



Charter and Bylaws of El Camino Reelers

Founded September 1986
Proposed Revision: 8/11/2018

Charter of El Camino Reelers

El Camino Reelers (henceforth referred to as ECR) was founded as a square dancing organization that promotes fun, fellowship, and a noncompetitive atmosphere among its Members. It is not intended in any way that ECR establish and promote a selectively chosen exhibition team within or outside of the organization. The intent of this Charter cannot be altered in any way by any Member or elected body of ECR.

Bylaws of El Camino Reelers

Article I: PURPOSES

1. To promote ~~square dancing~~ Modern Western Square Dancing as an international activity.
2. To provide and promote ~~square dance~~ opportunities for dancing, calling, and instruction at club levels, including Plus and other CALLERLAB programs such as Mainstream, ~~Plus~~, Advanced, and C1 ~~dancers~~.
3. ~~To provide and promote opportunities for Mainstream, Plus, Advanced, and C1 calling and instruction.~~

Article II: POLICIES

1. To promote fun and fellowship within the organization by square dancing and other activities.
2. To pursue a spirit of cooperation, support and positive encouragement.
3. To enhance the lifestyle of LGBTQ* people¹ ~~gay men, lesbians, bisexuals, transgenders,~~ and their friends.
4. To encourage the sharing of responsibilities and duties by all Members.
5. To prevent outside issues and internal politics from dividing the group.
6. To be non-competitive in our dealings with other organizations and groups as well as within ECR.

Article III: MEMBERS

1. Membership qualifications:
 - a. Membership in ECR is open to anyone regardless of race, religion, ethnic background, age, gender, gender identity, gender expression, or sexual orientation.
 - b. Associate Membership is automatic upon receipt of full payment of class fees for ~~Basic, Mainstream, Plus, Advanced or C1~~ instruction by any dancer who is not already a Full Member of ECR.

¹ Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and others.

- c. Full Membership is extended to those who have successfully completed **at least Mainstream Plus** instruction and paid dues. Demonstration of skills and interest may be required.
- d. Charter Membership is automatically extended to those Members who meet either of the following criteria:
 - i. Full Member at the time of ECR's inception.
 - 1. No interruption in Full Membership unless approved by the Board of Directors.
 - ii. Graduate of the first Mainstream class, April, 1986.
 - 2. Have paid Membership dues by three (3) months after completion of Mainstream instruction.
 - 3. No interruption in Full Membership unless approved by the Board of Directors.
 - iii. Charter Membership is irrevocable after three (3) years of Full Membership.

2. ECR dues

- a. Dues shall be determined by the Board of Directors.
- b. Membership dues are due October 1st of each year and shall be effective for one year. Dues not paid by October 15th shall be considered delinquent.
- c. Membership dues paid at any other time of the year may be prorated.

3. Membership benefits:

- d. Associate Membership includes fellowship in the organization; participation in and reduced fees for selected activities and special events; communications of pertinent information.
- e. Full Membership includes fellowship in the organization; participation in and reduced fees for selected activities and special events; communications of pertinent information; voting privileges; a copy of the Bylaws; a badge; the ability to serve on committees and hold office.

4. Loss of Membership

- f. Associate Members may lose their Membership if they are absent from class for four (4) consecutive weeks. In addition, an Associate Member may lose Membership if his/her level of skill is such that it seriously impedes the progress of the class, as determined by the Board of Directors.
- g. Full Members shall lose their Membership for failure to pay dues.
- h. All Members are subject to loss of Membership for an unwillingness to change undanceperson-like behavior, as defined by the Board of Directors, or for damaging the reputation of ECR.

5. Procedure for Removal of a Full Member

- a. From the Board of Directors:
 - i. Removal of a Member of the Board of Directors should be considered only for repeated absence from scheduled Board of Directors meetings (except when due to illness or bereavement) or a serious offense, such as violation of the ECR Charter, incompetence, or damage to ECR's reputation.

