

High Desert Bellydance Guild

Bylaws



Adopted September 16, 2006

ARTICLE ONE: NAME

The name of this organization shall be the High Desert Bellydance Guild (hereafter referred to as HDBG).

ARTICLE TWO: PURPOSE

The mission of the HDBG is:

- To promote bellydance to the public as a legitimate art form.
- To provide professional development and performance opportunities for members of the bellydance community.
- To facilitate communication among members of the bellydance community and to provide opportunities for community-building and support.

The Guild will participate in community events, sponsor activities related to the bellydance, and cooperate with other organizations in the pursuit of its purpose.

ARTICLE THREE: MEMBERSHIP

Section One: Membership Requirements

Membership is open all, eighteen years of age and older *or* between the ages of 12-17 with parental permission, who are interested in promoting the mission of the HDBG and supporting the Central Oregon bellydance community.

Section Two: Member in Good Standing Defined

A member in good standing includes any person who has paid current yearly dues to the membership coordinator and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with the bylaws.

Section Three: Membership Year

The membership year for the HDBG will vary per member and shall be 12 months from the date of payment of dues to the membership coordinator. The membership coordinator will keep a record of the membership termination date for each member and will contact the member in writing or via email 30 days prior to the date to request dues.

Section Four: Expulsion or Suspension

Members of the HDBG may be disciplined through suspension or expulsion for knowingly misrepresenting the HDBG in a way that causes community distrust or financial damage to the HDBG, or for purposely misusing HDBG finances or resources (such as video tapes, books, costumes, sound equipment). Expulsions and suspensions are decided at monthly meetings.

Section Five: Membership Renewal After Disciplinary Action

A member who has previously been disciplined by the HDBG by either expulsion or suspension may apply for membership but may not become a member without HDBG sponsorship by two HDBG members in good standing and unless two-thirds of the HDBG members in good standing in attendance at the monthly meeting affirmatively vote for said applicant to become a member. The Board of Directors shall conduct and supervise said voting process.

ARTICLE FOUR: MEETINGS AND DUES

Section One: Meetings

Meetings will be held monthly on a regular basis. Meeting dates will be posted on the HDBG website. An annual meeting will be scheduled in **December** of each year at which time a new Board of Directors will be elected and an annual financial report will be given.

Section Two: Parliamentary Authority

All decisions made at HDBG meetings will be made by a majority vote. When further clarification of a voting process is needed, the newest edition of Robert's Rules Of Orders Revised shall govern the HDBG (in cases to which they are applicable and in which they are not inconsistent with these bylaws). Members may vote by proxy if they are unable to attend meetings. 5 members must be present to constitute a quorum. All members may vote at HDBG meetings.

Section Three: Dues

Payment of yearly dues is payable within thirty days of the due date (see Article 3 Section 3 above). Those who do not pay their annual dues within 30 days of their due date will lose their status as members of the HDBG and all rights and benefits which accompany that status.

ARTICLE FIVE: BOARD OF DIRECTORS

Section One: Board of Directors

A board elected from the members at the yearly meeting will execute various duties. They will serve for one year and may be apprenticed by other members in good standing who wish to learn the duties of the office.

Section Two: Board Officers

Officers of the HDBG include a secretary, a treasurer, co-presidents, a membership coordinator, a newsletter editor, a website coordinator, librarian, and outreach coordinator.

The Secretary shall:

1. Record minutes of monthly meeting (including attendance).
1. Distribute minutes to board members in a timely manner.
1. Keep HDBG records and correspondence available to all members in good standing.
1. Have a copy of the current bylaws available at all meetings.
1. Perform other duties as designated by the Board of Directors.

The Treasurer shall:

1. Receive all monies of the HDBG.
1. Keep accurate record of receipts and expenditures.
1. Pay out funds in accordance with the budget as authorized by the HDBG.
1. Keep records of property owned by and consigned to the HDBG that is not managed by other board members.
1. Present a financial statement at every meeting and make a full report at the Annual Meeting in December.
1. Perform other duties as designated by the Board of Directors.

