

Colorado Swing Dance Club

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Organization Charter

Established July 1999

Updated May 2005

Article I. Mission (All members)

Section 1.1 Colorado Swing Dance Club (SC) is a dance group, dedicated to the preservation and enjoyment of swing dancing.

Section 1.2 Primary mission is to promote the interest, practice, and education, of its members and the community in swing dancing. Hold weekly workshops (Events Coordinator) facilitate weekly dance events to the community (Public relations coordinator) Encourage performance troupes and the like. (Events Coordinator) Hold Functions and meetings to increase membership (Meeting Moderator) Interact with other dance clubs in exchanging ideas, attending their conventions and functions, and fostering inter-club relationships. (Communications Coordinator)

Section 1.3 SC will put on, workshops and special events. The purpose of these events meet and interact with friendly and interesting new people, to provide events to the community, raise money for the SC fund base to assist in achieving its (Section 1.2) mission. The (SC) will also hold weekly workshops to promote local instructors.

Section 1.4 The Primary community location of SC is located at the Turnverein. The Turnverein mission statement is translated to (a free society and mind) attainable through "a sound mind in a sound body". The SC helps in promoting that mission by supporting alternate forms of exercise. The SC, however, also supports other locations necessary to support the (section 1.2) primary mission of SC.

Section 1.5 SC is strongly committed to promoting social swing dancing to the community at large, to promote the awareness and appreciation of period music (20's -50's) involvement among new dancers, and to sustain the education and practice of all dancers and most of all have fun.

Section 1.6 the club may encourage members to take lessons to improve they're dancing, but shall not be affiliated with any specific studio or professional dance teacher (defined as a person who teaches dancing for money). Teachers and students from all studios are welcome to attend dances and hold membership in the club.

Article II Membership (membership coordinator)

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Section 2.1 Membership in the club shall be open to individuals who are interested in promoting and furthering the (Section 1.2) mission of the club.

Section 2.2 Types of membership.

family
single
student

Family membership shall consist of two or more people living in the same household. Only one of these persons can serve on the (Article VI) Executive Board at any time.

That member is the only person that can have a (Section 4.3) Formal vote.

Single membership shall consist of a single person over 18 years of age and can vote in any meeting. If the member is less than 18 years of age this member has an (Section 4.2) informal vote.

Student membership shall consist of a student under the age of 18 with non-member parent(s) this member has an (Section 4.2) informal vote.

Section 2.3 dues will be the cost of a Turnverein membership plus an up charge designated by the board to club membership.

Section 2.4 Applications

Membership is on a form developed by the Turnverein and SC coordinators jointly.

Section 2.5 Resignations

All memberships expire January 1st of every year. In extreme measure members may be (Section 4.3) formally voted out in an instance that they are disrupting the club's (Section 1.2) mission or for any conduct considered improper or detrimental to the best interests or reputation of the club.

Section 2.5 the Executive Board may make adjustments to membership dues when initial application for membership in the society is made past mid-year; such adjustments shall be considered by the consultation of the Turnverein Board of directors.

Article III Member benefits and duties (membership coordinator).

Section 3.1 benefits to include

Discounts on all SC supported events and classes

Receive one free day per month at any weekly regular event

Discounts on weekly workshops (Section 7.5)

Section 3.2 duties as a member

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Support the (section 7.6) Communications Coordinators efforts in promoting events. Other duties include helping the (section 7.5) Events & Public Relations Coordinator in the organization and running of events by recommendation teach weekly classes to teach others how to teach.

Section 3.3 Memberships also include all rights and duties of members of the Turnverein.

Section 3.4 Executive Board members are entitled to free membership per the year they hold 2 duties. Second duties may include and are not limited to Instructors, DJ, door funds collector or flyer distribution.

Article IV. Meetings (meetings moderator)

Section 4.1 All SC meetings, events and information are freely open to all members. Members are welcome to volunteer to help with any SC function, to donate financial support, to submit feedback on SC matters: and to contribute ideas to support (section 1.2) the SC mission. Members are also welcome to ask for the SC's help in the promotion of events, lessons and workshops; and for the volunteer support of any swing endeavors that are in the spirit of the (section 1.2) mission.

Section 4.2 anyone may present an issue at a member meeting and can call an informal vote. Issues brought up for informal vote can be accepted by majority vote of those in attendance. Informal votes address issues that need a group consensus: regular business, events, routine operations of the organization, etc. The final decision on whether an issue is subject to a (Section 4.3) formal vote will be up to the Meeting Moderator with the input of at least two board coordinators. . The date, time and place will be communicated to the general membership (10) days prior to the meeting.

Section 4.3 Formal votes are defined as important, organization-impacting decisions, such as voting on methods of maintaining non-profit status, charter amendments, and financial matters. A final decision on whether an issue is subject to a formal vote will be up to the discretion of the meeting moderator with the input of board coordinators. An issue intended for formal vote should be presented in writing, and added to the agenda prior to the meeting. A board coordinator will be allowed two days to vote if he or she could not attend the meeting at which the formal vote was taken. The date, time and place will be communicated to the general membership (30) days prior to the meeting.