- ii. Impeachment proceeding can only be initiated by a Full Member and must include the following steps:
 1. A letter of explanation, signed by the Member(s) initiating the procedure, stating the reason(s) for impeachment must be presented to the Board Member concerned and to at least one other Board Member.
 2. Within one (1) week of receipt of the letter, the Board of Directors must set a date for a special or general meeting of the Membership that is not more than one (1) month from receipt of the letter.
 3. Notice of the meeting and the way it is conducted will follow in Article IV (General Meetings).
 4. At this meeting both the Board Member whose resignation is sought and the impeachment initiator(s) must be provided with a reasonable amount of time to address the General Membership if desired.
 5. A vote will take place by secret ballot.
 6. The Board Member will be removed from office with a two-thirds (2/3) vote of the General Membership present. Signed, written proxy votes will be accepted.
 - iii. In the event a Member of the Board is removed from office, a special election will be held to fill the vacancy, as provided for in Article V,2,c. If necessary, the remaining members of the Board may appoint a Full Member to fill the vacancy until the next regular election, as provided for in Article V.2.c.v..
- b. From Membership and Participation in ECR:**
- i. Removal of a Member should be considered only for a serious offense, such as damage to ECR's reputation, or continually acting in a manner unbecoming a Member of ECR.
 - ii. Removal proceedings may only be initiated by a Full Member and must include the following steps:
 1. A letter of explanation, signed by the Member(s) initiating the procedure and stating the reason(s) for removal, must be presented to the Board of Directors.
 2. The Board of Directors must inform the Member in question of the charges and allow this Member and the Member(s) originating the charge to represent themselves to the Board of Directors. Confidentiality should be insured.
 3. The Board of Directors may take any of the following actions:
 - a) With a two-thirds (2/3) vote of the Board of Directors, one of two actions can be taken regarding the Member in question
 - i) Probation for a minimum of three (3) months and maximum of six (6) months.
 - ii) Request for removal, brought before the General Membership.
 - b) The Board of Directors may decide to take no action against the Member in question.
 4. In all cases the initiator and the Member in question will be informed of the Board of

Directors' decision.

5. If the Board of Directors decides to put the Member in question on probation, that Member must be informed as to the thinking of the Board of Directors after three (3) months' probation. (This would include a progress report if probation is to continue.) At the end of the probation period, a Board of Directors vote must be taken to either bring the removal proceedings to the General Membership or end the probation, thus terminating the removal process. In either case the initiator and Member in question must be informed of the Board of Directors decision.
6. If the Board of Directors decides to continue removal proceedings a special (or general) meeting of the Membership will be called. The reason for having the meeting must be published.
 - a) Both the initiator(s) and the Member in question must be given a reasonable amount of time to present their case before the Membership at the meeting.
 - b) Voting at the meeting will be by secret ballot. Signed, written proxy votes will be accepted.
 - c) With a two-thirds (2/3) vote of the General Membership present at the meeting one of two actions can be taken regarding the Member in question.
 - i) Probation established for a minimum of three (3) months and a maximum of six (6) months, with the probation period supervised by the Board of Directors.
 - ii) Removal from Membership and participation in ECR.
7. If the Board of Directors decides to end the removal proceedings at its level the initiator may call a special meeting of the General Membership (in accordance with Article VI) in order to continue the removal process. The reason for calling the meeting must be published.
 - a) The procedure followed in this meeting will be the same as that outlined in Article III.5.b.ii.6).

Article IV: GENERAL MEETINGS.

1. A general meeting open to all Members shall be held at least once per Membership Year.
2. The purposes of this meeting shall include but are not limited to the following:
 - a. To present a report on the financial dealings by and status of ECR;
 - b. To present for discussion and voting (as indicated) matters of relevance to ECR;
 - c. To inform the membership of actions taken and/or decisions made by the Board of Directors;
 - d. To fulfill requirements defined elsewhere in the Charter;
 - e. To satisfy needs identified by the Membership or the Board of Directors not defined elsewhere in the Charter.
3. Notice of meetings will be given at least fourteen (14) days in advance. Members shall be notified

electronically unless they specifically request notification in another manner.

