
Bylaws of the Goddard Dance Club (GDC)

Originally Adopted August 13, 1997
Amended November 11, 2001
Amended December 2002
Amended December 2007
Amended March 2020

1. Bylaws — Members

1.1. The membership year shall run from January 1 through December 31. To obtain membership, all candidates must complete the enrollment forms and pay the annual membership dues required by the Club. Membership and voting eligibility are defined in Article III of the Constitution.

1.2. When membership or participation in Club activities must be limited for any reason, priority for admittance shall be according to the order specified below for members, their dance partners, and family members:

1.2.1. Current civil service employees of GSFC-Greenbelt, NASA Headquarters, Wallops Flight Facility, or Goddard Institute for Space Studies (GISS);

1.2.2. Other government agencies' employees stationed at GSFC;

1.2.3. Contractors who work on the Center more than 20 hours per week or who have near-site assignments;

1.2.4. Retired GSFC-Greenbelt, NASA Headquarters, Wallops Flight Facility, and Goddard Institute for Space Studies (GISS) Civil Service employees;

1.2.5. Other contract, grant or affiliated employees performing services for GSFC-Greenbelt under a current valid contract; and

1.2.6. Guest members.

1.3. A voting member who ceases to qualify for such membership during the membership year shall become a guest member for the remainder of that year and shall forfeit any privileges or positions for which he or she no longer qualifies.

1.4. Members shall observe the norms of social etiquette and the rules and regulations of the Goddard Dance Club, GEWA, and GSFC, including security-imposed escort requirements as well as any other restrictions. Members, if asked, shall assist the Class Representative in preparing the dance floor for class and returning it to its required configuration. Failure to comply with any

of the above requirements could result in censure, denial of access to GSFC, and loss of Club membership.

1.5. The elected Officers of the Club may vote to censure or expel a current member at a duly constituted meeting of the Executive Committee. A member of the Club may be expelled or censured only by an affirmative vote of at least three of the Officers. A written secret ballot is required.

1.6. Any member being considered for censure or expulsion at an Executive Committee meeting shall be notified in writing no less than two weeks in advance of the meeting and shall be given the opportunity to address the Executive Committee before any vote is taken. The results of any related investigations that may have been conducted shall be provided to the Executive Committee in advance of the meeting.

1.7. A member receiving a vote of censure shall be prohibited from serving in the Club in any formal or established position of authority for a period of twelve months and shall be required to surrender any Club property with which he or she has been entrusted.

2. Bylaws —Executive Committee

2.1. The Executive Committee shall consist of four elected Officers – President, Vice President, Secretary, and Treasurer – who are GDC members.

2.2. Any Club member meeting the criteria specified in Sections 1.2.1-1.2.5 of Article I of these Bylaws shall be eligible to serve on the Executive Committee, provided that person is not under censure and will have possessed a voting membership for at least eight months at the time of election. At least one of the Club Officers must be a current GSFC civil servant.

2.3. Elected Officers shall serve for one year beginning on January 1 of the year following their election.

2.4. An office shall become vacant in the event that no eligible candidate is elected to the position or the person holding said office dies, submits a written resignation to the other officers, or becomes ineligible for office. A person satisfying the criteria specified in Section 2.2 of this Article may be appointed by the President, or if the Presidency is vacant by the Vice-President, with the concurrence of the remaining elected members of the Executive Committee, to serve as a replacement for the remainder of the term.

2.5. The Executive Committee shall collectively conduct the business and financial management of the Club, establish and dissolve supporting

committees (excepting the Directors Committee and the Election Committee), appoint persons to leadership roles within the Club (excepting the Parliamentarian appointed by the Election Committee), commit and disburse Club funds, and enter into and terminate business agreements with personnel employed to support the operations of the Club. They shall hear and resolve grievances that are brought before them by the membership and may establish special committees to assist with all or part of related investigations. With the approval of the Executive Committee, select responsibilities may be delegated to others.

