

## **ASDSC BOARD RECOMMENDS APPROVAL OF PROPOSED BYLAWS REVISIONS**

After EXTENSIVE work by the Bylaws Review Committee, the ASDSC Board of Directors approved for submission to the ASDSC member clubs, a series of changes to the Association's Bylaws and Standing Rules. Many of the changes included in this revision are items recommended for approval some time ago, but were never brought before the membership for approval.

The attached ACROBAT document is 18 pages long and constitutes the "first notice" to member clubs of these proposed revisions. A copy of the proposed revisions will be available on the ASDSC website by Friday, March 17th for those who cannot receive attachments or prefer to get the document from that source.

Proposed **DELETIONS** to the existing Bylaws appear in **BLUE STRIKETHRU** (line drawn through it) font.

Proposed **ADDITIONS** to the existing Bylaws appear in **RED** font.

**PLEASE NOTE THAT THE TABLE OF CONTENTS PAGES HAVE NOT BEEN ADJUSTED.** With the extensive revisions proposed, it was silly to change page numbers until after the document was finalized.

Primary among the recommended changes are in the makeup of the Board of Directors. We have long had individuals acting in positions that required extensive time and responsibility but had no "official" status as a board member, while other positions have been consolidated or eliminated. Added positions include those of Dance Calendar and Webmaster, as well as the "official" consolidation of Sunshine & Blood Reserve, Membership & Insurance, and State Fair Coordinator (a non-Board position) with CA Progressive Squares Director. The revisions also propose the combination of the two Vice President positions, and with the proposed District Re-alignment, the elimination of three District Director positions.

Thank you in advance for taking the time to review these proposed Bylaws changes and discuss them with your clubs. Your Club Delegates will be asked to vote on these revisions at the April 10, 2005 Delegates meeting. We know that many club officers either do not have e-mail or cannot receive attachments. We often hear that "Nobody Told Us" ... Please do your part by making sure your club officers and members are aware of this proposed change so that they may cast an informed and educated vote at the April meeting.

Your Bylaws Review Committee

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ASSOCIATED SQUARE DANCERS  
OF SUPERIOR CALIFORNIA, INC.

(A NON-PROFIT ORGANIZATION)  
ORIGINAL BYLAWS ADOPTED 1954

REVISED OCTOBER 1956  
REVISED OCTOBER 9, 1967  
REVISED JULY 14, 1974  
REVISED JULY 14, 1991  
REVISED JULY 11, 1993  
REVISED OCTOBER 8, 1995

REVISED OCTOBER 10, 1965  
REVISED OCTOBER 9, 1967  
REVISED DECEMBER 9, 1984  
REVISED OCTOBER 13, 1991  
REVISED OCTOBER 9, 1994  
REVISED JULY 20, 1997

REVISED JULY 9, 1967  
REVISED JULY 13, 1969  
REVISED OCTOBER 8, 1989  
REVISED APRIL 12, 1992  
REVISED JULY 9, 1995  
REVISED JULY 19, 1998

PROPOSED REVISION APRIL 10, 2005

ARTICLE I - Name

The name of this organization is **ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA (ASDSC), INC.**, a nonprofit corporation under the laws of the STATE OF CALIFORNIA, hereinafter referred to as the Association.

ARTICLE II - Purpose

The purpose of this Association shall be: to promote Square Dancing, Round Dancing, Clogging, Contra Dancing, and Country Western Dancing for pleasure in a spirit of good fellowship; to educate and teach the youth and general public in the fundamentals, culture, and heritage in all types of dances in our Association; to exchange information between Clubs and encourage inter-Club activities so as to have a closer fellowship between Member Clubs. (Rev: 4/92)