The Co-Presidents shall:

1. Establish meeting agendas and facilitate HDBG meetings.
1. Ensure that HDBG activities meet the purpose of the HDBG.
1. Oversee the governance of the HDBG by ensuring the implementation of the bylaws and policies.
1. Represent the HDBG officially in other matters designated by the Board of Directors.
1. Perform other duties as designated by the Board of Directors.

The Membership Coordinator shall:

1. Maintain current membership records and a membership directory. This includes maintaining an alphabetized list of all members with current information, including information regarding payment of dues.
1. Create a semi-annual report detailing changes in the membership directory.
1. Contact members semi-annually to make sure information is current and update the membership database as needed.
1. Provide membership information for HDBG mailings.
1. Assist in welcoming new members.
1. Send individual notices to all members requesting payment of the annual membership dues. Follow up within a reasonable time frame with a notice to delinquent members. Maintain a separate database of inactive members to facilitate membership re-applications.
1. Send all checks to the treasurer for deposit.
1. Provide application forms as needed.
1. Perform other duties as designated by the Board of Directors.

The Newsletter Editor shall:

1. Publish a periodical newsletter with information regarding upcoming events, projects, special topics of discussion, and whom and how to contact the Guild in the event that a member wishes to open discussion or express concern about Guild business.
1. Announce pending newsletter deadlines at monthly meetings.
1. Perform other duties as designated by the Board of Directors.

The Website Coordinator shall:

1. Design and maintain an ad-free website for the guild with up-to-date information.
1. Propose a website hosting budget to the board of directors annually and communicate with treasurer regarding payment to host company.
1. Troubleshoot and resolve technical issues related to the website in a timely manner.
1. Communicate with other guild members to maintain visual unity among design elements (newsletter, business cards, t-shirts, etc.).
1. Regularly solicit and integrate feedback regarding website design/functionality from HDBG members.
1. Perform other duties as designated by the Board of Directors.

The Librarian shall:

1. House the HDBG library, maintain the inventory, and keep a current inventory list. The library includes all media related to the purpose of the HDBG that is of interest to members (such as videos, books, and patterns).
1. Receive rental fees, late fees, and damaged goods fees. Money collected is given to the treasurer.
1. Present an annual written financial statement and inventory.
1. Collect and submit recommendations for new acquisitions. Make purchases on approval from the Board of Directors.
1. Coordinate media for guild events. Responsible for arranging videographer, photographer and sound person for guild events and performances.
1. Maintain an archive of photographs, press, and promotional materials related to guild events.
1. Perform other duties as designated by the Board of Directors.

The Outreach Coordinator shall:

1. Coordinate publicity for the HDBG and for HDBG events. This includes flyers, emails, press releases, and additional outreach tools as needed.
1. Coordinate advertising for HDBG events.
1. Develop relationships with community members, such as arts patrons and media representatives, who can advocate for the mission of the HDBG.
1. Perform other duties as designated by the Board of Directors.

Section Three: Board Responsibilities and Duties

It shall be the responsibility of all board members to attend the monthly and annual HDBG meetings. When appropriate, board members shall keep records of their actions for their successors. In the event that a board member cannot attend a meeting, the member should inform a co-president of the impending absence and communicate necessary information (such as reports or updates) to be shared with the board.

The Board of Directors shall provide supervisory and advisory assistance to committees and members as needed in conduct of HDBG business. The Board of Directors shall advise and confirm, to the best of its ability, that the activities of the HDBG meet its purpose and conform to the provisions of its bylaws and any applicable public laws. The Board of Directors does not assume liability for actions of individual HDBG members.

ARTICLE SIX: ELECTIONS

Section One: Qualification, Election, Vacancies, Resignation, Impeachment

Members of the Board of Directors shall be selected from the members in good standing of the HDBG at the annual meeting each December. Names of nominees may be placed in nomination with the consent of the nominee at the October meeting. The membership coordinator will distribute written ballots to all paid members in good standing for voting. These shall be returned by the annual meeting in December. If there are not enough nominees to fill needed roles, a member may run for more than one office. However, no member may hold more than two offices.

