



By-Laws



Arkansas State Square Dance Federation

MISSION STATEMENT

THE FEDERATION IS:

- A. An organization formed by the various square and round dance clubs around the state and is commonly known by the acronym, ASSDF.
- B. A combined effort by all clubs to provide services for the growth of square dancing and all its affiliated dance forms that they could not provide individually.

THE PRUPOSE OF THE FEDERATION IS:

- A. To promote square dancing and all affiliated dance forms.
- B. To expand communications among the clubs and dancers of the state.
- C. To help coordinate and further the development of all clubs.
- D. To provide continuity and balance for the dancing activities in the state.

THE FEDERATION PROVIDES:

- A. The leadership to put on the state square dance festival each year.
- B. The *Modern Square*, the state news publication for all dancers.
- C. A club directory with nights and levels to be danced, published in the *Modern Square*.
- D. An insurance program for member clubs.
- E. Leadership training in the operation, publicity, and in the development of clubs.
- F. An opportunity for all dancers to comment on our activity.

THE FEDERATION NEEDS:

- A. Your views and comments on square dancing in your area and the state.
- B. Your participation.



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BY-LAWS

RECITALS

WHEREAS, the Arkansas State Square Dance Federation, INC (here after known as the ASSDF), was incorporated under the non-profit corporation laws of the State of Arkansas on September 8, 1992; and

WHEREAS, it being determined that after twenty five years the bi-laws are in need of revision; and

WHEREAS, in order to accomplish this revision, it has been found necessary to completely restate the provisions of the by-laws;

NOW THEREAFTER, upon resolution and adoption of the following by-laws by the membership of the corporation, and as evidenced by the signature and attestation of the President and Secretary, respectively, to these by-laws, they shall be and become effective upon the date of adoption by the membership.

ARTICLE I

NAME

The name of this organization shall be the Arkansas State Square Dance Federation, INC., a non-profit, tax-exempt corporation under the laws of the State of Arkansas.

ARTICLE II

PURPOSE

The purpose of the ASSDF shall be to promote square dancing and all affiliated dance forms by;

- promoting, organizing and holding special dances
- coordinating dance activities within the state
- providing the *Modern Square* publication
- engage in such other activities as the Executive Board may from time to time elect



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ARTICLE III MEMBERSHIP

Section 1 – Members

- A. Membership shall be open to any dance club in the state of Arkansas
- B. Procedure for membership application is as defined in the Standing Rules

Section 2 – Dues and Insurance

- A. Dues shall be due and payable on or before January first of each year
- B. Dues are as defined in the Standing Rules
- C. All clubs are required to obtain insurance. If the insurance that is available through the ASSDF is not chosen, than proof of insurance must be presented by January first of each year.

Section 3 – Voting

- A. Membership in the ASSDF shall entitle each club to appoint two (2) delegates to serve as voting members at the ASSDF Delegates Meeting held each May and October
- B. Each delegate shall have one vote
- C. No delegate shall represent more than one club
- D. Other voting privileges are as defined in the Standing Rules

ARTICLE IV ELECTED EXECUTIVE BOARD

Section 1 - Officers

- A. The Executive Board shall consist of:

President	Treasurer
Vice President	<i>Modern Square</i> Editor
Secretary	Immediate Past President
- B. The Executive Board shall be elected by the delegates attending the October Delegates Meeting
- C. The Immediate Past President assumes office automatically at the end of his/her term
- D. No dance professional shall hold office on the Executive Board

Section 2 - Duties of Officers

- A. Duties of elected officers are as defined in ARTICLES VII and the Standing Rules

Section 3 - Term of Office

- A. The term of office for all officers shall be one year (January 1- December 31) or until their successors have been elected or appointed
- B. Incoming officers shall attend Executive Board Meetings during the transition period (i.e. meetings occurring between the October Delegates Meeting and the Transition Meeting in January)
- C. The President and the Vice President shall serve no more than two consecutive terms
- D. There shall be no term limits on the Treasurer, Secretary, and *Modern Square* Editor
- E. No two elected officers shall be from the same club



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ARTICLE V

OPERATIONS COMMITTEE

Section 1 - Members

The Operations Committee shall consist of:

Publicity/Advertising Chairman	Archive Chairman
Social Media/Web Chairman	USDA Delegate
Insurance Chairman	Caller Representative
Fall Festival Chairman	Cuer Representative
Circulation Chairman	

- A. The President will appoint the members of the Operations Committee and the Caller and Cuer Representatives subject to the approval of the Executive Board

Section 2 - Duties

- A. Duties of the members of the Operations Committee are as defined in the Standing Rules

Section 3 - Term of Office

- A. Members of the Operations Committee shall attend Executive Board meetings during the transition period (i.e. meetings occurring between the October Delegates Meeting and the transition meeting in January)
- B. Chairman and Representatives shall be subject to no term limits. They serve at the discretion of the President and the approval of the Executive Board
- C. No more than three appointed Chairman may be appointed from the same club

