



CLEVELAND - AKRON SWING AND HUSTLE CLUB BYLAWS

ARTICLE I - NAME

- 1.1 This dance club shall be known as the Cleveland - Akron Swing and Hustle Dance Club, herein listed as "C.A.S.H. DANCE CLUB". It is located in Cleveland, Ohio.

ARTICLE II - OBJECTIVES

- 2.1 Mission Statement: To foster appreciation and education for West Coast Swing and Hustle dance as it was, as it is, and as it will be among Northern Ohio, and among all generations, promoting the growth of all swing dance with professionals and the public at large.
- 2.2 C.A.S.H. DANCE CLUB board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of C.A.S.H. DANCE CLUB. Conflicts of interest or the appearance thereof should be avoided and appropriately managed through disclosure, recusal or other means.
- 2.3 Provide a forum to learn, practice, develop, foster and otherwise enjoy West Coast Swing and Hustle dancing.
- 2.4 Conduct seminars and workshops to facilitate, educate and improve West Coast Swing and Hustle dancing for C.A.S.H. DANCE CLUB members.
- 2.5 Promote the interest, support and involvement of its members and the public in West Coast Swing and Hustle dancing.
- Hold dances, events, functions and meetings on a regularly scheduled basis to increase membership and maintain and expand the participation of members.
 - Join with other dance clubs in exchanging ideas, attending their conventions and functions, and fostering inter-club relationships.
 - Encourage national recognition of swing and hustle dancing.
 - Allow dance lessons prior to monthly dances.
- 2.6 C.A.S.H. DANCE CLUB shall allow associations with dance venues and/or dance professionals (defined as persons who teach dance for compensation during the current dance year.)



ARTICLE III - MEMBERSHIP

- 3.1 There shall be the following types of membership: Full, Full w/Partner, and Junior/Student.
- Full Member membership shall consist of a single person and carries the right of one vote.
 - Full Member w/Partner membership shall be defined by two (2) persons living at the same address. This membership carries the right of two votes.
 - Junior/Student membership shall consist of a full-time student with valid student I.D. This membership does not carry the right to vote.
- 3.2 Prospective members can qualify for membership by joining the club directly by submitting an annual membership form. Annual dues shall be determined by Club policy, are nonrefundable, and may be subject to proration at the time of initial membership as determined by club policy.
- 3.3 Membership in C.A.S.H. DANCE CLUB shall be non-transferable and non-assignable.
- 3.4 There shall be no additional assessments, other than annual dues, unless approved by a majority of votes cast by the membership in good standing.
- 3.5 Membership in C.A.S.H. DANCE CLUB may be terminated by a majority vote of the Executive Board at a regular or special Executive board meeting with a quorum present on the basis of any one of the following:
- A documented violation of C.A.S.H. DANCE CLUB bylaws or policies.
 - Conduct considered improper or detrimental to the best interest or reputation of C.A.S.H. DANCE CLUB that has been documented and submitted by C.A.S.H. DANCE CLUB membership.
- 3.6 Terminated members may be reinstated by majority vote of the Executive Board at a regular or special Executive board meeting with a quorum present or as previously determined in writing.
- 3.7 C.A.S.H. DANCE CLUB does not discriminate on the basis of race/ethnicity, color, national origin, religion, sex, marital status, sexual orientation, disability, veteran status, for eligibility to become a member of the C.A.S.H. DANCE CLUB.
- 3.8 A Member in Good Standing is a person who has paid dues to CASH DANCE CLUB in the current fiscal year, has attended at least one CASH DANCE CLUB dance during the current fiscal year, has been a member of C.A.S.H. DANCE CLUB for at least thirty days, and has not been reprimanded/terminated by Executive Board action.



- 3.9 All members in good standing shall have the following rights:
- To take part in all activities of the organization.
 - To attend Membership meetings.
 - To make recommendations and voice complaints to the Board of Directors.
 - To make motions and vote at meetings of the general membership in accordance with the voting rights set forth in Article 3; after thirty (30) days of membership.
 - To hold office, must be twenty-one (21) years of age.