4. Parliamentary procedure will apply to all meetings and the chairperson will be a Member of the Board of Directors.
5. Full Members in attendance at the meeting and Full Members represented by written proxy shall constitute a quorum.
6. Only Full Members will be able to vote. Written proxy votes are permissible. A majority vote is needed to pass all measures, except for special matters as detailed elsewhere in these Bylaws.
7. Minutes of each meeting shall be kept and be on file for the review of any Member.

Article V: BOARD OF DIRECTORS

1. Structure

- a.** The Board of Directors shall be composed of four (4) Members until May 1994.
- b.** At the regular election in May 1994, one (1) additional position shall be added to bring the Board of Directors to a total of five (5) Members.
- c.** At the regular election in May 1995, one (1) additional position shall be added to bring the Board of Directors to a total of six (6) Members.
- d.** Board Members shall serve a term of two (2) years. Elections shall be held each year on the last club night in February, with three (3) Board of Directors positions being elected each time. (This insures that the Board of Directors retains some experienced Members.)
- e.** The Board of Directors shall determine, amongst itself, the distribution of responsibility and authority. (See Art V.)
- f.** The Board of Directors will assume office on the first day of the new month following the election.

2. Elections

- a.** Regular elections to the Board of Directors shall be held each year on the last club night in February beginning February 2008.
 - i.** Elections shall be run by a volunteer committee.
 - ii.** To be eligible, a candidate must be a Full Member in good standing and must not have received, for any services rendered to ECR in the fiscal year prior to the election, remuneration in excess of the then-current IRS reporting threshold (as of 2016: \$600 for Form 1099-MISC).
 - iii.** All eligible candidates nominated, who accept that nomination, shall have their names placed on the ballot.
 - iv.** Voting shall be by secret ballot. Ballots will be mailed to all Members fourteen (14) days before the election date. Voting by written proxies shall be permissible.
- b.** Full Members may vote for candidates on the ballot, up to the number of vacancies to be filled on the Board of Directors

- i. Candidates receiving the largest number of votes shall be elected to the new Board of Directors.
 - ii. In the event of a tie which would cause the Board of Directors to exceed its total Membership, the tie shall be broken by a toss of a coin.
 - iii. No candidate shall be elected to the Board of Directors who has not received votes equal to at least one-half (1/2) the number of valid ballots cast.
 - iv. If all vacancies are not filled during an election, those elected shall constitute the full Board of Directors until the next regular or special election.
 - c. Special elections shall be held to fill one (1) or more vacancies on the Board of Directors.
 - i. A special election must be held if the Membership of the Board of Directors is less than that required by the Bylaws.
 - ii. Election procedures for regular elections shall apply at special elections. Criteria for a special election shall be the same as those at a regular election.
 - iii. The number of candidates elected to the Board of Directors in a special election shall be no greater than the number needed to increase the Membership of the Board of Directors to the size required by the Bylaws.
 - iv. After any special election, any previous Members of the Board of Directors plus any candidates elected at the special election shall constitute the full Board of Directors until the next regular or special election.
 - v. If the candidate(s) for special election do not receive the required number of votes identified in Article V.2.b.iii, or if no full member of the club offers him / herself as a candidate for special election to fill a vacancy, the remaining Board members may appoint a full member of the club to fill the vacancy until the next regular election. If no full member accepts appointment, the seated Members of the Board shall constitute the full Board of Directors until the next regular election.
 - d. Elections in 2007 will be held one month after the move of elections to February (V 2.a) has been approved by the Membership. According to the change in V 2.a, the term of Board Members not up for re-election in 2007 will expire in February 2008, those of Members newly elected in 2007, in February 2009.
3. The Board of Directors is empowered to delegate authority and responsibility to the General Membership. Responsibilities shall include but not be limited to:
- a. Ensure that ECR's business and activities are carried out in accordance with the Bylaws.
 - b. Arrange and schedule meetings and dances.
 - c. Publish and distribute relevant information.
 - d. Keep all records including financials and be fiscally responsible.
 - e. Make all day-to-day decisions
 - f. Handle all correspondence.
 - g. Report to the Members on an annual basis.

