

**Constitution and Bylaws of the  
Central District Square Dance Association, Inc.  
Last Amended 2 April 2016**

**ARTICLE I. NAME**

The name of this organization shall be the Central District Square Dance Association, Inc., hereinafter referred to as the Association.

**ARTICLE II. PURPOSE**

- A. To promote and maintain high standards of all phases of Square Dancing, including Round Dancing, Clogging & Contra.
- B. To provide administrative assistance to help organize classes and new clubs, and assist in the development of existing clubs.
- C. To help in the development of Callers, Cues/Instructors and to maintain information as to their availability.
- D. To sanction and support square dances when requested providing said dances meet the following standards:
  - (1) Dances are held in a place of good reputation.
  - (2) Alcoholic beverages shall not be consumed before or during a Square Dance function.
  - (3) There shall be no Square Dancing contests.
  - (4) Promote community and charitable activities.
- E. To conduct a minimum of one Square Dance Jamboree each fiscal year.

**ARTICLE III. MEMBERSHIP**

- A. Membership in the Association shall be by Clubs.

- B. While this Association is a member of the Oklahoma Square Dance Federation, it shall remit to the Federation Treasurer one dollar (\$1.00) per year for each paid up Member Club, due January 1<sup>ST</sup>.
- C. A Club is construed to be any group initially composed of a minimum of twelve (12) adult couples 18 years of age or older that is organized for the purpose of promoting all phases of square dancing as a recreational activity, and whose governing or presiding officers have been duly elected from the membership by a majority of the membership of said club. When a club is confirmed, pursuant to Paragraph D, all of its Star program Members and its regular Caller, Cuer, or Instructor shall be entitled to all Association benefits and obligations thereof. The Club shall continue to have Association membership as long as: (1) it continues to hold regularly scheduled dances separate from other clubs; (2) does not miss two (2) consecutive Executive Committee business meetings; (3) maintains all other requirements of the Association.
- D. Association Membership shall be confirmed by a majority vote of those in attendance at a regular Executive Board meeting. (See Article V.) After confirmation, sixty (60) days must elapse before a club can be a voting member of the Executive Committee.
- E. The Executive Board may cancel club Association membership by a vote of three-fourths (3/4) of the members for acts deemed contrary to the welfare of the Association. Such club shall have the right to appeal such cancellation to the Executive Committee at the next scheduled Conclave by presenting facts as to why it should be reinstated followed by a motion to reinstate the club. The club shall be reinstated with a two-thirds vote. Failing to obtain a motion to reinstate or a two-thirds vote; the club may apply for membership no sooner than six months following the date of its appeal to the Executive Committee.
- F. The Club Membership Fee is twenty dollars (\$20.00) per year payable January 1<sup>st</sup> and delinquent February 1<sup>st</sup> for the current fiscal year ending December 31<sup>st</sup>. Failure to pay Club Membership fee prior to the first

Executive Committee Meeting (hereinafter referred to as Conclave(s)) following February 1<sup>ST</sup> shall result in the forfeiture of the clubs three (3) votes.

G. While any Club is a member of Central District Square Dance Association, By-Laws and any By-Laws changes shall be submitted to the Association for permanent record keeping.

#### **ARTICLE IV. STAR PROGRAM**

The purpose of the Star Program is to assist in the financial support of this Association.

A. A member of the Star Program shall be defined as a club member who has paid a seven-dollar (\$7.00) fee per person, or fourteen dollars (\$14.00) per couple, to their chosen Association club, Club Callers, Cuers, instructors and their spouses shall be honorary Star Program Members.

- (1) Star Fees shall be assessed covering the calendar year, January 1 through December 31.
- (2) A club check with club roster noting star members must be submitted to the Association Treasurer by November 1<sup>st</sup>. Those members who have not paid their Star Fee by December 15 shall be dropped from the newsletter mailing list and shall not receive an Association Club Directory.
- (3) Star benefits shall include but not limited to a monthly newsletter, an annual Association Club Directory with a semiannual update, a Star Dangle issued through their chosen Association Club and admission to the Annual Jamboree.
- (4) Club Members who become members of the Star Program after July 1 shall be charged three dollars and fifty cents (\$3.50) per person, seven dollars (\$7.00) per couple, for the remainder of the calendar year.