2.6. The President shall be the principal executive officer of the organization and the Chairman of the Executive Committee, the Executive Council, and the Board of Trustees. The President shall supervise all aspects of Club operations and perform or delegate all duties incident to the office. The President shall preside at all meetings, excepting that portion of any meeting of the Board of Trustees or the Membership dedicated to the election of Officers, Directors, and Electors. The President shall have the power of appointment, subject to the approval of the Executive Committee, except for members of the Directors Committee, members of the Election Committee, and the Parliamentarian appointed by the Election Committee.

2.7. The Vice President shall perform the duties of the President as required in the President's absence.

2.8. The Secretary shall record and maintain the minutes of meetings of the Executive Committee, the Executive Council, the Board of Trustees, and the Membership, and shall arrange for the preparation and distribution of publications and other materials as required by the Executive Committee.

2.9. The Treasurer shall manage all Club funds and securities, handle and maintain records of all of the Club's monetary transactions, disburse funds as directed by the Executive Committee, and prepare the annual financial summary, including appropriate annual reports to the IRS, the State of Maryland, and GEWA.

3. Bylaws — Directors Committee

3.1. The Directors Committee shall consist of three elected Directors who are GDC members.

3.2. Any Club member meeting the criteria specified in Article I of these Bylaws, including guest members, shall be eligible to serve on the Directors Committee, provided that person is not under censure and has been a member for at least eight months at the time of election.

3.3. Directors Committee members shall serve for three years beginning on January 1 of the year following their election. The three Directors shall serve staggered terms, with one Director's term expiring each year. Directors succeeding those whose terms have expired shall be voted on at the same time as the Executive Committee Officers. No Officer may be a member of the Directors Committee.

3.4. The Directors Committee Chair shall be selected by the members of the Directors Committee and shall preside during any meeting of the Committee.

3.5. A committee position shall become vacant in the event that no eligible candidate is elected to the position or the person holding said position dies, submits a written resignation to the other Directors, or becomes ineligible for the position. A person satisfying the criteria specified in Section 3.2 of this article may be appointed by the other Directors to serve as a replacement for the remainder of the term.

3.6. The Directors Committee shall advise the Officers on how to best serve the interests of Club members.

4. Bylaws — Election Committee

4.1. The Election Committee shall consist of three elected Electors who are GDC members.

4.2. Any Club member meeting the criteria specified in Article I of these Bylaws, including guest members, shall be eligible to serve on the Election Committee, provided that person is not under censure and has been a member for at least eight months at the time of election.

4.3. Election Committee members shall serve for one year beginning on January 1 of the year following their election. Electors succeeding those whose terms have expired shall be voted on at the same time as the elected Officers and Directors. No Officer or Director may be a member of the Election Committee.

4.4. The Election Committee Chair shall be selected by the members of the Election Committee and shall preside during any meeting of the Committee and during any portion of a meeting of the Board of Trustees or Membership dedicated to elections.

4.5. A committee position shall become vacant in the event that no eligible candidate is elected to the position or the person holding said position dies, submits a written resignation to the other Electors, or becomes ineligible for the position. A person satisfying the criteria specified in Section 4.2 of this article

may be appointed by the other Electors to serve as a replacement for the remainder of the term.

4.6. The Election Committee shall appoint a Club Parliamentarian from among the Club members, excluding the President.

4.7. The Election Committee shall conduct and ensure the fairness of all elections. They shall nominate a slate of candidates for the Club's Officers, Directors, and Electors, confirm that the candidates are willing to serve, prepare election information for distribution to the membership, distribute ballots, collect ballots, and tally the votes cast. At least two Electors shall tally and confirm the votes.

5. Bylaws — Elections

5.1. A Call for Nominations shall precede the regular annual election by one month. The election of Officers, Directors, and Electors shall take place prior to November 15.

