

SWING TULSA STYLE, INC.

A. PREAMBLE

ARTICLE I DESCRIPTION

Swing Tulsa Style (STS) is a non-profit corporation existing to promote, perpetuate, evolve and expand West Coast Swing Dancing as a social, recreational and competitive activity. The objectives of the club shall be to:

1. Develop appropriate classes, events, competitions and other activities for various levels of interested dancers.
2. Grow club membership and services offered to the members which develop and enhance WCS dancing abilities.
3. Take advantage of new and improved means of communication with members regarding STS and relevant dance information.
4. Promote the judging standards of state and regional competitions as approved by the Oklahoma/Kansas State Swing Dance Association (OKSDA) and SouthWest Regional Dance Association (SWRDA);
5. Promote appropriate and acceptable conduct during all social and competitive activities of the club.

ARTICLE II MISSION STATEMENT

To encourage & promote recreation, social & competitive West Coast Swing Dancing in the Tulsa and surrounding areas.

B. BY-LAWS

The following by-laws are for governing the activities of SWING TULSA STYLE, INC (STS), of Tulsa, Oklahoma. These By-laws were approved by the majority of STS members September 12, 1983 and amended February 12, 2003.

ARTICLE I EXECUTIVE BOARD

Section 1 Composition

The Executive Board is to be composed of:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Two (2) Club Representatives to the Oklahoma/Kansas State Swing Dance Association (OKSSDA) and the SouthWest Regional Dance Association (SWRDA)
- Two (2) Directors-at-Large

Section 2 Terms of Office

- A. Each position will be held six (6) months beginning on the first general meetings following the election meetings held in June and December.
- B. In the event that an officer cannot complete his or her term of office, a special Executive Board meeting will be called and a person will be appointed to complete that term of office. Persons resigning must submit said resignation in writing to the Executive Board.
- C. Incumbent officers may succeed themselves in that particular office for a maximum of one additional term. Appointed interim officers may, likewise, succeed themselves, if elected, for one additional term in the same office.

Section 3 Elections

- A. Formal elections will be held during the last general business meeting of each term.
- B. Nominations
 - 1. Upcoming nominations and elections will be announced by the 4th business meeting of each term. The announcement will include the procedures and requirements for nominations and elections.
 - 2. Nominations will be accepted during the 5th and 6th general business meetings of each term.
 - 3. At the time of nominations, nominees must have been an active member of the club for at least six months prior to the month of nominations and their dues must be paid current.
 - 4. Nominees must be present at the meeting in which they are nominated and must be present during the election, unless the President, Vice President or Secretary has been notified of the nominee's absence.
- C. Elections
 - 1. Elections will take place during the 6th general business meeting of each term.
 - 2. Voting will be done by open or secret ballot as specified by the presiding officer.
 - 3. Election to office is based on obtaining a majority of the votes cast by present STS members and absentee ballots submitted prior to the elections.
 - 4. Absentee ballots may be submitted in writing to the President, prior to the elections, or as specified.

Section 4 General Authority/Responsibilities

- A. To interpret, by majority vote, and comply with By-laws, Policy and Rules of STS as set forth by the membership of STS.
- B. To maintain historical records of STS. The Executive Board will elect or appoint an Historian to keep all relevant documentation as an historical account of the Club's activities, and to confer with the Secretary of the Executive Board as needed.
- C. Books and/or reports will be presented to a Board-Appointed auditor within 2 weeks of the end of each term, regardless of change or no change in the position of Treasurer

- D. To serve as a disciplinary board function, i.e., to investigate all complaints of any members or officers whose behavior or actions are detrimental to the Club or its policies. These duties include reporting all the facts and findings to the membership for such action as deemed necessary.
- E. Only the Executive Board, by majority vote of the attending members, will have the authority to create policy and make decisions that must be made for the continued operation and welfare of the Club (for example, setting class rates, negotiating instruction fees, facility costs, etc.), consistent with By-laws and Policies of the Club. When the meaning of these documents is unclear or there is disagreement as to their intent, the Executive Board, by majority vote, has authority to interpret them.
- F. The Executive Board will be expected to make recommendations to the membership on matters pertaining to By-laws, Policies, rules, and practices.
- G. The Executive Board may call upon previous Board members, other Club Members, or other persons with expertise to serve in an advisory capacity, for a term appropriate to the task at hand. The Executive Board may bestow membership privileges upon non-member advisors as seems appropriate, and on a case-by-case basis.
- H. All committee recommendations will be submitted to the Executive Board for review prior to submission to the membership.
- I. Executive Board members who accept moneys due to STS are responsible for safekeeping and proper dispensations of said.
- J. All STS officers, upon completion of their term of office, removal from office or when their office is declared vacant, will deliver to the current President all books, papers, movies, and other property in their possession. The President is then responsible for the distribution of these articles to the appropriate Executive Board member for audit and disposition.