- (5) First time Student Dancers who graduate between April 30<sup>th</sup> and June 15 shall be charged of a fee of three dollars and fifty cents (\$3.50) per person, seven dollars (\$7.00) per couple, to attend the Annual Jamboree. Receipts shall be issued and exchanged for their Star Program Fees for the remainder of the Calendar year upon joining an Association club; that club shall present verification of membership to the Association Treasurer.
- (6) A Student Roster shall be submitted to the Association Treasurer no later than fifteen (15) days prior to the Annual Jamboree.

## **ARTICLE V. EXECUTIVE BOARD**

- A. The executive Board shall consist of the Immediate Past President and the following elected officers; President, Vice President, Executive Secretary, Treasurer, Social Secretary, and the four Delegates to the Oklahoma Square Dance federation. Publicity, Education, Newsletter Director, Webmaster Couples and Singles Coordinator shall be appointed by the President to serve as non-voting members.
- B. A quorum for the Executive Board shall be a majority of voting members. There shall be no proxy votes at any Executive Board meetings.
- C. Time and place for meetings of the Executive Board shall be determined by the President, except for special meetings of the Executive Board, which shall be held upon written request of any (6) voting members within fifteen (15) days after receipt of such written request to the President.

- D. Any member of the Executive Board may be removed for due cause by a unanimous vote of the remaining members of the Executive Board subject to the approval of the Executive Committee.
- E. The President, Vice President, or Federation Delegate(s) of the Association Executive Board shall not accept an elected office to the Oklahoma Square Dance Federation Board.
- F. A vacancy occurring in the office of President shall be filled by the Vice President. If for any reason the Vice President is not able to assume the duties of President, the Immediate Past President shall assume the duties of President until a special meeting of the Executive Committee can be convened to fill said vacancies. A vacancy in any other office shall be filled by temporary appointment by the President, subject to the approval of the Executive Board. The appointment to the vacated office shall be confirmed by the Executive committee at their next meeting, whether scheduled or special. In no event shall the resignation of the Treasurer be accepted until such time as an adequate audit of the books can be made in keeping with the By-Laws of the Association.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

- A. The Executive Committee shall be the ultimate sovereign governing power of the Association.
- B. The Executive Committee shall consist of the elected Association officers including the Immediate Past President, and three delegates from each member club selected by and certified by the member club.
- C. Each elected Association office shall have one vote and each certified member club delegate shall have one vote.

- D. The names of certified delegates of each member club shall be furnished to the Association President by January 1 and July 1 of each year. Names of alternate delegates shall be furnished prior to the time a conclave is called to order.
- E. There shall be no proxy votes at any Executive Committee meeting.
- F. Semi-annual Conclaves shall be held each spring and fall. The Executive Committee and one (1) caller, cuer or instructor for each member club, and guests selected by the President of the Association shall be invited to the Conclave.
- G. The President of the Association, or a simple majority of the Executive Board, may call a special meeting of the Executive Committee. A notice showing time, place and purpose must be furnished all Executive Committee members ten (10) days prior to said meeting. The Executive Secretary shall send out such notice. Only the business mentioned in the notice shall be transacted at this special meeting.
- H. Any five (5) member clubs, upon written notice to the Association President, may request a special meeting of the Executive Committee. If the meeting is not called by the President within fifteen (15) days after receipt of the request, then the said clubs, after the expiration of said fifteen (15) days, may call the meeting by notifying by mail all members of the Executive Committee of the time and place of the special meeting. The time of the meeting shall be at least ten (10) days after the mailing of the notice. In this instance, each of the said five (5) clubs must obtain a majority vote of its membership for the calling of said meeting. All special meetings shall be held within the geographical boundary of the Association area.
- I. A quorum for all meetings of the Executive Committee shall be a majority of its voting membership.