ARTICLE VI

ELECTIONS

Section 1 – Elections

- A. The Immediate Past President shall present a slate of officers to be considered for election by the Delegates at the October Annual Meeting
- B. Nominations may be made from the floor at election time

Section 2 – Unexpired Term

- A. The Executive Board may elect or appoint an officer to fill unexpired term

Section 3 – Recall or Dismissal

- A. An Executive Board member is automatically dismissed upon the failure to attend two consecutive Executive Board Meetings
- B. An Executive Board member may be dismissed or recalled by a two thirds majority vote of all Executive Board members



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ARTICLE VII DUTIES

Section 1 - President

- A. The President shall preside at all ASSDF meetings
- B. May vote to break a tie in a roll call or voice vote at Delegates Meetings
- C. Shall set time and place for regular and/or special meetings
- D. Appoints all Chairman and Representatives of the Operations Committee with approval of the Executive Board
- E. Will act as a liaison for the Caller and Cuer Representatives
- F. Will advise and work closely with the Social Media Chairman
- G. Other duties as defined in the Standing Rules

Section 2 - Vice President

- A. The Vice President shall preside at all ASSDF meetings in the absence of the President
- B. Automatically assumes the office of President upon the death or resignation of the President for the unexpired term
- C. Will advise and work closely with the Publicity/Advertising Chairman and the USDA Delegate
- D. Other duties are as defined in the Standing Rules

Section 3 - Secretary

- A. The Secretary shall keep records in the form of minutes of all regular and/or special meetings of the ASSDF
- B. Shall maintain records of minutes, Treasurer Reports, all Chairman Reports and all legal paperwork of the ASSDF and will transfer said documents to the incoming Secretary.
- C. Will be responsible for the distribution of minutes to the Executive Board Officers
- D. Will advise and work closely with the Archive Chairman
- E. Other duties are as defined in the Standing Rules

Section 4 - Treasurer

- A. The Treasurer shall collect all dues from member clubs
- B. Shall make authorized disbursements only. In no case shall the ASSDF be obligated for a debt over \$75 without prior Executive Board approval
- C. Shall keep an accurate record of all receipts and disbursements
- D. Shall produce and present a financial report at each Executive Board and Delegates Meeting and furnish copies of the report to each member of the Executive Board and/or club delegates
- E. Shall pay all bills of the ASSDF by check
- F. Will advise and work closely with the Insurance and Circulation Chairman
- G. Will transfer all financial records to the incoming Treasurer
- H. Other duties are as defined in the Standing Rules

Section 5 – Modern Square Editor

- A. Serves as Editor of the *MODERN SQUARE*, the ASSDF official publication
- B. Other duties are as defined in the Standing Rules



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Section 6 - Immediate Past President

- A. Shall serve as an advisor to the Executive Board
- B. Shall present a slate of nominees for consideration and vote at the Delegates Meeting
- C. Will advise and work closely with the Fall Festival Chairman

Section 7 – Operations Committee Chairmen

- A. Duties as defined in the Standing Rules

Section 8 - Caller and Cuer Representatives

- A. Duties as defined in the Standing Rules
- B.

ARTICLE VIII

MEETINGS

Section 1 - Delegates Meeting

- A. There shall be a Delegates Meeting in May and October
- B. Delegates shall register with the Secretary prior to each meeting
- C. Each delegate shall have one vote
- D. No delegate shall represent more than one club
- E. No elected Executive Board Officer shall serve as a delegate
- F. No Executive Board Officer may cast a vote at the annual meeting of delegates

Section 2 - Executive Board

- A. A minimum of three meetings shall be held by the Executive Board
 - a. Transition Meeting to be held at the January New Year's Free Dance
 - b. Prior to the May Delegates Meeting
 - c. Prior to the October Delegates Meeting
- B. The President may call special meetings as needed

ARTICLE VIII

QUORUM

No business of the ASSDF shall be conducted without a legal quorum

Section 1 - Legal Quorum

- A. Delegates Meetings:
 - a. Member club delegates in attendance will constitute a legal quorum
- B. Executive Board Meetings:
 - a. A majority of the Executive Officers must be present



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ARTICLE IX

PARLIAMENTARIAN AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern all procedures not covered by these Bylaws

ARTICLE X

AMENDMENTS

Section 1 - Bylaws

These Bylaws may be amended by a majority vote of the Delegates at a meeting duly called and held for that purpose. Amendments or proposed changes to the Bylaws shall be published in the *Modern Square* and provided to the member clubs sixty (60) days prior to such meeting.

These BYLAWS, having been approved and adopted by the membership on the 15 day of October, 2016, and they are hereby effective on such date and we so verify.

President – Scott & Angela Blackshear

Secretary – Roger & Sheena Garner



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