Section 5 Executive Board Members' Duties

- A. Executive Board Members are expected to attend general meetings and Executive Board Meetings when at all possible, and must attend at least half of these meetings each year.
- B. President
 - 1. The President will have and exercise general charge and supervision of the affairs of all Club activities, including those delegated to other officers by virtue of these by-laws. In the event that any officer is absent or unable to perform his or her duties to exceed twenty-five (25) consecutive calendar days, the President is empowered to do what is necessary to enable STS to conduct normal business.
 - 2. The President and/or Executive Board will have authority to appoint any special committee deemed appropriate at any given time.
 - 3. The President will serve as a Club Representative delegate for OKSSDA and SWRDA meetings and events.
 - 4. The President will preside at all meetings and maintain order.
 - 4. The President, as chair, will be entitled to vote on matters voted on by secret ballot only to break a tie ballot (tie ballots are not to be announced).
 - 5. The President will be chairman of the Executive Board and ex-officio member of any committee appointed.

6. All correspondence to and from STS will be under the supervision or direction of the President.
 7. The President is authorized to spend, or to appoint others to spend, up to \$100 on individual projects as needed, without further, prior approval of the Executive Board.
- C. Vice President
1. The Vice President will preside at all meetings in the absence of the President.
 2. The Vice President will assist the President in any duties or functions of STS.
- D. Secretary
1. The Secretary will keep a fully typed and permanent record of the proceedings, by-laws, Amendments and present this record to the President and the membership at each monthly Board and business meeting.
 2. The Secretary will keep complete records and files of all official documentation, including, but not limited to, meeting minutes, policies and procedures, By-laws, contracts and agreements and other business documents, excluding financial documents, which the treasurer will record. Executive Officers will determine what is official and provide copies for said file.
- E. Treasurer
1. The Treasurer will be charged with and held responsible for the handling of all finances and reports related thereto.
 2. The Treasurer will maintain the generally accepted accounting and record keeping system on all financial matters of STS.
 3. The Treasurer, in consultation with the President or other appointed officer, will prepare an annual budget, which, when passed by the Executive Board, will serve as the guidelines for that year's expenses.
 4. The Treasurer will make a report at each regular meeting of STS of all moneys received and expended.
 5. No funds will be expended without prior approval of the membership with the exception of those provided by STS budgets and policies, or Board-approved expenses as allowed by the STS by-laws.
 6. The Treasurer, President and/or Vice President will be the co-signer on all checks drawn on STS's account. If the necessity arises where an additional cosigner is needed, this may be approved by the board.
 7. The financial records of STS will temporarily be turned over to the President in the event the Treasurer is to be out of town to exceed twenty-five (25) consecutive days to enable STS to perform normal business.
 8. The Treasurer will have available at all meetings a copy of the bank statements and deposit slips.
 9. The Treasurer will be authorized to purchase office supplies, postage, newsletters, long distance calls, and any other necessary administrative supplies related to the operation of STS.
 10. The Treasurer is responsible for the final collection of all Club moneys including but not limited to: Club dues, class fees, Newsletter advertisements, dance admissions, concessions, events and other club-sponsored activities.

F. Parliamentarian

1. Parliamentarian will be responsible for aiding the presiding officer in the orderly conduct of meetings and assisting the officers at all Club functions.
2. The Parliamentarian will advise the President, or other chair, in the use of Rules of Procedure for presiding at meetings. The Rules of Procedure for STS will be Robert's Rules of Order Newly Revised, applied to a degree that business is conducted efficiently.

G. Directors-at-Large

Directors at Large have shared duties which include, but are not limited to, supporting the functions of the Judging Coordinator, Activities Coordinator, Membership Coordinator, Publications Coordinator, Publicity Coordinator and/or Class/Instructor Coordinator.

H. Club Representatives

1. Club Representatives attend meetings for the OKSSDA and SWRDA to represent and vote upon club interests.
2. Each elected Club Representative and each Alternate Club Representative must have West Coast Swing competition experience and must be Tally Room trained. Tally Room training, if required, must be completed prior to their first scheduled OKSSDA or SWRDA meeting.
3. Each representative attending an OKSSDA or SWRDA meeting away from Tulsa will be compensated for travel expenses at a rate predetermined by the Executive Board.

I. Alternate Club Representatives

The first and second runners-up in the Club Representatives election will be designated as Alternate Club Representatives to serve at OKSSDA and SWRDA meetings in the absence of either of the elected representatives or President. (See items under (Club Representatives, H, above.)

Section 6

Coordinators and Committees

Coordinators are selected by the Executive Board and may be persons who are also serving on the Board, though they may not vote for their own approval to said positions.