5.2. A special election may be called at any time during the year, with the approval of three of the GDC Officers or two of the GDC Directors, to fill a vacancy on the Executive, Directors, and/or Election Committees. If the term of any person(s) specially elected is to extend beyond the end of the calendar year, a Call for Nominations must precede the election by one month.

5.3. The Election Committee may collect the votes from a Meeting of the Membership, classes, mail, email, and/or web server. The collection of ballots by mail, email, and/or web server must occur for at least one week, but not more than two weeks, prior to the deadline for voting. In the event there is a tie vote for a given office, a run-off election shall be held to determine a winner. This election may be conducted by mail, email, or web-server ballot.

5.4 The results of the election of Officers, Directors, and Electors shall be reported in writing to the Executive Committee by the Election Committee Chair at the next Board of Trustees meeting following the election, communicated to the membership, and forwarded as appropriate to GEWA, the IRS, and the State of Maryland.

6. Bylaws — Executive Council and Board of Trustees

6.1. The GDC Executive Council shall consist of the Executive Committee Officers, each Class Representative, and the Special Events Chair, together with any additional members appointed under Section 6.7 of this Article.

6.2. The purpose of the Executive Council is to conduct the regular business of the Club.

6.3. The Executive Council shall meet at least six times annually at a time and place decided by the Executive Committee. Three of the Officers shall constitute a quorum to do business.

6.4. The GDC Board of Trustees shall consist of the members of the GDC Executive Council specified in Section 6.1, the Directors, the Electors, the Alternate Class Representative for those classes with more than thirty registrants, and the Parliamentarian, together with any additional members appointed under Section 6.7 of this Article.

6.5. The purpose of the Board of Trustees is to assess all aspects of Club operations.

6.6. The Board of Trustees shall meet at least twice annually at a time and place decided by the Executive Committee. Three of the Officers shall constitute a quorum to do business.

6.7. At any time during the year, the President, with the approval of the Executive Committee, may add Club members to the Executive Council and/or the Board of Trustees. Any such members of the Council and/or Board are subject to reappointment each year by the newly elected President with the approval of the newly elected Executive Committee.

7. Bylaws — Meetings of the Membership

7.1. Notice of a Meeting of the Membership shall be sent at least two weeks in advance of the meeting to all voting and guest members. The announcement shall include the date, time, location, and agenda for the meeting, and the text of any motions that have been prepared.

7.2. Both voting and guest members may attend any Meeting of the Membership.

7.3. A quorum for the meeting shall consist of 25% of the voting members, or ten voting members, whichever is smaller.

7.4. Motions passed by a majority vote shall be binding upon the Club, except for any proposed amendments to the Constitution or Bylaws, which shall be modified via the processes defined in Article 8 of the Constitution and Article 8 of the Bylaws.

8. Bylaws — Amendments

8.1. Proposed amendments to the Club Bylaws must be submitted in writing to the Executive Committee and contain the signatures of at least ten voting members, three Officers, or two Directors.

8.2. The Executive Committee shall instruct the Election Committee to distribute proposed amendments to the membership for review at least two weeks in advance of a scheduled vote.

8.3. To amend the Club Bylaws, one-half or more of the ballots cast must be in favor of the proposed modifications.

8.4. The Election Committee may collect the ballots from a meeting, classes, mail, email, and/or web server. The collection of ballots by mail, email, and/or web server must occur for at least one week, but not more than two weeks, prior to the deadline for voting.

8.5. A copy of the amended Club Bylaws certified by the Election Committee shall be forwarded as appropriate to GEWA, the IRS, and the State of Maryland.

9. Bylaws – Liability Waiver

9.1. The Club does not carry insurance against liability claims for personal injury or property loss/damage. A member participating in Club functions and/or administering Club business enjoys access to GSFC facilities to engage in these activities at his/her own risk. A waiver of liability is presented along with the application for membership. The member's signature acknowledges his/her agreement to waive the liability of the Goddard Dance Club for any and all such claims.