

**BEACH BOPPERS OF ORLANDO, INC.**  
**CLUB BY-LAWS**

**I. GENERAL PURPOSE**

a) The Beach Boppers of Orlando, Inc. (BBOO) is a non-profit social dance organization for the entertainment, fellowship and interest of the membership, and provides opportunities to its members to associate with others who share the enjoyment of dancing to Carolina Beach-type music including bop, swing, shag, jitterbug and line dancing.

b) No individual or group, other than the Board of Directors, shall take it upon themselves to represent or commit the club financially or contractually, unless otherwise approved by the Board of Directors.

**II. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

a) The Board of Directors (hereinafter referred to as the "Board"), will be responsible for the operation of the club in a manner which reflects the interest of the general membership.

b) The Board shall prepare an annual detailed line item operation budget within ninety (90) days after calendar year end and a copy will be presented to all members in good standing. Quarterly reports, including a balance sheet and an income and expense statement reflecting actual versus budgeted expenditures will be provided upon request to any member in good standing. This operation budget will be reviewed with the membership at the March quarterly General Membership Meeting for approval.

c) The Board, by its majority vote, with all Board members present and voting, is authorized to exceed any budgeted or unbudgeted expenditures by 10%.

c-1) In lieu of paying taxes, the Board has the authority to distribute excess funds in order to comply with the IRS guidelines.

d) The Board will meet monthly to conduct the business of the club.

e) The Board may call a general membership meeting with at least seven (7) days prior notice to all members in good standing, but in any event, a general membership meeting will be held at least quarterly.

f) A quorum at all membership meetings is the number of active members present for the meeting. A majority vote consisting of 50% plus 1 of the membership present and voting is

required to approve or reject a motion. An agenda will be provided prior to the meeting and no items other than those on the agenda will be open for voting.

g) All members in good standing will be clearly identified prior to any voting, and non-members will not be allowed to vote.

h) The Board will recommend a schedule of social events including locations of same, to be presented to the membership for approval at the general membership meeting in March of each year. Deviations will be by majority approval of the Board.

i) Any officer failing to fulfill the duties of his/her office, or failing to represent the club in an appropriate manner, shall be removed from office by the majority vote of the membership at a scheduled or specifically called general membership meeting.

### **III. MEMBERSHIP**

a) Membership shall be limited to those who reach the legal drinking age for the State of Florida. The club will not, and cannot, be responsible for said person or persons at a public function.

b) Dues in an amount voted on annually by the Board of Directors will be payable upon acceptance for membership and renewable thereafter no later than December 31<sup>st</sup>. The month of January shall be considered a grace period for membership purposes. Renewals after January 31<sup>st</sup> will be treated as a new member.

c) Rules of conduct are based on freedom of speech, respect for the dignity of individuals, equality of justice for all, the principle of majority rule, the right of the minority to be heard, and the duty to abide by the will of the majority.

d) If proper conduct is ignored, or otherwise abused by a member, the Board of Directors has the right to call for a "Special Meeting". The offending party has the option of going before the Board, or before the general membership to discuss termination of said membership.

e) The BBOO, being a social dance club, shall use the Robert's Rules of Order only as a guideline in areas not covered in these by-laws.

### **IV. OFFICERS**

a) Officers will be elected for a one (1) year term. Officers shall consist of a President, First Vice-President, Second Vice-President, Secretary and Treasurer. No relatives may hold office at the same time. Nominees must be a member in good standing for one hundred eight (180)



days prior to running for office, with the exception of the President who must have been a member in good standing for one (1) year. The out-going Board of Directors may serve as an Advisory Committee to the incoming Board of Directors as needed.

**b) President:** Presides and maintains order at all General Membership Meetings and Social Events, explains and decides all questions of order, announces all business and performs such other duties as necessary to enhance further development of the Club.

**c) First Vice-President:** In the absence of the President, presides and performs the duties of the President and co-ordinates committees and such other duties as prescribed by the President.

**d) Second Vice-President:** Assists the First Vice-President and performs such duties as prescribed by the Board; also maintains an annual inventory of the club's material assets.