A. Class/Instructor Coordinator

1. A position appointed by the majority of the executive board to serve a term coinciding with the Executive Board's term.
2. To be responsible for assuring that each class is covered by a qualified instructor.
3. To be responsible for providing class sign-in sheets, membership applications, and STS club information to prospective and new members.
4. To ensure that each instructor is qualified for the class that they will teach and that each instructor knows and teaches the established class curriculum.

B. Judging Coordinator

1. A position appointed by the majority of the Executive Board, responsible for judge training and certification, to serve a term coinciding with the Executive Board's term.
2. Jointly responsible for OKSSDA and SWRDA rule interpretation along with Club Representatives, and other rule making committees or boards within the club.
3. Solely responsible to maintain a certified judges roster listing names and categories of qualifications and providing copies of same to any contest committees.
4. Must be a certified judge and experienced competitor.

C. Tally Room Coordinator

1. A position appointed by the majority of the Executive Board responsible for training and certification of Tally Room Representatives, to serve a term coinciding with the Executive Board's

term.

2. Solely responsible to maintain a Tally Room Representatives roster.
3. Must be a certified Tally Room Representative.

D. Activities Coordinator

1. A position appointed by the majority of the Executive Board, to serve a term coinciding with the Executive Board's term.
2. To propose, coordinate, and/or plan any dances, functions, and/or special activities.

E. Membership Coordinator

1. A position appointed by the majority of the Executive Board to serve a term coinciding with the Executive Board's term.
2. To maintain records for the Executive Board on current and expired memberships.
3. Responsible to promote club membership growth.
4. Maintain a file of all membership applications.
5. Notify members, in conjunction with the Secretary and Treasurer, of upcoming membership renewals.
6. Track and record weekly attendance, calling inactive members, and soliciting new members from current (non-member) participants.

F. Communications Coordinators

1. Primary Goals of the STS Newsletter, Website and Email List include:
 - a. Promoting West Coast Swing Dancing to the STS membership.
 - b. Communicating STS classes, events and activities.
 - c. Providing helpful information and articles regarding dancing.
 - d. Promoting a sense of community amongst the membership.
2. The following positions are appointed by the majority of the Executive Board with a term coinciding with the Executive Board's term.
 - a. Newsletter Publisher
 - I. Gathers information and publishes a monthly newsletter for distribution to the general membership, in accordance with Board-directed deadlines.
 - II. Submits the newsletter to one or more STS Board members prior to printing.
 - III. All expenses incurred in the preparation and publication of the newsletter will be reimbursed to the Newsletter Publisher upon receipt of an Expense Reimbursement Form and receipts.
 - IV. The Newsletter Publisher shall receive a monthly fee at a rate predetermined by the Executive Board.
 - b. Website Coordinator
 - I. The Website Coordinator collects and maintains website content from club activities, calendar, newsletter, and emails.
 - II. The Website Coordinator shall receive a monthly fee at a rate predetermined by the Executive Board.
 - c. E-mail List Moderator

The E-mail List Moderator maintains the E-mail list and permissions, and posts and moderates E-mail message processes as needed to provide for effective communication of relevant information to the email list members.

G. Publicity Coordinator

1. To be responsible for any posters, flyers and hand bills to be distributed for activities and/or functions.
2. To handle any public relations needed for any exhibitions, activities, functions, etc.
3. To actively promote the club by procuring advertisements or notices in such media and newspapers, magazines, flyers, etc., as opportunities present themselves.
4. All expenses incurred in the promotion of the club and/or club functions will be reimbursed to the Publicity Coordinator upon receipt of an Expense Reimbursement Form and receipts.

Section 7 Executive Board Meetings

- A. Executive Board meeting will be held on a monthly basis, on a consistent day and week as approved by the board. Changes to meeting dates must be approved by the president.
- B. Regular Executive Board meetings shall require a quorum of a simple majority (i.e. 50% plus one) of Executive Board membership.
- C. Special Executive Board meetings may be called by any member of the Executive Board, in consultation with the President. The time of the meeting will be set and announced, in advance, by the President, providing adequate notice for members to be present. A quorum shall consist of a simple majority of the Executive Board membership (i.e., 50% plus one).
- C. Executive Board meetings are closed to general membership, unless an individual is specifically invited to attend said meeting.
- D. Any club member who is not a member of the Executive Board, and who wishes to present or discuss a particular subject at a specific Executive Board meeting should contact the President prior to that meeting to discuss the issue. The President may refuse this request at his or her discretion.
- E. The club Secretary will keep a fully typed and permanent record of the proceedings of each Executive Board meeting. Tape recordings of Executive Board meetings may be made to assist the Secretary in this function, and the tapes become the property of the President. The contents of these tapes are only for the purpose of documenting the meeting minutes and will be erased or discarded after their function is fulfilled.