ARTICLE III - Definitions

- a. The "**ASSOCIATION**" as referred to in these Bylaws shall mean the Associated Square Dancers of Superior California, Inc., and shall include square, round, clogging, contra, and country western dancers within the Association boundaries. (Rev: 7/92)
- b. "**DANCERS**" as referred to in these Bylaws shall include any person(s) who square, round, clog, contra or country western dance. (Rev: 7/92)
- c. "**QUORUM**" as referred to in these Bylaws shall mean **the presence of** at least 51% of either "**BOARD**" members or "**MEMBER CLUBS**" ~~present~~ at their respective meetings.
- d. "**BOARD**" as referred to in these Bylaws shall mean the ~~Executive~~ Board of ~~Directors~~ as defined in ARTICLE VII of these Bylaws. (Rev. 4/05)
- e. "**DELEGATE**" as referred to in these Bylaws shall mean the representatives of Full Member Clubs. (Rev: 10/91)
- f. "**MAJORITY**" as referred to in these Bylaws shall mean at least 51% of those present at any Association meeting at which a "**QUORUM**" has been established.
- g. "**CLUB**" as referred to in these bylaws shall mean a group of dancers who have met the requirements as set forth in ARTICLE V of these Bylaws.
- h. "**FULL MEMBER CLUB**" as referred to in these Bylaws is a club which has met ALL the requirement as set forth in ARTICLE V, Section ~~1.2~~ a. of these Bylaws. (Rev. 4/05)
- i. "**SUBSCRIBER MEMBER CLUB**" as referred to in these Bylaws is a club which meets ALL the requirements as set forth in ARTICLE V, Section ~~1.c.2~~ b. of these Bylaws (Rev. 7/92) (Rev. 4/05)
- j. "**TRAVELING MEMBER CLUB**" as referred to in these Bylaws is a club which has met ALL the requirements as set forth in ARTICLE V, Section 2 C. of these Bylaws. (Rev. 4/05)
- ~~j.~~ k. "**SPECIAL MEETING**" as referred to in these Bylaws shall be any unscheduled meeting of Delegates and/or Board members called by a person or group as set forth in ARTICLE X, Section 1.b. or 2.b. of these Bylaws. (Rev. 7/92)
- ~~k.~~ l. "**FISCAL YEAR**" as referred to in these Bylaws shall mean the calendar year from January 1 to December 31. (Rev. 7/92)
- ~~l.~~ m. "**STATE COUNCIL**" as referred to in these Bylaws, is **the California Square Dance Council, Inc.**, a body of Square Dance **Associations Affiliates** in the State of California that is comprised of ~~the President, or his representative, from each Association within California and an elected Executive Board.~~ (Rev. 7/92) **a representative from each member Affiliate and Council's elected officers.** (Rev. 4/05)

ARTICLE IV - Conduct of Business

This Association shall be organized and conduct business in accordance with Robert's Rules of Order, Revised, except when inconsistent with these Bylaws and Standing Rules of this Association.

## Section 1. Amendment of Bylaws (Rev. 7/93)

- a. These Bylaws may be amended by the majority vote of a Quorum of Delegates at any General or Special Meeting.
- b. Fourteen (14) days prior written notice of such proposed amendment(s) shall be distributed to all Board Members before the meeting at which such amendment(s) is to be considered for recommendation to the delegates.
- c. Twenty-five (25) days prior written notice of such proposed amendment(s) shall be distributed to all Delegates and their club president before the meeting at which such amendment(s) is to be considered for adoption.

## Section 2. Standing Rules (Rev. 7/93)

Standing Rules may be adopted, revised, or rescinded by a majority vote of the Delegates present at any General or Special Meeting.

## Section 3. Guidelines

Guidelines may be adopted, revised, or rescinded by a majority vote of the Board present at any Board or Special meeting. (Rev. 10/91)

## Section 4. Dissolution (Rev. 10/91)

In the event of dissolution of this Association, after payment of all obligations, the remaining assets shall be distributed by the Board as follows:

- a. Equally to the Members Clubs, or,
- b. To any charitable organization in any proportion deemed advisable by the Board.
- c. In no event shall the assets be distributed to any officer, director, or employee of the Association.

## Section 5. Quorum

No business of the Association shall be transacted without a legal quorum present. (Rev. 10/91)

# ARTICLE V - Membership

## Section 1. Membership

The membership of the ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, hereafter referred to as the "Association," shall be comprised of the individual members of Square Dance, Round Dance, Clogging, Contra, or Country Western dance groups affiliated with the Association.

- a. Such groups shall be hereafter referred to as "Member Clubs."
- b. Each individual shall join the Association annually with their dues paid through their Member Clubs and shall be entitled to all benefits and privileges.
- c. Members may join any number of Member Clubs, but they shall be required to pay Association dues only once. (Rev. 7/97)

## Section 2. Member Club

This Association shall have ~~two~~ the following types of members clubs. (~~Rev. 7/92~~) (Rev. 4/05)