ARTICLE IV - EXECUTIVE BOARD

- 4.1 The Executive Board, shall consist of elected Officers and appointed Board of Directors. The Executive Board shall serve a one year term.
- 4.2 In May, five (5) Officers shall be elected at a membership meeting as stated in Article XI. The Officers of C.A.S.H. DANCE CLUB shall consist of a President, Vice President, 2nd Vice President, Secretary, and Treasurer.
- 4.3 In September, a minimum of three (3), and no more than five (5) Board of Directors shall be appointed by the Officers at an executive meeting or special meeting as stated in Article XI.
- 4.4 To be eligible for the Office of President a member must have served at least one (1) year as an Officer of C.A.S.H. DANCE CLUB. In addition, a members of the same family and/or household may not hold another officer positions in that same Year.
- 4.5 Upon election of new Officers, the outgoing President may serve in an advisory capacity at the request of the Board of Directors.
- 4.6 The Executive Board are volunteers and assume no individual liability for any misconduct, unlawful behavior, or bodily injury, to or by, any of its members.
- 4.7 Executive Board benefits approved but not available to the general membership shall be fully disclosed in official minutes of the general membership meetings. Official minutes shall be made reasonably available to the membership.
- 4.8 Unless otherwise ordered by the Executive Board, general membership meetings called by the Officers shall be held a minimum of once a quarter. An attempt shall be made by the convening Officer to notify all Executive Board and/or the general membership no later than ten (10) business days before the meeting. The purpose of the meeting shall be stated in the call. A time and place shall be chosen to allow a quorum of the Executive Board to be present.



- 4.9 It shall be the duty of the Officers to carry out the day-to-day operations of C.A.S.H. DANCE CLUB.
- 4.10 The Board of Directors shall oversee the C.A.S.H. DANCE CLUB Officers and Event Director(s).
- 4.11 The Executive Board may use e-mail voting in lieu of an emergency meeting provided each and every member of the board in writing either:
- Votes for such action, or
 - Votes against such action or abstains from voting,
 - All correspondences is recorded via copy in the Clubs email account, and
 - Waives the right to demand that a meeting be held.
- Action shall only be taken under this section if the affirmative vote for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the board members would have been present and voted.
- 4.12 A quorum for a meeting shall consist of four (4) Executive Board members, of which at least two shall be Officers.
- 4.13 Approval of any policy placed before the Executive Board shall require a simple majority of those present and voting, provided a quorum is present.
- 4.14 In the event an Executive Board Officer or Director position is vacant, the Executive Board is to unanimously appoint a replacement for the position. At the next membership meeting, the membership will vote to confirm the replacement by a simple majority vote. If the Executive Board cannot reach an unanimous decision or the membership does not confirm the Executive Boards appointment by a simple majority, then the position will be opened up to the floor for nomination. The special election will be held at the next regular or at a special meeting within 30 days of the failure of the confirmation of the replacement.
- 4.15 Absence of an Executive Officer from three (3) consecutive Executive Board Meetings and no official correspondence shall be sufficient cause for the Board to remove the Director and elect a successor.

ARTICLE V - EXPENDATURES

- 5.1 This article establishes the following monetary limits for spending, letting of contracts or assuming obligations on behalf of the organization per fiscal year:
- President \$250.00
 - Officers \$100.00
 - Committees \$50.00



- 5.2 Expenditures exceeding stated limits, as described in 5.1, shall require prior approval at a membership meeting.
- 5.3 Expenditures, budgets or contracts exceeding \$750.00, shall require prior approval from the Board of Directors.
- 5.4 Only one (1) signature is required on all checks by any Officer authorized to sign checks. Two (2) Executive Board members are required to verify all cash amounts prior to transfer/transport.
- 5.5 A financial compilation of the C.A.S.H. DANCE CLUB's books will be conducted by an internal Audit of the financial records and will be performed on an annual basis or more often as determined by the Board of Directors.
- 5.6 The Executive Board and any other person responsible to handle C.A.S.H. DANCE CLUB funds shall be insured by the club.

ARTICLE VI - OFFICER DUTIES

6.1 Duties of the President

- Preside at all meetings of C.A.S.H. DANCE CLUB and Executive Board.
- Perform all duties that pertain to the office.
- Provide a written agenda for Executive Board meetings.
- Appoint committees and charges as specified by these bylaws and with the approval of the Officers.
- Represent C.A.S.H. DANCE CLUB in its relationship with outside individuals and groups.
- Serve as Chairperson of the Executive Board, using "Roberts Rules of Order".
- Uphold the bylaws, rules and policies.
- May select an auditor, with Executive Board approval, to provide a written report to the Executive Board after examining and approving the financial records, including all assets of C.A.S.H. DANCE CLUB.
- May prepare and present to the Executive Board for its approval a budget at the first Executive Board Meeting for the year.