**e) Secretary:** Takes minutes of meetings, reads the minutes of previous meetings and important correspondence, and maintains and updates the membership roster.

**f) Treasurer:** Receives and banks all moneys due the Club, keeps bookkeeping records of such funds, pays bills for the club from officers and members only when clearly authorized by a member of the Board and when receipts for expenditures are provided, and pays by club check whenever possible, gives a statement of finances at a General Membership meeting or as required by the Board. All checks will be signed jointly by the Treasurer and President or the First Vice-President in the President's absence.

## **V. COMMITTEES**

**a)** All committee appointments will be completed by the Board within ninety (90) days after the election of officers.

**b) *Finance Committee:*** The Chairperson will be responsible for auditing the books at the end of the Treasurer's term as well as any time a special audit is required.

**c) *Special Events:*** The Board of Directors will be responsible for the organization, implementation and management of all special events associated with a successful production of the BBOO Orange Squeeze, the Summer BBQ Dance and Christmas Party. The Board shall be responsible for all negotiations including, but not limited to locations present and future, scheduling food, beverage pricing, room rates, flooring, entertainment and DJ selections.

**d) *Membership Committee:*** The Chairperson is the First Vice-President assisted by the Second Vice-President. The responsibility of this committee is to solicit new members for our organization, receive applications and turn dues over to the Treasurer and act as hospitality

hosts/hostesses.

**e) *Publicity*:** Headed by a Chairperson whose responsibility will be to compile all pertinent information regarding the club activities for publication and to handle all public relations of the club.

**f) *Telephone Committee*:** Headed by a Chairperson and as many other members as necessary. The responsibility of the committee will be to communicate club information to the general membership in good standing at the direction of the Board.

**g) *Nominating/Election Committee*:**

**g-1)** Headed by a Chairperson and at least four (4) other members. The responsibility of this committee will be to distribute election committee sign-up sheets to all members, collect these sheets, then interview prospective candidates for nomination.

**g-2)** The committee is responsible for seeing that the nominating, eligibility and election rules are followed. If a member of the Nominating/Election Committee decides to accept a nomination for office, that member must resign from the Committee. The remaining committee members are responsible for selecting someone to fill this vacancy.

**g-3)** The committee is responsible for following the election procedures. Any dispute about procedure, qualification of candidates or vote count must be made in writing to the committee as soon as possible, but in no case later than 48 hours after the November election. It is the responsibility of the committee to resolve any dispute by investigation and any corrective action the committee decides will be by a majority vote of the committee members. The written dispute and the committee decision will be made public at the next meeting.

**h) *By-Laws Committee*:** Headed by the Parliamentarian who is responsible for advising the board as to correct parliamentary procedures at all general membership meetings. The Parliamentarian should be present at all general membership meetings and preside at the head table with the Board.

**h-1)** The Parliamentarian is responsible for reviewing, correcting or updating the by-laws annually within ninety (90) days after the calendar year ends and/or at the request of the Board.

**h-2)** The Parliamentarian will present revised by-laws to the Board for review, then to the general membership in good standing. The revised by-laws will be voted on at the next general membership meeting.

**h-3)** If the revised by-laws are not approved by the general membership they will be



revised again by the Parliamentarian to reflect the consensus of the membership and be re-submitted to the Board and membership for another review and vote.

**i) *Ethics Committee (Board of Directors)*:** Will be responsible to hear valid complaints from members in relationship to violations of the by-laws and, if the complaint is found to be valid, the committee will investigate the complaint, and suggest measures to be taken against the offender. Every complaint will be handled on an individual basis.

**i-1)** Any decision made by this committee shall be held in strict confidence among the members of this committee. All decisions will be formally written in duplicate with one (1) copy retained in the files of the ethics committee and one (1) copy delivered to the offender. No other copies shall be made and reproduction of these documents for any unauthorized distribution shall constitute an infraction. Unauthorized release of information either verbal or written by an ethics committee member or officer of this club shall also constitute an infraction and subject the offending committee member or officer to the membership rules of conduct as defined in Article III, section d of the bylaws.

