

Little Rock Bop Club
Standing Rules
Last revision: April 25th, 2011

Rule 1: Duties and Responsibilities Reaffirmed and Revised November 3, 2003
LRBC Board of Directors members are assigned but not limited to the following duties and responsibilities:

1. The **President** will:
 - Preside at all LRBC Board of Directors meetings and all LRBC Membership meetings
 - Appoint Committee Chairpersons to conduct LRBC business
 - Call meetings when needed
 - Write a column for each issue of the LRBC newsletter
 - Appoint liaisons to other local and national Dance Organizations
 - Prepare a proposed calendar year budget by not later than the January Board Meeting of each year
 - Prepare a proposed calendar of events for the calendar year not later than the January Board Meeting of each year
 - Authorize or supervise all correspondence sent on LRBC stationery
 - Be responsible for collecting LRBC mail from the club post office box
 - Perform or assign other duties as necessary
2. The **Vice President** will:
 - Preside at LRBC Board of Directors meetings and LRBC Membership meetings when the President cannot
 - Assume all duties of the President when the President cannot
 - Assist the President in the discharge of his/her duties
3. The **Secretary** will:
 - Keep minutes of all Board of Directors meetings, report on minutes of prior meeting at Board meetings, and maintain a permanent record of minutes
 - Maintain LRBC corporate records and documents
 - File any legal or government reports required
4. The **Treasurer** will:
 - Select a bank and make all deposits to and withdrawals from the LRBC bank account
 - Receive all funds and receipt as necessary
 - Make all payment authorized by the LRBC Board of Directors
 - Accurately maintain the financial records of the LRBC
 - Prepare and provide financial reports at each monthly Board meeting
 - Submit books for an audit at the end of his/her term or when requested by the Board of Directors
5. The **Parliamentarian/Property Auditor** will:
 - Rule at meetings on all questions regarding policies or procedures using the LRBC By-Laws, the LRBC Standing Rules, and Roberts' Rules of Order
 - Be responsible for validating vote accuracy whenever voting is done
 - Keep a record of the whereabouts of all LRBC property

6. The **Activities Director** will:
 - Propose social functions and special theme dances to the Board of Directors
 - Act as chief planner, coordinator, and promoter of all social functions
 - Organize decorating activity for all special functions or theme dances
 - Recruit help to prepare for a function
 - Maintain a record of past social events to help in planning future events
7. The **Admissions Director** will:
 - Be responsible for handling door admissions to all regular LRBC dances and special events
 - Recruit other Directors and LRBC members and others approved by the Board to assist with admissions
 - Collect and account for admission monies and turn the report and monies over to the Treasurer as soon as practical
8. The **Communications Director** will:
 - Publish a timely LRBC newsletter on a schedule to be determined by the Board of Directors
 - Be responsible for mailing the newsletter to all LRBC members and sister dance clubs from lists supplied by the Membership Director
 - Maintain a history of LRBC newsletters
 - Be responsible for maintaining the LRBC website
 - Communicate with sister dance clubs on items of common interest
9. The **Membership Director** will:
 - Be responsible for maintaining accurate records of LRBC membership and lists of sister dance clubs who are on our newsletter mailing list
 - Maintain record of attendance at weekly dances
 - Provide check-in lists to the Admissions Director for LRBC dances and special events
 - Provide mailing labels or a copy of the LRBC membership database to the Communications Director for use in mailing newsletters and other communication to LRBC members
 - Provide LRBC member telephone lists to the Telephone Director
 - Provide LRBC membership lists to the Treasurer and to other Directors who have a need for this information
10. The **Telephone Director** will:
 - Direct the telephone contact of LRBC members to provide special information as requested by the Board of Directors
 - Recruit other LRBC members to assist with making phone calls
 - Notify the Membership Director of changes of address or phone numbers discovered through telephone contacts
11. Additional Directors which may be appointed by the Board of Directors will:
 - Be assigned duties and responsibilities as needed by the LRBC Board of Directors

Rule 2: Dues Reaffirmed October 17, 2001 -- Revised January 7th 2008

1. The annual membership dues are \$25.00
2. Dues are payable by not later than the end of the month one year from the date joined or renewed.
3. Dues amount may be changed by vote of the LRBC Board of Directors, but will become effective for a member the next time the member renews membership.
4. Once paid, dues are not refundable except by vote of the Board of Directors
5. Previous members whose dues are delinquent will not be entitled to any incidents of membership including, but not limited to, voting, special admission rates, and newsletter mailings.
6. (Adopted June 7, 2004) If three or more people are living in the same household with the same address, they will be offered a Family Membership Plan of \$75.00 per year .

