

BY LAWS
LET'S DANCE CLUB
(as revised August 7, 2014)

1. *DEFINITION:*

The Let's Dance Club is a not-for-profit organization formed for the purpose of holding dancing parties.

2. *OPERATION:*

The Let's Dance club will be managed by a committee of five (5) couples selected from the membership. The committee will solicit volunteers from the membership to serve as committee members when required.

3. *DUTIES (2):*

The committee will make arrangements for all dances, including those dances one year after the end of the dancing season in which their term expires. The committee will determine the number of dances to be held and establish subscription rates. ⁽²⁾

4. *MEMBERSHIP:*

Effective for the 2014-2015 season a single person may join the Lets Dance Club provided that they attend each dance event with a partner. Membership shall be limited to seventy five (75). If necessary, a waiting list shall be established.

5. *DANCE EVENTS:*

Each dance event will be a dinner dance with live music. Appropriate attire is expected.

6. *FINANCES:*

Dances will be financed by subscription of annual dues from the members. The subscription shall be paid by a date designated by the committee and stated in the membership letter. Members from the previous year, and new members will pay this fee. For new members joining after the beginning of the season (those not members the previous year), the membership fee shall be prorated by the percentage of the remaining dances. This fee will pay for the bands, rental of halls, and mailing expenses.

No refunds of dinner reservations will be made after the deadline. This deadline shall be the day the dance attendance count is given to the hall/caterer. This is 7 days prior the dance. **Refunds after the deadline can only be given if there is a replacement couple**, or the hall/caterer accepts a lower count and agrees to charge for this lower count. Contact the treasurer about refunds.

7. *GUESTS:*

The number and schedule of guest couples for each year shall be established by the committee. Guest couples may attend only once in a fiscal year, and then by reservation only. A guest log shall be kept and be the responsibility of the Treasurer couple.

8. *RESERVATIONS:*

No one will be admitted to a dance except by confirmed and full-fee payment. No one will be admitted to a dance without a dance partner.

9. *BYLAWS:*

The bylaws may be changed at any time by a majority vote of those committee members present, and become effective upon notification to the members.

LET'S DANCE CLUB COMMITTEE RESPONSIBILITIES

CHAIRCOUPLE: Presides over committee meetings (usually one or two a year); make announcements at each dance as needed; contact host couples before each dance to verify that they have no unanswered questions.

A meeting shall be held in July or August to review the upcoming seasons dances, and work out any necessary details.

SECRETARY: Receive information from host couples regarding up coming dance, create, duplicate, and mail out flyers for each dance; take minutes of committee meetings and distribute to officers; and help to keep membership list addresses current.

In July send letter to current members asking them to renew their membership for the coming year. Call those who have not responded to the letter. If some couples have not rejoined, contact couples on the waiting list to keep our membership up to 75 couples. Compile and distribute a new membership list at the first dance. During the year, receive letters from couples who want to be put on our waiting list.

HALL BOOKINGS: Arrange for halls with enough dance space for the maximum number of members; determine dates (6 dances per year) avoiding holidays and other dance club dates if the other dance clubs have picked dates (coordinate this function with the other dance clubs); work at least one year in advance; and as soon as halls are booked inform committee person in charge of bands as to the location and dates of the dances. Hall bookings will be arranged for one year after their term of office expires.

TREASURER: Receiver of all funds and disburses these to meet the needs and commitment of the club. Records and deposits all income from membership, dance fees, raffles, saving account interest etc. Pay all bills for bands, halls, dinners, and club expenses. Prepare annual statement and update the ledger book. Track guest couples attending each dance.

BAND BOOKINGS: When the list of the dates for the dances is available, choose and contact the band by phone or letter to set up the music. Contact the treasurer for check to send a down payment with the signed contract when required by the band. Names, addresses, and contracts for bands used in the past are in the book, other bands can be contracted if so desired. Band bookings are set up one year (in advance) after their term of office has expired.

HOST COUPLES: All officers host one dance with another couple during the year. They are responsible for visiting the hall, menu selection, determining cost of the dance, preparing name tags, decorations and guest book. Give the information to the secretary. Get the final count from the treasurer.

Revisions to Let's Dance Club By-Laws: August 8, 2014; June 10, 2007; August 3, 2006; and July 31, 2006.