

Amended By-Laws of the Northwest Western Swing Music Society

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and approved by the voting membership at the September 2016 Showcase*

Article I

Section 1. The name of the Organization shall be NORTHWEST WESTERN SWING MUSIC SOCIETY.

Section 2. It shall be a NON-PROFIT ORGANIZATION, and no part of the net earnings shall inure to the benefit of any individual member. In the event of dissolution of the organization, all net earnings shall be donated to a welfare project or projects designated by the membership.

Section 3. Members may be compensated for services rendered to the organization, with approval of the BOARD OF TRUSTEES.

ARTICLE II OBJECT AND PURPOSE

The object and purpose of this organization shall be to encourage and foster the promotion and preservation of WESTERN SWING MUSIC, TO BROADEN THE KNOWLEDGE OF ITS MEMBERS TO BE MORE RESPONSIVE TO SUSTAINING A UNIQUE FORM OF MUSIC.

ARTICLE III MEMBERSHIP AND DUES

Section 1. Active, voting membership shall be granted to any person having submitted an application and annual dues.

Section 2. Charter Members are persons that have joined this organization during the First six months of its existence, and whose dues will remain the same throughout their membership.

Section 3. Advisory membership may be granted by the executive board to any person deemed necessary for outside consultation regarding legal advice or special projects.

Section 4. Membership dues shall cover a term of one year and may be renewed each year. Unless dues are paid within forty five (45) days of renewal date the member's name will be dropped from the active membership roll.

Section 5. Any member who has forfeited membership within the current fiscal year may be reinstated by payment of ALL INDEBTEDNESS to the organization.

Section 6. The amount of annual dues shall be established by the BOARD OF TRUSTEES and may be revised by the BOARD OF TRUSTEES at any time.

ARTICLE IV TRUSTEES AND THEIR DUTIES

Section 1. These shall be the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER and FIVE TRUSTEES.

Section 2. These Officers and Trustees shall be elected by the VOTING MEMBERSHIP at the *ELECTION MEETING* to be held in November of each year with installation to be in January.

Section 3. The term of office of President, Vice President, Secretary and Treasurer shall be one (1) year. The term of office of the Board of Trustees shall be one (1) year.

Section 4. DUTIES OF THE OFFICERS:

1. **President:** The President shall be the principal executive officer of the corporation, and subject to the control of the BOARD OF TRUSTEES, The President shall supervise and control all of the business and affairs of the corporation. The President shall, when present, preside at all meetings of the members of the BOARD OF TRUSTEES. The President may sign, with the Secretary or any other proper officer of the corporation authorize by the Board of Trustees, papers, except in cases where signing and execution thereof shall be expressly delegated by the BOARD OF TRUSTEES, or by these By-Laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general, the President shall perform all duties incidental to the office of the President and such other duties as from time to time may be assigned by the membership or by the Board of Trustees. The President shall ensure that a qualified attorney is available to the corporation for consultation in all legal matters. This attorney shall be an ADVISORY MEMBER OF THE BOARD OF TRUSTEES.

2. **Vice-President:** The Vice-President shall act for the President in his/her absence and perform such other acts as the President may direct.

3. **Secretary:** The Secretary shall keep minutes of all meetings of the organization and serve as secretary of the Executive Board and keep minutes of its meetings. The Secretary shall give to the members whatever notices may be required by these By- laws, orders of the President, or the Executive Board, and carry on any other correspondence at the direction of the Executive Board.

4. **Treasurer:** The Treasurer shall be the custodian of all funds of the organization, and as such shall receive all monies and disburse funds only upon sanction of the Executive Board or the Membership. The Treasurer shall submit a monthly report at each meeting and make a full, written audited report at the annual meeting of all receipts and disbursements during the preceding year. The Treasurer shall submit the books for auditing. The audit report may be made no later than 30 days following the Annual Meeting. The audit committee shall be responsible for corporate records and Corporate filing as required by **State Law**.

ARTICLE V COMMITTEES

The President has the power to create and staff any of the following committees at his discretion:

Membership, Newsletter/Bulletin, Publicity/Public Relations, Refreshment, Programs/Special Projects, Hospitality/Activities, By-Laws, Budget/Audit.

Membership committee duties:

- Soliciting new members.
- Keeping records of all active or advisory members.
- Sending out renewal notices.
- Furnishing the board any information regarding members that may be required.

Newsletter/Bulletin committee duties:

- Edit and publish a monthly news letter to be issued to the members to advance the interest of the organization.
- The newsletter shall contain the notices of regular meetings of the organization.
- The committee shall be responsible for ADVERTISING in the newsletter.

Publicity/Public Relations committee duties:

- Maintain relations with the local press and other news media.
- Seek to promote the interest of the organization through the above channels.
- Submit news items and pictures of club activities.
- Foster and promote a Public Relations Program for local organizations.

Refreshments committee duties:

- Arrange for various refreshments and pot luck dinners at club functions.

Program/Special Project committee duties:

Plan and arrange programs for club functions in cooperation with other committees to further the objectives of the organization.

Hospitality/Activities committee duties:

- Plan and execute means of making new members and guests WELCOME.

By-Laws committee duties:

Consider any and all suggestions for amendment of the By-Laws, and submit for adoption such amendments as it deems advisable. Submit a revision.

Budget and Audit committee duties:

Prepare an estimated budget of the operating expense for the ensuing year, the budget to be voted upon at the budget meeting. Examine and approve the budget of the treasurer, and make a written report to the President monthly. After the audit has been completed and accepted, the committee shall file necessary federal tax returns.

All Committees will make out a check requisition in duplicate and attach all receipts and submit these to the treasurer. Any monies must be given to the treasurer with a cash receipt (in duplicate) form. The Treasurer will return one copy of each form to the individual committee.

ARTICLE VI BY-LAWS

These By-Laws may be amended by a two-thirds (2/3) vote of the general membership of the corporation present at a regular or special meeting thereof.