Section Two: Qualifications for the Board of Directors

1. A member who is an active participant in HDBG activities or one who displays an interest in and enthusiasm for HDBG activities.
2. A member who presents a positive image, follows bylaws, and supports the purpose of the HDBG.
3. A member who has paid dues and is a member in good standing.

Section Three: Assumptions of Duties

Newly elected officers shall assume duties of the office at the end of the annual meeting following elections. It is deemed beneficial for the outgoing officer to train the incoming officer whenever possible.

Section Four: Vacancies

In case of a vacancy in the Board of Directors, the remaining members of the Board of Directors shall select a person to fill the unexpired term.

Section Five: Impeachment

In the case that there is an officer or officers deemed impeachable by ten members in good standing, a petition shall be signed to force an open election. All members in good standing shall be notified of the meeting and an opportunity will be given for the accused and accusers to publicly state their case. The election shall take place at the scheduled monthly meeting after the notification.

ARTICLE SEVEN: AMENDMENTS

These bylaws may be amended at any meeting of the HDBG by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the prior monthly meeting and that the notice is reported in the minutes.

HIGH DESERT BELLYDANCE GUILD POLICIES

I. PERFORMANCES:

Dancers must agree to conform to the HDBG Performance Code during HDBG sponsored performances. The code includes the following guidelines:

- *Dancers will be at least 18 years of age or have a guardian's permission and a teacher recommendation. The teacher must be a member in good standing of the HDBG.*
- *Dancers will present Belly Dancing as professionally and tastefully as possible. There will be no explicit sexual conduct and costumes should conceal undergarments.*
- *Dancers will wear cover-ups (opaque veils acceptable) before and after performing.*
- *Dancers will avoid any activity that endangers health, property, or the reputation of the guild.*
- *Dancers will not perform under the influence of alcohol or drugs.*
- *Dancers will be respectful of other dancers, the venue, and the audience.*
- *Dancers will adhere to dance time limits set for each specific event.*

The guild board maintains the right to prohibit performances that do not comply with the performance code. The guild also maintains the right to adjust the performance code for events as needed. The first failure to comply will result in a verbal warning from a board member or the event's performance coordinator. The second incident will require a written reprimand from the Board of Directors. The third failure to comply will result in a suspension from performances with the HDBG for six months.

In addition to the performance code:

- Notification of cancellations should be given to the appointed performance coordinator as early as possible. Dancers who do not cancel in advance and do not perform will be subject to discipline. The first failure to comply will result in a verbal warning from the event's performance coordinator. The second incident will require a written reprimand from the Board of Directors. The third failure to comply will result in a suspension from performances with the HDBG for six months.
- Guest Dancers will be scheduled on a space available basis. Whenever possible no HDBG member should be excluded.
- Photography/Videography during performances for HDBG use must be authorized by individual performers. Authorization forms will be available at each HDBG performance.

II. FINANCES:

- Reimbursement of any non-authorized expenditures accompanied by receipt must be approved by a vote before payment at a regularly scheduled meeting.
- Annual dues for members are \$15.00.

III. GRIEVANCES:

Any guild member having a dispute with or grievance against another dancer related to HDBG business shall attempt to settle the matter as follows:

1. A direct and private discussion with the other and attempt to come to a solution.
2. If the matter cannot be resolved, the grievance should be presented by letter to the Board of Directors. The letter should clearly indicate the nature and circumstances of the grievance and should outline the steps that have been taken to solve the problem.
3. A special meeting of the Board of Directors will be called to resolve the grievance.

IV. INCLEMENT WEATHER

In the event of inclement weather, the co-presidents shall discuss the situation, come to a decision, and act accordingly to notify as many involved persons as possible regarding cancellation of events or meetings. Whenever possible, event cancellations will be posted on the HDBG website.