

**WESTERN SWING SOCIETY BY-LAWS**  
**Adopted by the Board of Directors November 6, 2022**

**ARTICLE I NAME**

**Section 1 This organization shall be known as the WESTERN SWING SOCIETY.**

**ARTICLE II OBJECTIVES**

**Section 1 a. The Society shall be a non-profit organization.**

**b. The purpose of the Society shall be to perpetuate and promote Western Swing Music by:**

- (1) Maintaining a Hall of Fame honoring individuals and entities that have made outstanding contributions to the general field of western swing music;**
- (2) Contributing financial aid for musical education of students with proven interest in performing western swing music and/or other charitable purposes;**
- (3) Arranging for publicized events where western swing music performances will be made available to Society members and to the general public.**

**ARTICLE III MEMBERSHIP**

**Section 1 Membership shall be open to the general public subject to the approval of the Board and contingent upon payment of membership fees. Inducted Hall of Fame (musicians) and Honorary (non-musicians) members shall automatically become Lifetime members and will be allowed admittance to all general dances without having to pay. Inducted Hall of Fame and Honorary members will also be exempt from paying annual membership fees.**

**Section 2 Change of Address. Members shall notify the Secretary upon changes of address and/or telephone number and email address.**

**Section 3 All memberships, other than Honorary or Hall of Fame members, shall pay a membership fee.**

**Section 4 The membership fee structure shall be set and reviewed by the Society's Board of Directors annually and considered for revision or retention. Partial year memberships shall be pro-rated to coincide with the fiscal year period remaining at the time of application. The fiscal year shall be from July 1 through June 30 for the paying of fees only.**

**ARTICLE IV MEETINGS**

**Section 1 The Board of Directors shall meet monthly on the first Sunday of each month to conduct Society business. Said meeting shall be open to all interested members and those invited by the Board.**

**ARTICLE V NOMINATION AND SELECTION FOR INDUCTION INTO THE HALL OF FAME**

**Section 1 Nomination. Any Society member eligible to vote may nominate up to two (2) candidates each year for induction into the Hall of Fame. Nominations received by April 30 shall be considered for current year induction. Preferably, nominations shall be submitted by email by the nominator and accompanied by sufficient information about the nominee to enable determination of eligibility for Hall of Fame membership. A digital photograph (at least 300dpi) shall also be included. Nominations submitted by mail, in writing, dated and signed by the nominator and accompanied with adequate biographical information plus an 8x10 hard copy photograph is also acceptable. If one or more additional nominations of the same person are received while an earlier nomination is still in process, they shall be merged with the first and processed as one nomination.**

**Section 2**      **Selection Committee.** The President shall appoint a Hall of Fame Selection Committee Chairperson in January who shall select at least four (4) additional Committee members. All Committee members must be Hall of Fame members who are not currently members of the Board. Committee membership shall be subject to Board approval prior to the beginning of the review and selection process.

**Section 3**      **Selection Criteria.** To be considered for induction into the Western Swing Hall of Fame a nominee shall for a period of twenty (20) years have been:

- a. Widely known as a leader of a band known as a western swing/country band;
- b. A widely known singer or instrumentalist performing western swing/country music;
- c. Visibly active in publicizing and promotion of western swing/country music;
- d. Visibly active in organizing or providing leadership to an organization which has an established record of promoting public awareness of western swing/country music.
- e. The twenty (20) year requirement may be waived by the Board, if the nominee's fame and contributions have lead to widespread recognition, support or promotion of western swing/country music.

**Section 4**      **Review and Selection Process.**

- a. **Record of Proceedings.** The Committee shall maintain a log of all nominations received and shall record therein the date received, names of the nominee and the nominator, whether the nominee meets the criteria for Hall of Fame membership, and information regarding each followup contact and notification.
- b. **Limiting Number of Inductees.** To regulate the length of the induction ceremony, no more than twelve (12) candidates shall be inducted at the ceremony. The committee may petition the Board for approval for more than twelve (12) candidates.
- c. **Selection of Inductees.** Each member of the Committee shall, on a ballot listing all nominees, indicate those they consider ineligible for Hall of Fame induction, and from among those eligible, shall vote for the twelve they consider most eligible. The twelve nominees receiving the most votes shall be recommended to the Board by June 1 for approval and induction at the next Hall of Fame induction ceremony. Any eligible candidate not in the list of twelve shall be on the Committee's nominations ballot for each of the next two years. A person dropped from the eligible list after the third year may be renominated.
- d. **Confidentiality.** The names of nominees and fact of their nomination shall not be made public until all nominations have been processed and the Board has reviewed and ratified the Committee's determination of who met Hall of Fame criteria and who did not.
- e. **Notification of Nominees.**

(1) Upon receipt of a nomination the Society shall send a letter to the nominee informing him or her that they have been nominated and will be considered for induction into the Hall of Fame.

(2) Following the Board's ratification of the Committee's recommendations, the President shall:

For each nominee deemed ineligible, send a letter stating the specific reasons for the determination.

For each nominee meeting eligibility requirements, but not chosen for current year induction, send a letter informing the nominee that he or she has been found eligible but was not selected for current year induction and that, unless the nominee has not been chosen in the two previous years, he or she will be included in next year's selection process.

For each nominee meeting eligibility requirements and chosen for current year induction, send a letter notifying the nominee regarding the date and location of the induction ceremony and asking whether he or she will be able to attend and receive their Hall of Fame Induction Certificate in person, or if not, will designate a person to attend and receive the Certificate in the nominee's behalf.

- (3) **Publicity.** The list of persons to be inducted at the current year's ceremony may be publicized following mailing of the notice letters in the August Newsletter. The names of the persons nominated but found ineligible shall be held confidential and shall not be publicized.

