

Sacred Dance Guild Bylaws

These bylaws were approved by the membership at the Annual Membership Meeting, July 27, 2012 in Holland, Michigan.

Article I – Name

The name of this organization shall be the Sacred Dance Guild, hereinafter called the Guild.

Article II – Purpose

The purpose of the Guild shall be to stimulate interest in dance as a spiritual art form, to function as a clearing house for sacred dance activities and as a resource for sacred dance education and leadership.

Article III – Membership

Section 1. Qualifications

Membership shall be open to all persons who agree with the purpose of the Guild as stated in Article II. A member in good standing is any member who is current in dues payment or who has been designated an honorary member.

Section 2. Categories

The categories of membership shall include: individual, student, senior, group, business, honorary, and life.

Section 3. Privileges

Privileges shall include voting (one vote per individual, two votes per group), reduced rates at Guild sponsored workshops and Festivals (four group members may attend at member rates), receiving the Sacred Dance Guild Journal, serving on the Board of Directors and all the activities of the online Members Only website section which includes a searchable Membership Directory, Do It Yourself Event Calendar and more.

Article IV – Finances and Dues

Section 1. Finances

Financial responsibility for the Guild rests with the Board of Directors.

Section 2. Dues

The membership dues amounts and structure shall be proposed by the Board of Directors and established by vote of the membership.

Section 3. Fiscal Year

The fiscal year shall be set by the Board of Directors.

Section 4. Designated Funds

- a. The Board of Directors shall maintain the Sacred Dance Guild Memorial Endowment Fund, and shall establish policies for its use.
- b. The Board of Directors may designate and budget for specialized funds from time to time as deemed in the best interest of the Guild.

Article V – Governance and Administration

Section 1. Executive Committee

Because of the skill-level diversity, distance, and volunteer aspects of The Sacred Dance Guild, flexibility in the positions of President and Vice President has been built in. The Executive Committee shall consist of the three-five Officers,

named in Article VI. The Executive Committee shall be responsible for the management and administration of the Guild in all its respects and for all purposes. The Executive Committee shall have the power to conduct the business of the organization except that which is retained by the membership or by the Board of Directors as provided by these bylaws.

Section 2 Board of Directors

The Board of Directors shall consist of the Executive Committee- President or 2 Co-Presidents, Vice President or 2 Co-Vice Presidents, Secretary/Treasurer, 2 Co-Directors of Programs, 2 Co-Directors of Public Relations, and 2 Co-Directors of Resources. The Board of Directors articulates and implements the purpose of the Guild as set forth in Article II. The Board of Directors shall be responsible for adoption of the annual budget, evaluate contracts for management services and Executive Director and establish policies based on recommendations of the Board of Directors.

Article VI – Officers

The Officers shall be: President or two Co-Presidents, Vice President or two Co-Vice Presidents, and Secretary/Treasurer.

Article VII – Duties of Officers

Section 1. President or Co-Presidents

The President shall be the principal officer of the corporation. The duties of the President include those customary to the position of President, such as presiding at meetings of members, the Executive Committee, and the Board of Directors; and serving as ex officio member on all projects or committees of the Guild. The President shall sign and execute contracts and agreements in the name of the Guild, shall appoint members to The Board in case of vacancy and committees as designated in these bylaws, shall supervise the Executive Director if there is one, monitor the website, shall work on Guild development and shall perform such other duties as are necessarily incident to the office of the President or as may be prescribed by the Executive Committee. The specific tasks or job description for the President will be reviewed and updated annually.

Section 2. Vice President or Co-Vice Presidents

The Vice President is in training to become the President, shall perform the duties of the President in the event of the President's absence, oversee the conformance of Guild Bylaws and policies, work on Guild development and shall have such other duties as the President or the Board of Directors may assign. The specific tasks or job description for the Vice President will be reviewed and updated annually.

Section 3. Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Executive Committee, the Board of Directors, and the membership, and keep a record of all proceedings. The Secretary/ Treasurer shall work with management services and President in overseeing Guild cash flow, budget, and investments, and provide a Financial Report when called upon by the President, work on Guild Development and perform any other duties incident to the office of Secretary/Treasurer or assigned by the President or the Board of Directors. The specific tasks or job description for the Secretary/Treasurer will be reviewed and updated annually.