**i-2)** Every club member has the right to reject the majority decision of this committee by notifying the Chairperson of the Ethics Committee requesting a general membership review. This request must be made in writing no later than one (1) week prior to the next general membership meeting after the decision. Failure to request a review by the above time constitutes automatic acceptance of this decision.

## **VI. ELECTION PROCEDURES**

**a)** Nominations of officers will be conducted in September at a general membership meeting. Nominations are expected to come primarily from those indicating interest on the election committee sign-up sheets. No candidate may be nominated for more than one (1) office. If a nominating form is signed by the member nominee prior to nominations, they need not be present to accept or decline. The member nominee must be present to accept or decline, if nominated from the floor.

**b)** The final slate shall have not more than two (2) candidates for each office. In the event of more than two (2) candidates nominated for the same office, a run-off vote will be conducted by a show of hands with the nominees absent from the meeting room. The two (2) nominees with the most votes will become the candidates for the office.

**c)** The slate of candidates will be published in the October newsletter along with the election place, date, polling hours, and instruction for the absentee ballots. Each candidate will be allowed reasonable space in the newsletter for their resume and campaign information.



d) The election will be held at a November general membership meeting. The election committee will introduce each candidate beginning with President. Each candidate may have a reasonable time to address the membership.

e) Voting will be by secret ballot, to include absentee ballots, of the general membership. The ballot box will be open for voting for a minimum period of three (3) hours, starting one (1) hour before the meeting. Each member voting must show identification and sign a membership register. It is the responsibility of the committee to be present at the ballot box and membership register at all times during the election process. Current members in good standing will be eligible to vote.

f) Elected officers will be determined by the majority of those voting at the November general membership meeting. The committee will be responsible for collection of the ballots, counting the votes and announcing the winners. All ballots will be held in a sealed envelope by the election committee for a period of thirty (30) days and, may be inspected by any member in good standing. The election results will be announced as soon as the polls close and the ballots are counted.

g) Members in good standing, who: due to sickness, or distance from the polling place, or have such other reason the Board may find valid, may be given an absentee ballot. Absentee ballots will be numbered and a record kept of the number mailed. Said ballot must be requested a minimum of seven (7) days prior to the election. The ballot will be provided in a plain envelope marked "ballot". It shall be the member's responsibility to see to its timely return. The absentee ballot must be received by the Election committee no later than one (1) day prior to the election and will be placed unopened in the ballot box and be counted with the others on election day. Only numbered absentee ballots within the numbers recorded will be counted in the vote tally.

h) The First and Second Vice-Presidents will move to fill any vacancy in the event of the resignation of or the removal of the President or First Vice-President. Any vacancy in the office of Second Vice-President, Secretary or Treasurer, due to resignation or removal of an officer, shall be filled by the unanimous vote of the remaining officers and with the approval of the membership in attendance at a regular and/or special meeting. In the event a unanimous decision among the remaining officers cannot be reached, the office will be open to the floor for nominations. A special election for the open office only will be held at the next regular and/or special club meeting or within thirty (30) days subsequent to the failure of the officers to fill the office by the primary period.

i) Officers will assume their duties effective January 1st following the November election.

## **VII. DISSOLUTION OF CLUB ASSETS**



In the event of the pending dissolution of the club, all physical assets shall be sold. Cash from such sale along with cash from the club treasury shall be donated to St Jude's Organization and shall be handled by the presiding Board of Directors at the time of dissolution.

**VIII. AMENDMENTS TO BY-LAWS**

These by-laws may be amended by prior notice of the proposed amendment by a majority vote of the membership at a scheduled or specifically called general meeting.

**IX. STANDING RULES**

- a) Club minutes and reports will be made available to any member upon request to the President or other officers. Copies of these records will be available at a cost of \$3.00 per copy to cover the cost of labor and materials. Any member is welcome to attend the Board meetings.
- b) No member or their guest shall be admitted free to any payable function with the exception of the BBOO DJ if playing at the event.

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