ARTICLE II **DUES and MEMBERSHIP**

Section 1 Membership

Membership in STS is open to anyone who subscribes to the objectives of STS, and who has made written application for membership, and who pays the specified dues.

Section 2 Dues

- A. Annual dues will be assessed at the time of application for individual or family membership at a rate predetermined by the membership as outlined in STS policies. Family is defined as the traditional married family, legal relatives, and recognized significant others who reside at the same address.
- B. Dues must be paid current to the STS anniversary month each year (October).
- C. Memberships automatically expire at the end of membership term, but can be renewed.

Section 3 Associate Membership

- A. Persons residing (permanent home address) outside of a seventy-five (75) mile radius of the Tulsa County Courthouse may be assigned the status of an associate member and may be assessed membership dues as determined by the Executive Board.
- B. Associate members will not be allowed to hold office or vote, but all other benefits of STS membership apply.

Section 4 Dual Membership

In order to avoid a conflict with the interests of Swing Tulsa Style Inc. (STS), an officer or candidate for office in STS may not hold or be a candidate for office in a like organization. Other conflicts of interest by STS officers, such as teaching for another club, are determined and adjudicated by the Executive Board. Such conflicts may result in removal from office and/or membership.

ARTICLE III MEMBERSHIP MEETINGS

Section 1 General Business Meetings

General business meetings will be held monthly, on a consistent day of the month as approved by the Executive Board. Changes to the regular business meeting date must be communicated to the membership effectively and quickly as possible through the newsletter, website or email list. A quorum shall consist of ten (10) members.

Section 2 Special Business Meetings

Special meetings of the membership may be called by the Executive Board, provided a membership-wide announcement of the meeting is made one week in advance of the meeting. The nature of the special business to be handled must also be included in the announcement.

Section 3 Order of Conduct for Meetings

Meetings will typically be conducted using Robert's Rules of Order Newly Revised.

ARTICLE IV BY-LAW REVISION

Section 1 Suggestions for revision of By-laws will be referred to the By-laws Revision Committee, and proposed revisions will be made by the approval of a majority of the Executive Board.

Section 2 At the direction of the President of the Executive Board, the Parliamentarian, or some other appointee, chairs the By-laws Revision Committee.

Section 3 Any change or amendment to the By-laws must be presented at a regular monthly business meeting, and a copy of the proposed changes or amendments communicated to, and made available for review by, all members through newsletter, email and website announcements, before it is presented and voted upon in the next regular business meeting. Printed copies must be available for any member requesting such a copy. Passage requires a majority of the total voting membership present.

ARTICLE V POLICY

Section 1 STS may adopt policy on any matter related to STS and such policy may be changed by amendment by the Executive Board, or at any business meeting.

Section 2 A file containing a Policies Document shall be kept and maintained by the Executive Secretary.

Section 3 The Executive Board is empowered as the normative body for creating and modifying policy for the running of STS, consistent with the intentions of Club By-laws and other, existing policies.

Section 4 Club Policies Pertaining to Membership and Participation

A. Any member of STS who is also a member of another swing dance club and desires to represent STS

in a City, State, or Regional dance competition, must complete and submit a competition entry form to the STS Representative prior to the contest deadline as dictated by the coordinator of that contest.

- B. The basic moves taught by STS shall be adopted as the basic format for beginners.
 - Starter Step with Throw-out
 - Basic Step
 - Underarm
 - Side Pass
 - Basic Whip
 - Outside Whip
 - Inside Whip
 - Basket Whip
 - Tuck Turn Throw-out
- C. The costs of core Beginner and Intermediate dance lessons are set by a majority of the Executive Board and presented, for approval, to the membership present at a general monthly meeting.
- D. The costs of supplemental lessons, classes, and workshops are determined by the Executive Board.
- E. Navy Blue and silver are the official club colors.
- F. The Executive Board will decide by majority vote the official day of the week and location for club's lessons, general meeting, and periodic dance events. Locations will be communicated by newsletter, email and website announcements.
- G. The Official Club Motto must be approved by the general membership.
- H. All authorized expenses incurred for forms, flyers, etc., will be reimbursed upon receipt of an Expense Reimbursement Form and receipts. (See Policies and Procedures file for further information on Reimbursement.)

ARTICLE VI DISSOLUTION

- Section 1 Dissolution of STS at any time shall be according to the Articles of Incorporation for a non-profit organization under Oklahoma State law.
- Section 2 Dissolution of STS may be initiated by a majority of the membership-in-good-standing (i.e. 50% plus 1), or by a vote of two-thirds of the Executive Board.