

CONSTITUTION AND BYLAWS

OF

The Boeing Employees' Ballroom Dance Club of Kent

Preamble: We the members of the Boeing Employees' Ballroom Dance Club of Kent do organize for mutual recreation and pleasure in ballroom dancing.

CONSTITUTION

ARTICLE I NAME

Section 1 We shall be known as the Boeing Employees' Ballroom Dance Club of Kent (BEBDCK).

ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the following without regard to age, color, gender, gender identity, mental or physical disability, national origin, race, religion, sexual orientation or veteran's status.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by the IRS) and domestic partners as defined by The Boeing Company of Boeing employees and retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouse and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership.

ARTICLE III OFFICERS

The officers of the Boeing Employees' Ballroom Dance Club of Kent shall consist of a President, Vice President, Secretary and Treasurer. The Treasurer of the club executive board must be an active Boeing employee. Eligible candidates for President Vice President and Secretary of the executive board may be an active Boeing employee or a retiree of The Boeing Company.

ARTICLE IV DUTIES OF OFFICERS

Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as needed.

- d. Perform such other duties as the office may require.
- e. Perform the duties of the Vice President in their absence.
- f. Review the monthly bank statement with the treasurer.

Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of all major committees.
- b. Perform the duties of the President in their absence.

Section 3 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings.
- b. Maintain an up-to-date roster of members.
- c. Notify members of all club meetings as specified.
- d. Maintain all required documents of the club.

Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Disbursements shall be made by check only. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer or one other elected officer of the organization.
- d. Maintain accounts and render monthly financial statements of the organization.
- e. All financial records shall meet specifications set by Boeing Recreation.
- f. Review the monthly bank statement with the Board.
- g. Review the financial records with an officer or club member upon request.

Section 5 The Boeing Company shall provide a Recreation Advisor who shall serve as an ex-officio member of the Executive Board.

ARTICLE V ELECTION OF OFFICERS

Section 1 The offices of President and Vice President shall be filled by election at the first regular meeting in September of odd numbered years. The offices of Secretary and Treasurer shall be filled by election at the first regular meeting in September of even numbered years.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating Committee appointed by the President at the March meeting. Nominations and self nominations will also be accepted from the floor at this meeting.

They shall present a list of nominations to the organization to be voted upon at the first regular meeting in April.

Section 3 No person is eligible to hold office that is not a dues paying member of the organization in good standing (dues are current and paperwork is complete).

Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive term limits. The length of a term is defined as two years.

Section 5 Only one member of a family, the active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President, Secretary, or Treasurer.

Section 6 All elections shall be by secret ballot. Process to be defined by the Board.

Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.

Section 8 No officer or trustee shall receive any salary or wages by reason of office.

ARTICLE VI COMMITTEES AND BOARDS

Section 1 There shall be an Executive Board, and no standing committees.

Section 2 Executive Board

- a. The President, Vice President, Secretary, and Treasurer shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet monthly.

Section 3 Committees

The Executive Board of the Boeing Employees' Ballroom Dance Club of Kent may appoint committees at any time to carry out the various phases of the club activities as necessary.

ARTICLE VII MEETINGS

Section 1 Regular meetings shall be held prior to the start of each lesson session or dance. Meeting times will not overlap with the hours of lessons and dances.

Section 2 Special meetings may be called at any time as determined by the President.

Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

ARTICLE VIII AMENDMENTS

Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present.

Section 2 Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.

Section 3 Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.

Section 4 All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

BYLAWS

ARTICLE I QUORUM

A quorum shall consist of twenty-five percent of all members in good standing (dues are current and paperwork is complete).

ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by the Boeing Employees' Ballroom Dance Club of Kent with Boeing Employees' Ballroom Dance Club of Kent funds shall be considered club property and not the property of any individual member or group of members.

- a. As Club property it may be entrusted to the custodial care of Boeing Recreation.
- b. In the event of Boeing Employees' Ballroom Dance Club of Kent disbanding, club property shall revert to Boeing Recreation, to be handled in a suitable manner.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by Boeing Recreation as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- b. Personal property shall be defined as any property which is movable (i.e., table, chairs, band saw, computer, etc.).
- c. Interest therein property shall be defined as that property which is leased or rented.

Section 3 The fiscal year for Boeing Employees' Ballroom Dance Club of Kent shall be from September 1 to August 31, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: Larry Thompson Sign Name: Larry Thompson Date: 1/18/08
Club President

Print Name: Evelyn L. Alexander Sign Name: Evelyn L. Alexander Date: 1/18/08
Recreation Staff
The Boeing Company