## **ARTICLE VII. ADVISORY BOARDS**

- A. Each Past President of the Association, upon completion of office as specified in ARTICLE IX Paragraph B become members of a special advisory board dealing with any matter of the Association, and remains so during the time they are active in a member club. The Special Advisory Board shall be invited to all Association functions as special guests in an advisory capacity only, with the right to speak and advise but without the right to make motions or vote.
- B. A nine (9) member Financial Board of Trustees shall be responsible for providing financial advice and counsel to the Executive Board and Executive Committee of the Association and shall be vested with the financial management authority of the following Association funds:
- (1) Remaining proceeds from the 1978 National Square Dance Convention. Expenditure of these funds shall be determined by a majority vote of the Executive Committee.
  - (2) Any forthcoming Association funds as determined by a majority vote of the Executive Committee. Interest from investment of funds identified in (1) above shall be used by the Executive Board as general operating funds or as determined by a majority vote of the Executive Committee.
  - (3) The Trustees shall have no responsibility or authority over any Association funds excepting those identified in this article.
- C. Membership on the Association Financial Board of Trustees shall consist of the three (3) most immediate Past President couples of the Association still active in a member club; six (6) members-at-large appointed by the Executive Board and confirmed by the Executive Committee, (a total of nine(9) votes), and the Treasurer of the Association as a non-voting member. Two members at large shall be confirmed to a three (3) year term at each

Fall Conclave by a simple majority vote of the Executive Committee. Upon completion of their term, a member at large may succeed themselves to a new three (3) year term. Any member of the financial board of Trustees may be removed for due cause by a two-thirds (2/3) vote of the Executive Committee. The Trustees shall each year elect their own chairperson and determine their schedule for meetings. Two-thirds (2/3), (six (6) votes) of the voting membership of the Financial Board of Trustees must vote in the affirmative to approve any recommended action by the financial board of Trustees regarding the funds identified in one (1) above. All other matters may be conducted by a majority of the voting membership. The Financial Board of Trustees shall be invited to all Association functions as special guests in a financial advisory capacity only, with the right to speak and advice on financial matters, but without the right to make motions or vote.

- D. The Advisory Boards shall be invited to attend *Executive Board* meetings when it is the desire of a quorum of the *Executive Board*.

## **ARTICLE VIII. NOMINATION AND ELECTION OF OFFICERS**

A. A nominating Committee composed of five representatives from five Association member clubs shall be selected by the Executive Committee membership at the Spring Conclave business meeting. Selection shall be made from a list of current member clubs in good standing. This shall be accomplished by drawing club names. This position must be accepted or declined at the time of the drawing; drawing shall continue until the necessary number of accepting Committee Members have been drawn. Two (2) alternates shall be drawn by the same method to serve as needed. Member clubs accepting shall submit the committee's member name to the Association President within two weeks following the Conclave.

B. Any member in good standing of any Association member club shall be eligible to run for office in the Association. Any Association officer shall be allowed to succeed themselves but for no more than one (1) term.



C. The slate of candidates selected by the Nominating Committee shall be sent to each member of the Executive Committee, along with the notice of the annual election, no less than thirty (30) days prior to the Fall Conclave.

D. Nominations from the floor shall be welcome and called for at the Fall Conclave prior to the election.

E. Election shall take place at the Fall Conclave. Voting shall be by ballot, unless there is only one candidate then the vote may be via voice; a majority vote shall elect.

F. The term of office shall be one year or until their successors are elected starting on January 1.

## **ARTICLE IX. DUTIES OF OFFICERS**

A. All officers shall also serve as delegates or alternate delegates on the Board of Directors of the Oklahoma Square Dance Federation, (OSDF); pay Star Program dues to the club of their choice; and perform the duties required by these bylaws and the Associations parliamentary authority.

(1). All elected officers shall serve as delegates on the Board of Directors of the Oklahoma Square Dance Federation (OSDF).

(2). All appointed officers may serve as alternate delegates on the Board of Directors of the OSDF if appointed as such by the Association's President.

B. The President shall have responsibility over the affairs of the Association, and shall preside at all Executive Board and Executive Committee meetings. The President may serve as an ex-officio member of all committees. The President shall perform all other duties as are usually incident upon the office of president, such as appointing committees, executing contracts for the Association, and authority to carry out the responsibilities above referred to. Upon successful completion of the term of office, the outgoing Association President shall assume the office of Immediate Past President.