4. Officers:

- a. The Board of Directors shall decide within one (1) month of taking office after each general election at least the following three (3) officers to conduct the business of the Board of Directors. Each of these officers shall be selected from the current Board of Directors.
 - i. Administrator (President): The Administrator shall be known as President of ECR for all legal purposes. The Administrator is authorized to convene meetings of the Board of Directors and general meetings of ECR's Membership. The Administrator is authorized to negotiate and sign contracts, subject to ratification by the Board of Directors.
 - ii. Treasurer: In addition to maintaining the financial records, the Treasurer must be one of the co-signatories on ECR's bank accounts and is authorized to release information on financial status
 - iii. Secretary: The Secretary shall take minutes of all meetings of the Board of Directors and the General Membership and is responsible for all written communications.
- b. All officers serve at the pleasure of the Board of Directors and may be appointed and removed at any time by simple majority vote of the full Board of Directors.

5. Conflicts of Interest

- a. Whenever a director or officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure and abstention.

Article VI: RECALL OR SPECIAL MEETINGS

1. A recall or special meeting can be called by either twenty-five percent (25%) of the General Membership or by a majority of the Board of Directors. These meetings shall be held in accordance with rules governing general meetings (Article IV). If and only if the timeliness of the issue to be discussed is such that a two (2) week notice is not possible, then a one (1) week notice to all Full Members is acceptable. In this event, the method of giving such notice shall be at the discretion of the Board of Directors.

Article VII: FINANCES

1. A checking account shall be maintained. Signatures by two Officers of the Board of Directors shall be required on all checks. These two (2) people shall not be co-residents.
2. This is a non-profit organization. Dues and other moneys received will be spent entirely for carrying out our stated purposes. ECR may compensate individuals for instruction, calling or other work of a specialized nature. Individuals who receive remuneration are not eligible to serve on the Board of Directors.
3. Members of the Board of Directors may not receive any remuneration for their duties and services as Board Members, nor may they receive remuneration from ECR for any other services in excess of the limit specified in Article V.2.a.ii. in any fiscal year that includes their time of service on the

Board.

Article VIII: INTERPRETATION AND AMENDMENT OF BYLAWS

1. The Board of Directors may clarify ambiguities or resolve conflicts among the provisions of the Bylaws with a majority vote.
2. Amendment of Bylaws
 - a. Any Full Member may propose an amendment to the Bylaws consistent with applicable laws, rules and regulations, and the Charter. The Member shall submit proposed amendment(s) to a Board Member with explanation(s) and reason(s) for the change(s).
 - b. The Board may vote by simple majority to proceed with the approval process outlined in Article VIII.2.d. The Board must notify the submitter of its decision within thirty (30) days.
 - c. In the event that the Board votes not to proceed with the approval process, a petition signed by ten percent (10%) of the Full Members may initiate the approval process as outlined in Article .VIII.2.d.
 - d. Approval Process
 - i. Voting shall be conducted by a volunteer committee.
 - ii. Voting shall be by secret ballot. Ballots will be mailed to all Members fourteen (14) days before the election date. Voting by written proxies shall be permissible.
 - iii. Bylaws shall be amended only by a two thirds (2/3) affirmative vote of the votes cast.
 - e. Approved revisions to the Bylaws take effect upon certification of the results of the voting.

Article IX: DISSOLUTION

1. Upon the dissolution, disbanding, or other termination of ECR, all the remaining assets, after final expenses as determined by the Board of Directors, shall be distributed by the Board of Directors to such organization(s) as may qualify as charitable deductions for income tax purposes under the Income Tax Laws of the United States. In no event shall any part of the assets be returned to or distributed among any officer, Member of the Board of Directors, Full Member, Associate Member, or any other individual connected with ECR directly or indirectly.

