless the Membership Chairman is also a Director.

*Section 3: Database Manager.* The President shall appoint a member to create and maintain a database to simplify the “dance processing” effort by printing and mailing the invitations, receiving responses, preparing needed listings, including No Response, Attending by Table, Attending by Alpha with check-off box, New Members, Guests, Attending Without Response, No Shows, and Dance Report. The Database Manager (DM) shall liaise with Membership Chair and Dance Hosts to ensure efficient preparations for each dance. The DM may serve multiple terms, if desired, shall attend Board meetings when requested, but shall have no vote in motions coming before the Board, unless the DM is also a Director.

*Section 4: Webmaster.* President shall appoint a member to serve as Webmaster, in liaison with Membership Chair, to maintain the Club website, [www.mayfairdanceclub.com](http://www.mayfairdanceclub.com), to update the posted information as directed, and to ensure that the website is not a site for commerce. The Webmaster may serve multiple terms, if desired, shall attend Board meetings when requested, but shall have no vote in motions coming before the Board, unless the Webmaster is also a Director.

*Section 5: Media/Publicity Chair.* President shall appoint a member to serve as Media/Publicity Chair in liaison with the Board to market, publicize and promote the club through regular media releases. This position will serve recruitment and retention of club members utilizing electronic and social media platforms concerning upcoming events and club activities or any relevant news the board of directors choses to release. The Media/Publicity Chair may serve multiple terms, if desired, shall attend Board meetings when requested, but shall have no vote in motions coming before the Board, unless the Media/Publicity Chair is also a Director.

## **ARTICLE IX – AMENDMENT**

This Constitution may be amended by the vote of two-thirds of the members of the Board present at any Annual meeting.

*As amended January 2018.*

## **MAYFAIR DANCE CLUB BY-LAWS**

### **ARTICLE I – FINANCE**

*Section 1:* An operating account shall be maintained to receive income items such as member dues, guest fees, and late fees. This account will also be used to pay all normal operating expenses of the Club. Both the President and the Treasurer will have signature authority to sign checks. The Treasurer will have overall responsibility to reconcile this account.

*Section 2:* A reserve account shall be maintained which will, when possible, contain sufficient funds to service one (1) year of the normal operating expenses of the Club. Withdrawal from this account shall require the approval and signature of both the President and the Treasurer and shall be deposited into the operating account only. The Treasurer will have overall responsibility to reconcile this account.

### **ARTICLE II – NUMBER OF DANCES**

*Section 1:* There shall be no less than three dances given each year.

*Section 2:* There shall be no decrease in the number of dances without a three-fourths vote of the membership.

### **ARTICLE III – FISCAL YEAR**

The fiscal year of the Club shall begin on January 1 and end on December 31.

### **ARTICLE IV – GUESTS**

*Section 1:* Members may invite guests to any dance, provided the guests are at least twenty-one (21) years old. Requests for guest attendance will be granted on a first-come, first-served basis AFTER all member responses have been honored, and provided that there is space available at the venue. To encourage membership growth, first time guest will pay \$85 per couple. Subsequent attendance as guests will be at the rate of \$100 per guest couple.

*Section 2:* Each single member may invite a person as their dance partner to any dance with no additional fee incurred, provided the person is at least twenty-one (21) years old.

*Section 3:* Members who are unable to attend a particular dance may invite a guest couple in their place, or someone in place of a spouse, provided the person is at least twenty-one years old, to attend the dance in their place. The member is obliged to provide the name and contact information of their guests to the Database Manager prior to the dance reservation deadline. The Club will not broker members dance “tickets” nor solicit the member for this purpose to avoid paying a guest fee for someone.

*Section 4:* Members shall report the names of all guests to the Database Manager. Reservations for guest couples shall be accompanied by a check per Section 1 of this Article IV, with the exception of a guest couple taking the place of an absent member.

*Section 5:* At each dance, the Dance Hosts shall report to the Treasurer the total number of attendees (members and guests) for comparison with guaranteed number given to the venue. Further, the Dance Hosts shall provide a report at the post-dance Board meeting to include (1) number of member attendees, (2) number of guests (not including guests of single members), (3) number of no-shows who made reservations, (4) number of members attending without reservation, and (5) the arrival check-off list and/or other information requested by the Board.

### **ARTICLE V – SPECIAL COLLECTION**

No collections shall be taken at any time to continue any dance past the scheduled hour.

### **ARTICLE VI – DRESS CODE**

The attire at dances for members and guests shall be formal dress. For men, tuxedo or formal military dress uniform is encouraged but dark suite and tie is acceptable; for women, floor- or ankle-length dress, skirt, or split skirt is encouraged but cocktail dresses or pantsuits in keeping with the formal atmosphere of the venue and event are acceptable.

### **ARTICLE VII – QUORUM**

Those present at any annual or duly called meeting of the Board of Directors shall constitute a quorum. All members of the Board of Directors shall be notified in advance of any meeting, either by personal contact, by mail, or by email.

### **ARTICLE VIII – AMENDMENT**

These By-Laws may be amended by a two-thirds vote of the Board of Directors at any meeting.

*As amended by the Board of Directors at the Annual meeting March 6th, 2022.*