C. The Immediate Past President shall serve as an advisor to and resource for the Association President.

D. The Vice President in the absence of the President shall perform all duties of the office.

- E. The Executive Secretary shall keep the minutes of all meetings, notify members of all meetings, be responsible for any correspondence delegated by the President, Executive Committee or Executive Board, and perform all duties related to the office of Secretary.
- F. The Social Secretary shall be responsible for all correspondence concerning social activities and assist the Executive Secretary in other duties related to that office.
- G. The Treasurer shall receive and have custody of all funds and books of accounts and be responsible for maintaining an inventory of all property of the Association.
- (1) The Treasurer shall pay the usual expenses of the Association, and also pay any other expenses authorized by the Executive Board.
  - (2) The Treasurer shall be bonded in the amount of ten thousand dollars (\$10,000.00). Cost of the Bond shall be paid by the Association. Bond document shall be retained by the Executive Secretary.
  - (3) The Treasurer shall make a written report of the financial condition of the Association at each meeting of the Executive Committee, and at any other time upon request of the President.
  - (4) Funds shall be kept in depositories insured by the Federal Deposit Insurance Corporation (FDIC).
  - (5) Withdrawal of funds shall be by the Treasurer, or in case of emergency, the signatures of both the President and the Vice President. Withdrawal of funds over three hundred fifty dollars (\$350.00) shall require the signature of the Treasurer and the President or Vice President.

- (6) The Treasurer shall maintain the Association books using a standard format for year-to-year continuity. These books shall be presented during the first fifteen (15) days of the new fiscal year to a three (3) member Auditing Committee, selected by the President.
  - (7) The Treasurer shall prepare a proposed budget for the subsequent year beginning January 1. Said budget shall be presented at each Fall Conclave for consideration by the Executive Committee.
  - (8) The Treasurer shall prepare and file a tax return for the current tax year, which is January 1st through December 31<sup>st</sup>. Return shall be filed prior to March 15 of the following year.
- H. The Delegates elected by the Executive Committee shall serve with the President and represent the Association in all meetings of the Board of Directors of the Oklahoma Square Dance Federation. Delegates shall vote as instructed by the Association Executive Board or the Association Executive Committee. If not instructed, they shall vote for the welfare of the Association. A recording officer designated by the Association President shall give to the Executive Board a written report of all business transacted at Federation meetings, within forty-five (45) days of such meeting.
- I. The Publicity Director, as appointed by the President, shall have the general responsibilities of publicizing all phases of Square Dancing, Round Dancing, Contra, Clogging, etc.
- J. The Education Director, as appointed by the President, shall have the general responsibilities of distributing educational materials and conducting educational seminars.

- K. The Newsletter Director, as appointed by the President, shall have the general responsibilities of the printing and distribution of the Association's monthly newsletter.
- L. The Webmaster, as appointed by the President, maintain a comprehensive web page on the worldwide web (www) for the association.
- M. The Singles Coordinator as appointed by the President shall have the general responsibility to plan and promote singles activities and functions of the Association.

**ARTICLE X. RULES OF ORDER/PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association 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 Association may adopt.

**ARTICLE XI. ADMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of a recognized quorum of the Executive Committee. The proposed amendment(s) shall be included in the Notice of the Meeting not less than thirty (30) days prior to said meeting.

**END of BYLAWS**

- Amended: October 25, 2008;
- Amended: October 9, 2010;
- Amended: October 15, 2011 (deleted text not shown)
- Amended: September 29, 2012 (deleted text not shown)
- Amended: March 29, 2014 (deleted text not shown)
- Amended: March 28, 2015
- Amended: April 2, 2016 (deleted text not shown)

[Proviso: Couples currently serving shall serve their current terms. Bylaw amendments adopted shall not effect current terms or past couple requirements unless and until a vacancy occurs..

ARTICLE IX. DUTIES OF OFFICERS Amended Paragraph "A": Not in effect until the 2017 term or a vacancy in an elected office occurs]