Written: September 30, 1986

Revision History:

12/09/1987

- Attendance provision for Board members

03/17/1987

- Provide and promote Plus and calling

06/09/1987

- Change dues payment to calendar year

03/16/1988

- Remove Mainstream as a level

03/16/1988

- Change quarterly general meetings to biannual

04/34/1988

- Change most references to El Camino Reelers to ECR

01/29/1992

- Standardize Charter and Bylaw format, correct spelling and grammar

01/26/1994

- Correct spelling, grammar and punctuation
- Change Board members to 2 year terms, elected at the end of May every year
- Change Board of Director's size to 5 members in 5/94 and 6 members permanently in 5/95
- Change dues payment to beginning of May

06/08/1994

- Add "and Advanced" to Purposes #2 and #3
- Change "an identity" to "and promote square dance opportunities" in Purpose #2

01/12/1995

- Added title of President to Administrator

09/10/2003

- Make dates Y2K compliant
- Add: bisexuals, transgenders
- Remove automatic expulsion of Board Member for non-attendance
- Add non-attendance as a reason for removal of a Board Member
- Reorder sections
- Clarify "year" as "Membership Year" for general meetings
- Allow notification by other than postal mail with permission
- Add proxy votes to quorum
- Change "Board of Directors Member" to "Board Member"
- Allow the Board to choose the method of meeting notification
- Require Secretary and Treasurer be Board Members
- Remove year-as-Board-Member requirement for Administrator
- Add new Article VIII: INTERPRETATION AND AMENDMENT OF BYLAWS

02/14/2007

- Added gender identity to non-discrimination clause (III 1.a.)
- Moved start of membership year (and dues due date) from May to October (III 2.b) to coincide with class start
- Moved Board Elections from May to February (V 1.b., V 2.a)
- Changed frequency of General Meetings to at least once a year (from twice) (IV 1., V 3.g.)
- Formatting and Grammar Changes
- Added Article V 2.d about Board elections in 2007

02/24/2016:

- Added C1 to Purposes of ECR (I.2 and I.3) and to definitions of Members. (III.1.b)

- Clarified definition of Associate Membership to exclude persons who are already Full Members (III.1.b)
- Added flexibility to process for loss of Associate Membership by changing “shall” to “may” (II.4.a)
- Defined purpose(s) for the General Meeting (IV.2, with renumbering of the subsequent elements in Art IV)
- Modified primary procedure to notify members of General Meeting from postal mail to electronic (IV.3)
- Added subsequent step of appointment to process for filling an empty seat on the Board (V.2.c.)
- Enhanced requirements for signatures on checks by requiring that signers be Members of the Board (VII.1)
- Clarified parameters for proposed amendments to the Charter & Bylaws by changing the statement from a negative (“not inconsistent”) to a positive (“consistent with”) (VIII.2.a)
- Formatting and grammar upgrades.

02/1/2017:

- Changed Article V.2.ii-iii and Article VII.2; and added Articles V.5 and VII.3 – to allow members who are casual callers for the club to serve on the Board.

08/11/2018:

- Article I: Inserted Oxford Commas where appropriate.
- Article I: Added Mainstream as a named level in the Purposes of the Club.
- Article 1: Combined Paragraph 2 (opportunities for dancers) and Paragraph 3 (opportunities for instruction) into a single Paragraph 2 including both types of activities, and expressing explicit support for CALLERLAB dance levels from Mainstream to C1, the primary (but not exclusive) emphasis being on Plus.
- Article II.3: Changed to utilize more inclusive language to bring the Bylaws into line with the revised Bylaws of the IAGSDC (International Association of Gay Square Dance Clubs), of which ECR is a member.
- Article II.6: Added an “s” to “dealing” to correct grammatical usage.
- Article III.a: Added “gender expression” as a criterion for nondiscrimination in membership.
- Article III.1.b: Removed class level as a criterion for Associate Membership, meaning anyone who pays for an ECR class at any level of instruction is automatically an Associate Member.
- Article III.1.c: Added “at least Mainstream” graduation as a criterion for Full Membership.
- Article III.1.d: Cleaned up inconsistent outline/bullet types.
- Article III.5.b: Added missing colon at end of line for consistency with previous paragraph II.5.a.
- Article IV: Cleaned up excess space between paragraphs.
- Entire document: Cleaned up outline/bullet numbering system to be consistent among all sections.
- Entire document: Cleaned up paragraph spacing to improve readability.