6.2 Duties of the Vice President

- Assume the office of President in the event of the absence or disability of the President as determined by the Executive Board.
- May form a Bylaws Committee to review C.A.S.H. DANCE CLUB bylaws, rules and regulations, and submit an organized list of recommended changes; report the recommendations to the Executive Board and seek approval; seek a majority vote from the membership; Print the revised bylaws and distribute them to the Executive Board and make them available to the membership.
- Carry out other duties as assigned by the Executive Board.
- Represent C.A.S.H. DANCE CLUB in its associations with outside individuals and groups.

6.3 Duties of the 2nd Vice President

- Assume the office of President in the event of the absence or disability of the President and Vice President as determined by the Executive Board.
- Carry out other duties as assigned by the Executive Board.
- Represent C.A.S.H. DANCE CLUB in its associations with outside individuals and groups.

6.4 Duties of the Secretary

- Prepare and maintain a file of minutes of Executive Board meetings, general membership meetings and C.A.S.H. DANCE CLUB records.
- Keep a record of attendance at Executive Board meetings and general or special membership meetings.
- Carry out other duties as assigned by the Executive Board.
- May submit for publication in any C.A.S.H. DANCE CLUB approved media, a summary of C.A.S.H. DANCE CLUB and Executive Board activities.
- Represent C.A.S.H. DANCE CLUB in its associations with outside individuals and groups.



6.5 Duties of the Treasurer

- Receive and account for all monies of the club and balance C.A.S.H. DANCE CLUB accounts.
- Disburse C.A.S.H. DANCE CLUB funds for purposes that are authorized or approved by the Executive Board.
- Report the financial status of C.A.S.H. DANCE CLUB at each meeting of the Executive Board, and make this available at the annual general membership meeting.
- Carry out other duties as assigned by the Executive Board.
- May submit all records to an Executive Board approved auditor annually.
- Represent C.A.S.H. DANCE CLUB in its associations with outside individuals and groups.

ARTICLE VII – EXECUTIVE/SPECIAL MEETINGS

- 7.1 The Executive Board is not required to call meetings on a regular basis. All C.A.S.H. DANCE CLUB business, with the exception of dance/event planning, shall be conducted at a membership meetings.
- 7.2 Special Meetings may be called by the President, by the Executive Board, or by the written request of ten members of C.A.S.H. DANCE CLUB. The purpose of the meeting shall be stated in the call. Special meetings called by membership can only be scheduled at a membership meeting and a notice of the special meeting shall be published at a minimum of ten (10) business days prior to the meeting.
- 7.3 An Executive Board meeting, shall be scheduled in June of each year, for the purpose of holding an orientation for the elected Officers, to develop a calendar of events, review policies and procedures, address any other business that may arise and every five (5) years to review the Bylaws.
- 7.4 Club policies, procedures and/or standing rules can be recommended for amendment by any member in good standing order at a regularly scheduled membership meeting.

ARTICLE VIII – ELECTION AND NOMINATIONS

- 8.1 All membership in good standing order, pursuant to this Article, shall be afforded the opportunity to cast a ballot. The ballots shall be received the day of the election at a scheduled general membership meeting.
- 8.2 The Officers of C.A.S.H. DANCE CLUB as specified in Article IV shall be elected from those members who are in good standing.



- 8.3 There shall be no restriction on the number of consecutive terms served by an Officer, Board of Director or Director.
- 8.4 The election of Officers shall occur during an Election Meeting held in May of each year or as provided. Those elected Officers shall assume office on the first day of June or day following the election, whichever is later.
- 8.5 The appointment of Board of Directors, by the Officers, shall occur at an Executive Board or Special Meeting held in September of each year or as provided. A unanimous vote by the Officers is required for appointment. Those elected Board of Directors appointed shall assume duties on the first day of November or the day following the election, whichever is later.
- 8.6 Members in Good Standing order who are entitled to vote shall have been a member of C.A.S.H. DANCE CLUB for a minimum of three (3) months.
- 8.7 Removal of an elected Director shall be by vote of the Executive Board and shall require a two-thirds (2/3) majority vote of the current Executive Board.
- 8.8 The Executive Board shall attempt to nominate, approve and install a replacement to any Officer or Board of Director vacancy in a timely manner.
- 8.9 A majority of the votes cast by the membership shall be required prior to relocating C.A.S.H. DANCE CLUB to a permanent dance venue.