Section 4.4 Board coordinators do not need a group consensus or vote in making decisions in going about the routine business of their duties. However, the event coordinator should hold up 6-month calendar proposals to a vote by board coordinators, with the input of SC board coordinators, members and the community.

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Article V Finances (Financial)

Section 5.1 SC is a non-profit organization. No organization volunteers or elected board coordinators personally profit from SC. All proceeds made by SC are redistributed to the swing community through events, and workshops.

Article VI. Executive Board (all members)

Section 6.1 the Board of SC shall consist of seven coordinators with the following titles.

Meeting Moderator
Membership Coordinator
Secretary
Financial & Legal Coordinator
Events Coordinator
Communications Coordinator
Public Relations Coordinator

Section 6.2 Coordinators may delegate specific tasks to others, and oversee the accomplishment of these tasks. The elected coordinators are considered official spokespeople of SC and should represent the mission of SC to the public.

Article VII Duties of officers

Section 7.1 Meeting Moderator

Decide where and when meetings are held and make sure all meetings are advertised to the appropriate audience (i.e. coordinators only, member meeting, etc.)
Facilitate the meetings and keep order for discussions. See that the intentions of the charter are upheld, and preside over voting. The Meeting Moderator should refrain from voting, except for when their needs to be a vote tiebreaker. Solicit meeting agenda items from the coordinators and from the members

Section 7.2 Membership Coordinator

Maintain accurate lists of all members and supply those lists to the legal coordinator as needed. Organize and hold the board coordinator elections. Assume the office of Meeting Moderator in the event of the absence or disability of the Meeting Moderator as determined by the executive board.

Section 7.3 Secretary

Organize and distribute the meeting agendas and keep meeting minutes. These meeting minutes will be kept available to coordinators and to the public and/or distribute them as

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necessary. Archive the meeting agendas, minutes, and any other important SC documents, keeping the history of the organization intact for future reference.

Section 7.4 Financial & Legal Coordinator

Handle all SC money. Keep accounts and budgets, organize the collection of the money at events and obtain and maintain SC non-profit status. The Financial & Legal Coordinator will also organize any legal affairs that arise, such as event liability waivers and legal papers. All financial transactions should be clearly recorded in a ledger and accompanied by receipts. At the end of the financial coordinator's term, two other coordinators will audit the SC financial records. The financial and legal coordinator should also work closely with the events coordinator to make sure that fundraising occurs in a timely manner in order to fulfill the mission (Section 1.2).

Section 7.5 Events Coordinator

Oversee the organization of events delegate specific duties for organizing events to others maintain a SC events calendar six months in advance (section 1.3) maintain an events plan per event including:

1. Entertainment, decoration, DJ, food, door personnel with costs of each.

Keep abreast of viable venues for all kinds of swing events

Coordinate the advertisement and promotion of SC events with the Communications Coordinator and with SC coordinators and members.

Section 7.6 Communications Coordinator

Inform web sites and e-mailing lists of SC events

Keep SC and the public informed on all events through all other modes of facilitating communication. Foster inner club promotions (section 2.1 e)

Section 7.7 Public Relations Coordinator

Oversee the running of events during the event.

Delegate specific duties for running events to others.

Oversee events plan completeness (section 7.5)

Coordinate the advertisement and promotion of SC events with the Communications Coordinator and with SC coordinators and members

Article VIII Nominations and election

Section 8.1 Application for any coordinator position will be a short list of qualifications for that position, before elections this list will be sent out to all members. The elections and nominees will be announced to the SC e-mail list, web page and any other regular forms of communication used by SC one month in advance of a meeting scheduled for elections.

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Section 8.2 Elections of coordinators will be held every six months at member meetings. Any member may run for the position of a coordinator. Only (3) coordinators may be voted on at each election. Election to a coordinator position is by an anonymous majority vote of those present at the meeting. A proxy vote can be presented to the meeting moderator no later than 24 hours prior to the vote.

Section 8.3 Resignation consists of being out voted or (Section 8.5) missing of four consecutive Formal meetings.

Section 8.4 A coordinator may serve an Indefinite number of terms. Term time frames are not defined

Section 8.5. The members may, at any formal or informal meeting, recall any elected coordinator and appoint his successor. Absence of a coordinator from four (4) successive board meetings shall be sufficient cause for the Board to remove them and elect the successor.

Article IX Amendments

Section 9.1 Amendments to this charter can be made by majority vote of SC coordinators at the (Section 4.3) formal meeting after the (section 4.2) member meeting which the changes were proposed in writing. The board may not alter or discard a proposed amendment without the written consent of its originator. Approvals of amendments require a two-thirds vote of the members present at the formal meeting.

Article X Dissolution

In the case of conclusion of the club all funds will be dispersed equally among all existing paid members