## **ARTICLE VI ADMINISTRATION AND OFFICERS**

**Section 1** The Board of Directors shall consist of volunteer or elected members who shall serve a term of three (3) years. There will be nine (9) members of the Board unless there are not enough volunteers to fill those positions in which case the existing Board may function with a lesser number of Directors. In the event there are more volunteers than there are board positions, the existing Board shall hold an election by the general membership to determine the Director to serve. The candidate for Director with the most votes will hold the position for the next term. The three (3) year terms of the Board members shall be staggered such that three (3) Board member positions are filled annually. The fiscal year for terms of office shall begin on January 1 of one year and end on December 31 of that year.

**Section 2** The Board of Directors shall be responsible for the governance of the Society and shall conduct its business in compliance with federal and applicable state laws for the benefit of the organization.

**Section 3** Election of Board Members.

In the event there are more volunteers interested in serving on the Board than there are open Board positions, the Society shall hold an election by the following process:

- a. The Society will announce in the August issue of the Newsletter which Board terms are up that given year and notify the membership that they may request to serve as a Board Member. Said members in good standing may inform the Board their desire to run. Candidates shall have until the first Sunday in October to apply.
- b. The Society will announce the candidates in the October issue of the Newsletter and describe the election process to take place at the next Dance in December.
- c. Ballots shall be provided the attending members at the December dance and the candidate/candidates with the most votes will become Board Members. The results will be announced in the December Newsletter.

**Section 4** The officers of the Society shall consist of the President, Vice President, Treasurer and Secretary. It shall be the duty of the officers to carry out the day-to-day business of the Society at the direction of the Board of Directors.

**Section 5** A quorum of the Board of Directors shall consist of a majority of the existing Directors. A quorum shall be necessary to conduct Board business.

**Section 6** APPOINTED POSITIONS

The President with the approval of the Board of Directors shall fill the following positions:

a. **PUBLIC RELATIONS DIRECTOR**

The Public Relations Director shall:

- (1) Act as a spokesperson on behalf of the Western Swing Society.
- (2) Promote the presence of the Western Swing Society through appearances at public events on behalf of the Society, maintain and promote the society through social media platforms, television, radio and other forms of promotional exposure, and otherwise represent the

**Society for purposes of creating a public awareness of the Western Swing Society and furthering its non-profit status.**

**b. MUSIC COORDINATOR**

**The Music Coordinator shall:**

- (1). Contact and confirm all necessary bands, musicians and performers for every regular monthly First Sunday dance and Special events as may be scheduled by the Board.**
- (2). Gather, organize and install all musical and sound equipment necessary for each monthly first Sunday dance.**
- (3). List and organize the performance schedules of all bands, special guest performers, performing members of the Western Swing Society, and qualified and interested call-up performers for each first Sunday dance.**

**c. MEMBERSHIP CHAIRPERSON**

**The Membership Chairperson shall determine the number of voting members of the Western Swing Society; shall be responsible for keeping an accurate and current record of all members of the Western Swing Society; shall make a current membership roster available to officers and members of the Board of Directors; shall keep and make available to officers and members of the Board a mailing list of all members of the Western Swing Society; shall record membership fees and issue membership cards.**

**d. OTHER POSITIONS**

**The President may with the approval of the Board of Directors, or shall at the request of the Board of Directors, create, define and fill appointed positions not otherwise mentioned in these By-Laws as may become necessary or appropriate in order to service the needs and non-profit goals of the Western Swing Society.**

**ARTICLE VII DUTIES AND POWERS OF OFFICERS**

- Section 1**      **The President shall act as the general manager and chief executive officer of the Society in carrying out the policies and decisions of the Board. As a member of the Board, the President shall not vote except in the event of a tie. It shall be the duty of the President to call meetings to order and determine if a quorum is present to conduct business. He/She shall preside over the meeting presenting the order of business, maintain proper decorum, assure proper order, determine who has the floor for speaking, and maintain the presence of a civil forum. He/She also has power to establish committees as needed and subject to Board approval.**
- Section 2**      **The Vice-President shall, in the absence of the President, serve in that capacity and perform the duties of the President.**
- Section 3**      **The Secretary shall keep and preserve the minutes of the Board meetings and shall present the minutes of the monthly meetings for approval.**
- Section 4**      **The Treasurer shall keep accurate and complete records and accounts of the Society. He/She shall report the financial condition of the Society at the monthly meeting of the Board. The Treasurer will make only such disbursements from Society accounts as are duly authorized by the Board.**
- Section 5**      **Executed checks from the Society's bank account above \$500 shall be signed by at least two (2) officers of the Board .**

**Section 1** In the event of resignation, death or inability to serve, the President shall be succeeded by the Vice President for the completion of the elected term.

**Section 2** All vacancies shall be filled by Presidential appointment, subject to the approval of the Board of Directors. Such appointees shall serve the remaining term of the Board member they replace.

#### **ARTICLE IX REMOVAL OF OFFICERS AND BOARD MEMBERS**

##### **Section 1 CAUSE FOR REMOVAL.**

The Board shall have the authority to remove any officer of the Society with or without cause. Board members may be removed by a majority of the Board for dishonesty, criminal activity, moral turpitude, disruptive in civility or other good cause.

#### **ARTICLE XIII RULES AND PROCEDURES**

**Section 1** Unless otherwise specified in these By-Laws, Robert's Rules of Order (Revised) shall govern parliamentary procedure.

#### **ARTICLE XIV AMENDMENTS TO BY-LAWS**

**Section 1** The By-Laws may be amended, repealed, re-written upon approval of a majority of the Board of Directors.