Rule 3: Regular Dances Adopted October 17, 2001

1. The LRBC will hold its regular dances on a weekly basis.
2. At its discretion, the Board of Directors may cancel any regular or special dance because of weather, holiday, or other conflicts.

Rule 4: Newsletter Policy

1. A single newsletter will be distributed to each LRBC member or, if more than one member lives in the same household, a single newsletter may be sent to the household. (Reaffirmed October 17, 2001. Revised July 7, 2008)
2. A gratis newsletter will be distributed to each member club of the American Bop Association or such other national dance organization in which the LRBC is a member. (Revised July 12, 2010)
3. A gratis newsletter will be distributed to any other organization that reciprocates by sending the LRBC a gratis newsletter from their organization. (Revised July 12, 2010)
4. The newsletter will be posted on the website and available to all website visitors. (Adopted April 4th, 2011)

Rule 5: Free Admission Adopted October 17, 2001

1. Members of the Board of Directors shall be entitled to free admission to the club's weekly dances.
2. At its discretion, the Board of Directors may provide free admission to other LRBC Members who provide regular, continuing special services to the club.

Rule 6: Membership Records Adopted October 17, 2001

1. The Membership List or database to be maintained in accordance with the By-Laws shall contain at least each member's name, address, phone number, join date, birth month and day, expiration year and month, and member number.
2. Membership cards issued to members upon joining or renewal shall contain at least the club name, member's name and member number, the date of issue, and the expiration month and year and must be signed by a LRBC Director.

Rule 7: Removal of a Director Adopted October 17, 2001

1. Article V, Section 8 of the By-Laws provides for the removal of a Director from office for malfeasance or actions detrimental to the LRBC.
2. Upon request of any member of the Board of Directors or any LRBC Member in good standing, the Board of Directors will vote on whether to conduct a hearing on the removal.
3. If the remaining Directors vote to conduct a hearing, they shall notify the Director who is the subject of the removal request and the general membership of the date, time, and place of the hearing. Such notification shall be given not less than seven (7) days prior to the hearing.
4. Any interested LRBC Members or Directors may address the hearing.
5. Upon the completion of the hearing, the Board of Directors shall vote on removal and a Director will be removed from the Board of Directors upon the vote of at least two-thirds (2/3) of the remaining Directors (excluding the President).
6. Should the President be the subject of the removal hearing, the hearing will be presided by the Vice-President.

Rule 8: Membership Suspension or Revocation Adopted October 17, 2001

1. Article III, Section 6 of the By-Laws provides for the suspension or revocation of an individual's membership in the LRBC.
2. Request for a membership suspension or revocation may be made by any LRBC Member or Director.
3. The procedure for suspension or revocation of a membership is the same as outlined in Rule 7 above except that the Board of Directors is not required to notify the general membership of the hearing, but must notify the Member who is the subject of the hearing.

Rule 9: President's Authorized Expenditures Adopted October 17, 2001

1. The President may authorize expenditures for club purposes of up to \$200 per month without prior Board approval.
2. Such expenditures must be reported and receipts provided at the next regularly scheduled Board meeting.

Rule 10: Vote Counts Adopted October 17, 2001

1. Specific vote counts for elections, amendments to By-Laws, or any other matters presented for vote by the general membership need not be announced to the general membership. However, the actual vote counts must be made available to any member upon request.

Rule 11: Large Expenditures

1. If a withdrawal from the club bank account of \$500.00 or more is required, two authorized signatures are required on the check. (Adopted June 7, 2004)

Rule 12: Behavior

1. The LRBC Board of Directors reserves the right to eject, from any event, any person that displays inappropriate behavior, without a refund or an appeal. (Adopted July 7, 2008)

Rule 13: Age for Attendance

1. Regular LRBC events are open to persons aged 10 and older. For special events or specific circumstances, the board may set a specific age for admission. (Adopted July 12th, 2010). All persons under the age of 15 must have a parent or guardian present and be supervised at all times at each event. The parent or guardian will be required to sign the required form(s) prior to the child's 15th birthday.

Rule 14: Election Policy

1. Any person known to have a felony conviction is prohibited from running for or holding an elected or appointed position in the Little Rock Bop Club. (Adopted September 15, 2010)