Article VIII – Duties of Directors

Section 1. Program Co-Directors

The Programs Co-Directors shall supervise all SDG programs, form and chair Program related committees as needed, work on Guild development and perform any other duties incident to programs that may be prescribed by the President or the Board of Directors. The specific tasks or job description for the Program Co-Directors will be reviewed and updated annually.

Section 2. Public Relations Co-Directors

The Public Relations Co-Directors shall supervise all Guild publicity and promotion, form and chair PR related committees as needed, coordinate the Journal, work on Guild development and perform any other duties incident to public relations that may be prescribed by the President or the Board of Directors. The specific tasks or job description for the Public Relations Co-Directors will be reviewed and updated annually.

Section 3. Resources Co-Directors

The Resource Co-Directors shall supervise the research and maintenance of our resource library and data base lists with management services and the Board of Directors, respond to resource inquiries, form and chair Resource related committees as needed, work with social media including the website, work on Guild development and perform any other duties incident to public relations that may be prescribed by the President or the Board of Directors.

Article IX – Elections, Terms, and Succession

Section 1. Election of Officers

- a. Elections shall be by ballot received from Guild members in advance of or at the Annual Membership Meeting.
- b. Nominees are elected by a simple majority.

Section 2. Terms of Office

- a. The term of office for the Guild Officers and Co-Directors shall be one year with a commitment of three terms for Secretary/Treasurer and Co-Directors, one term for Vice President or Co-Vice Presidents, and 2 terms for President or Co-Presidents, which can be extended further with the recommendation of the President and Board of Directors.
- b. The term of office for Officers and Co-Directors shall run from one Annual Membership Meeting to the next, or as determined by Board policy.

Section 3. Succession

The Vice President or Co-Vice Presidents shall normally succeed to the position of President or Co-Presidents for a total of a 3 year term, which can be extended further.

Article X – Removal From Office and Filling Vacancies

Section 1. Removal from Office

- a. An elected Officer or Co-Director who does not maintain active membership shall be removed from office.
- b. In the event that an elected Officer or Co-Director is not serving in the best interests of the Guild or does not discharge duties as stated above and in their job description, said elected Officer or Co-Director is subject to removal from office by a two-thirds vote of the Board of Directors.

Section 2. Vacancies

Vacancies are filled by Presidential appointment, subject to approval by the Board of Directors.

Article XI – Meetings

Section 1. Meetings

- a. The Annual Membership Meeting shall be held at a location, date and time determined by the Board of Directors. The Annual Membership Meeting shall be for the election of Officers and Co-Director designates, and for whatever other business shall properly come before the meeting. Notice of the Annual Membership Meeting accompanied by an agenda shall be posted on SDG's website, sent via Monthly Membership E-Blast News and Journal.
- b. The Board of Directors shall hold a minimum of two Board Meetings per year. Agenda items shall be decided by a majority of the Board members.

Section 2. Quorum Requirements

- a. A quorum for Annual Membership Meetings shall be a total of five percent of the voting members, including attendance by electronic means, to include a minimum of two Officers and two Co-Directors.
- b. A quorum for the Board of Directors meetings shall be five members, to include at least three Co-Directors and at least two Officers.

Article XII – Local Networks

To further the purpose of the Guild at the community level, Local Networks may be formed. To initiate a Local Network, at least two Guild members within a geographically contiguous area shall sign a letter of request to the President, with a confirmation by the Board of Directors. The Guild shall add the new Local Network to its 501(c) 3 group exemption list. The Board of Directors shall determine policies, including the dissolution process, regarding Local Networks.

Article XIII – Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

Article XIV – Amendments to the Bylaws

Section 1. The Bylaws may be amended by a two-thirds vote of the Guild membership, voting by ballot at the Annual Membership Meeting or by mail/email/online.

Section 2. Proposed amendments, approved by the Board of Directors, shall be distributed to Guild members via online, email or mail not less than 45 days prior to the vote scheduled.

Section 3. Amendments to the Bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Article XV – Indemnification

The Guild may, by resolution of the Board of Directors, provide for indemnification by the Guild of any and all of its Co-Directors and Officers or former Directors and Officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties or a party by reason of having been Directors or Officers of the Guild, except in relation to matters as to which such Co-Director or Officer or former Director or Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his or her duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct. The Guild will purchase insurance for such indemnification.

Article XVI – Dissolution

In the event of dissolution of the Guild, remaining assets after the satisfaction of all obligations of the Guild shall be distributed for purposes within the scope of Internal Revenue Service Code 501(c)(3) or amendments thereof.