



# Bylaws of the Finest City Squares

## Article I. Name

The name of this organization is *Finest City Squares* (FCS, or the “Club”).

## Article II. Purpose

FCS is a non-profit organization that serves the San Diego gay, lesbian, bisexual and transgendered communities and their allies by holding classes and dances in the Modern Western Square Dancing tradition.

## Article III. Membership

### A. Full members

1. Full membership is open to anyone who has graduated from a Mainstream class; or who has demonstrated to the satisfaction of the Board of Directors that s/he can dance at the Mainstream level or above; and who pays the designated dues.
2. Full members may dance at FCS events, receive official FCS communications, vote in FCS elections, and serve on the Board of Directors.

### B. Student members

1. Student membership is open to anyone enrolled in an FCS Mainstream/Plus class.
2. Student members may dance at FCS events that include student-level dancing, receive official FCS communications, vote only in the election for Mainstream/Plus Class Liaison, and serve on the Board of Directors only as Mainstream/Plus Class Liaison.

### C. Associate members

1. Associate membership is open to anyone who supports the purpose of FCS and who pays the designated dues.
2. Associate members may dance at FCS events and receive official FCS communications. Associate members may not vote in FCS elections or hold office on the Board of Directors.

### D. Expulsion

Any member may be expelled by a two-thirds vote of full members at a Club meeting.

## Article IV. Officers and Board of Directors

### A. Positions

The Officers of FCS are President, Vice President, Secretary, and Treasurer. The Board of Directors is composed of the Officers and Assistant Treasurer,

Caller Coordinator, Media Coordinator, Fly-in Committee Liaison, and Mainstream/Plus Class Liaison.

B. Selection

1. The Officers are elected by the membership annually for terms running December 1 – November 30.
2. The Assistant Treasurer, Caller Coordinator, and Media Coordinator are appointed by the Board for terms lasting until someone else is appointed.
3. The Mainstream/Plus Class Liaison is elected by the student members annually for a term beginning 6 weeks after the start of the class and running until the class graduates.
4. The Fly-in Committee Liaison is the Chair of the Fly-in Committee. If there are Co-Chairs, they will determine which of them will serve. In the event that the designated Liaison temporarily cannot fulfill the Liaison duties (such as attending a Board meeting), the Committee Chair(s) should designate a different Committee member and notify the Board of such action.

C. Duties of the Board

The Board runs the business of FCS and acts for the Club between Club meetings.

D. Meetings

1. The Board meets at least every other month.
2. A majority of Directors constitutes a quorum.

E. Duties of individual Directors

1. President
  - a. Presides over Board and Club meetings.
  - b. Calls special Board and Club meetings as s/he deems necessary.
  - c. Is responsible for representing FCS to other organizations and the community at large.
2. Vice President
  - a. Plans and implements fund-raising activities.
  - b. Assists the President in his/her assigned duties.
  - c. Assumes all the duties and responsibilities of the President in the absence of the President.
3. Secretary
  - a. Prepares and makes available minutes of Board and Club meetings.
  - b. Maintains the FCS membership list.
  - c. Handles FCS correspondence.
4. Treasurer
  - a. Manages FCS's finances.
  - b. Reports on FCS's finances at Board and Club meetings.
  - c. Is responsible for the payment of approved Club expenses.
5. Assistant Treasurer
  - a. Is responsible for the collection of dues, class fees and dance fees.
  - b. Assists the Treasurer in his/her assigned duties.
6. Caller Coordinator
  - a. Arranges for the services of callers for classes and dances.

7. Media Coordinator
    - a. Keeps membership informed of Club activities.
    - b. Coordinates and maintains the FCS Blog.
    - c. Acts as the FCS liaison to other media outlets.
  8. Fly-in Committee Liaison
    - a. Represents the concerns of the Fly-in Committee to the Board and vice versa.
  9. Mainstream/Plus Class Liaison
    - a. Represents the concerns of student members to the Board and vice versa.
- F. Vacancies
1. In the event of a vacancy in the President or Treasurer positions, the Vice President or Assistant Treasurer, respectively, assumes the position vacated.
  2. In the event of a vacancy in any other position on the Board, the Board decides whether and how to fill the vacancy.
- G. Removal from office
- Any Director may be removed from office by a two-thirds vote of full members at a Club meeting.

Article V. Club meetings

- A. An annual Club meeting is held in November. The President reports on the status of the Club to the members, a general election is held (see Article VIII), and any other Club business may be discussed and acted upon.
- B. A special Club meeting may be called by the Board, or by 20% of the membership, for a specific stated purpose. That purpose is the only business that is conducted at the special meeting.
- C. The date, time, and location of any Club meeting is communicated to full and student members at least two weeks prior to the meeting.
- D. A majority of full members constitutes a quorum.

Article VI. Committees

- A. Standing committees  
The Fly-in Committee plans and holds a Fly-in.
- B. Special committees  
The Board may set up special committees as are deemed helpful to the running of the Club.
- C. The Board appoints committee Chairs. The Chair(s) of each committee appoint members to that committee. All members of committees are members of FCS.
- D. All committees operate within policies and procedures set by the Board and report to the Board.

Article VII. Finances

- A. Dues and other fees  
Membership dues and other fees are established by the Board.

- B. Expenditures
1. FCS funds are expended for carrying out FCS's purpose (see Article II).
  2. FCS expenditures are approved by the Board.
  3. When there is a need to expend monies between Board meetings, at least two Officers shall approve the expenditure, and report such at the next Board meeting.

Article VIII. Elections

- A. A general election for Officers is held during the annual Club meeting.
- B. Nominations may be made to any Officer prior to the meeting or from the floor during the nomination portion of the meeting. Nominations require the approval of the candidate and two other full members.
- C. For each position with only one nominee, that nominee is considered elected.
- D. For all the positions with multiple nominees, an election is conducted via secret ballot. Each nominee who receives the plurality of the votes cast for that position is elected.

Article IX. Standing Rules

The Board may adopt and repeal Standing Rules as are helpful in the running of the Club.

Article X. Parliamentary Authority

The current edition of *The Standard Code of Parliamentary Procedure* governs the Club in all parliamentary situations that are not provided for in the law or in the Club's Bylaws or adopted rules.

Article XI. Amendments to the Bylaws

A. Amendment proposals

Any member may propose a Bylaws amendment, in writing, to the Board. The Board decides whether a proposed amendment is to be brought forward for a vote and informs the membership of each such proposed amendment at least two weeks prior to the meeting at which it will be voted on.

B. Vote

Proposed amendments brought forward from the Board are voted on at the annual Club meeting or a special Club meeting called for such purpose. A two-thirds vote of full members is required for the amendment to be ratified.

Article XII. Dissolution

A majority vote of full members at a Club meeting is required to dissolve the Club. Any remaining assets shall be disbursed as stated in the dissolution motion. If the motion does not include such instructions, the funds will be given to the IAGSDC.