ARTICLE IV - COMMITTEES

- 9.1 The Officer may define committees necessary for the operation of C.A.S.H. DANCE CLUB as deemed appropriate by a simple majority vote of a quorum of the board.
- 9.2 Officer committees may include but not necessarily be limited to the following positions:
- Dance Coordinator
 - Fundraising
 - General Membership
 - Hospitality
 - Music
 - Newsletter
 - Professional Membership
 - Publicity
 - Social Media
 - Website
- 9.3 The Executive Board may appoint or remove committee chairpersons at any time for any reason by a simple majority vote of a quorum of the board.



ARTICLE X - CONDUCT

- 10.1 All members shall represent the C.A.S.H. DANCE CLUB in an appropriate manner-keeping the C.A.S.H. DANCE CLUB's best interests in mind at all times. No member shall take it upon them-selves to represent C.A.S.H. DANCE CLUB at a private or public function/forum including publicity in newspapers, magazines or social media without prior approval of the presiding officers. Requests must be made in writing and submitted to the Secretary.
- 10.2 No Executive Board members, membership or associate members shall benefit from the C.A.S.H. DANCE CLUB or any C.A.S.H. DANCE CLUB function for personal or financial gain unless stated herein, the Bylaws.
- 10.3 No member or associate member shall make use of or duplicate the C.A.S.H. DANCE CLUB's name or logo without approval from the Executive Board.

ARTICLE XI - AMENDMENTS TO BYLAWS

- 11.1 Proposed amendments to the bylaws shall be submitted to the Executive Board in writing at least sixty days prior to the meeting at which the voting will take place.
- 11.2 The proposed amendments with the Executive Board's recommendations for accepting, rejecting or altering them shall be made available to all members of C.A.S.H. DANCE CLUB at least thirty days prior to the meeting at which the voting will take place. The Executive Board reserves the right to reject any voting on a proposed amendments until the stated five year (5) Bylaw review.
- 11.3 A two-thirds (2/3) majority of the votes cast, by the membership in good standing, shall be required to amend the bylaws.
- 11.4 No policies, procedures or standing rules shall conflict with the C.A.S.H. DANCE CLUB Bylaws.

ARTICLE XII - SPLIT OR "SPIN-OFF" CLUB

- 12.1 In the event of a split or a "spin-off" of the club for whatever reason, members in Good standing who are committed to the upholding the original General Purpose (Article 1) as written by the founders of the C.A.S.H. DANCE CLUB, shall retain control of the Name, Logo, All funds, All Property Assets-including (all of the music Library) and all Membership information of the Cleveland Akron Swing and Hustle Club.

ARTICLE XII - TERMINATION OF C.A.S.H. DANCE CLUB

- 13.1 If C.A.S.H. DANCE CLUB voluntarily surrenders its interest, terminates its operations and dissolves, all remaining funds and assets after all obligations have been met shall be distributed pursuant to Internal Revenue Service, federal and state laws and regulations.



- 13.2 Dissolution of the C.A.S.H. DANCE CLUB can occur only with the agreement of two-thirds (2/3) majority vote of the attending membership at a specified meeting.
- 13.3 Upon dissolution of the C.A.S.H. DANCE CLUB, the Officers shall, after paying all liabilities of the C.A.S.H. DANCE CLUB, Dispose of all the physical assets, (Camera, Sound Systems, Computers, CD's, etc.) through an open auction to C.A.S.H. DANCE CLUB members in good standing.
- 13.4 The receipts of that auction will be deposited with the rest of the money in the Club Treasury and dispersed in such a manner to organizations formed exclusively for charitable, religious, scientific, or educational purposes as shall at the time qualify (under the applicable sections) on the Internal Revenue Code), as an exempt organization.

ARTICLE XIV - DEFINITIONS

- 14.1 - Association: A connection or cooperative link between people or organizations.
- 14.2 - Dance Professional: A person who teaches dance for compensation during a current calendar year.
- 14.3 - Junior/Student: A dancer who is 14 years of age or older.
- 14.4 - Fiscal Year: March 1st through February 28/29th.