- a. **Full Member Clubs** (Rev. 10/91)  
Full Member Clubs shall be defined as follows for the purpose of admittance to the Association, and shall...
  1. Be composed of sixteen or more dancers. (Rev. 7/93)
  2. Have a regular place of meeting.
  3. Be primarily devoted to square, round, clogging, contra, or country western dancing. (Rev. 7/92)
  4. Have acceptable Club Bylaws and appointed or elected officers and delegates.
  5. To be eligible to vote on Association business, a new Full Member Club must have had representation at a previous General Meeting. (Rev. 7/93)
- b. **Subscriber Member Clubs** (Rev. 7/92)
  1. A Subscriber Member Club is a Club that elects not to be a Full Member Club. Said Club shall lie within the Association boundaries as set forth by ~~State~~ Council and be greater than eighty (80) road miles from Roseville, CA. (Rev. 4/05)
  2. A Subscriber Member Club shall receive all rights, privileges, and benefits except the right to vote.
  3. A Subscriber Member Club must meet Full Member Club requirements in Section 2.a.1. thru 2.a.4. above. (Rev. 7/93)

4. A Subscriber Member Club can become a Full Member Club by meeting Full Member Club requirements and upon presentation of a written application by a Club officer.

c. **Traveling Member Clubs (Rev. 4/05)**

Traveling Member Clubs shall be defined as follows for the purpose of admittance to the Association, and shall:

1. Be composed of sixteen (16) or more dancers.
2. Have a letter on file with the Membership Director stating their status as a traveling club with no regular place of meeting or regular workshop day.
3. Be primarily devoted to square, round, clogging, contra, or country western dancing.
4. Have acceptable Club Bylaws and appointed or elected officers and delegates.
5. To be eligible to vote on Association business, a new Traveling Member Club must have had representation at a previous General Meeting.

**Section 3. Admission of Clubs**

- a. A Member Club shall be admitted by a majority vote of the Board after an investigation by the Membership Director to verify the qualifications as set forth in Section 2. above.
- b. Application for membership must be presented to the Board IN PERSON BY AN OFFICER FROM THE CLUB. (Rev. 7/92)

**Section 4. Duties and Responsibilities of Member Clubs**

Member Clubs shall:

- a. Abide by the Bylaws and Standing Rules of the Association.
- b. Full Member Clubs must have representation at a minimum of three General Meetings per year. (Rev. 7/93)
- c. Provide the Membership Director with a copy of their current club Bylaws, and the following items **NOT LATER** than October 1: (REV: 7/92)
  1. Association Membership Dues.
  2. Two copies of club roster.
  3. List of Officers and Delegates.
  4. Date, time and location of workshops, plus name and address of the group/person to receive certificate of insurance.
  5. Date, time and location of all weekend or special dances, plus name and address of the group/person to receive certificate of insurance.
  6. Club Blood Donor List. (REV: 7/91)
- d. Furnish the Association Bylaws Committee a written request for any changes to the Association Bylaws and Standing Rules.
- e. Submit officer changes and changes to workshop and all other dance locations as they occur to the Secretary. (REV: 7/92)

**Section 5. Membership Dues**

- a. All member clubs shall pay dues as approved by the delegates at the July General meeting each year.
  1. Said dues shall be due and payable on **OCTOBER 1** of each year.
  2. Club delegates shall inform their clubs of the amount approved. (REV: 7/93)
  3. **Clubs shall submit a complete membership roster when paying their annual membership dues. (REV. 4/05)**
- ~~b. Upon graduation, new dancers must be listed with the Association Membership Director.
  1. No Association dues will be collected until the following calendar year.
  2. Within 30 (thirty) days of graduation, all new dancer graduates must join a Member Club in good standing to maintain their insurance coverage. (Rev. 7/97)~~
- b. **At each quarterly General meeting clubs are to submit:**
  1. To the Membership Director an updated membership roster showing any additions, deletions or other changes to the club's current membership roster, including any recent new dancer class graduates.
  2. Payment of Association membership dues for any new members, including any recent new dancer class graduates that are not current paid members Association.
  3. After June 30 of each year, clubs will only be required to pay as Association dues for new members the pro-rated amount for individuals as determined by the Council's State Insurance program. (Rev. 4/05)
- ~~c. Clubs are responsible for reporting to the Membership Director all new members and paying full dues where required. This reporting shall be done on a quarterly basis at the General meetings. (Rev. 10/94)~~
- ~~c.~~ **New clubs joining the Association in accordance with Article V, Section 2.a. shall pay dues upon joining the Association. (REV: 7/93)**
- ~~d.~~ **Club dues shall be considered in arrears if not paid by October 31. A late fee of ~~\$10.00~~ \$25.00 will be charged for clubs paying dues between November 1 and December 31. (REV: 7/97) (Rev. 4/05)**
- ~~f. e.~~ **The total Clubs' dues shall not be less than the minimum required for insurance as determined by the Council's State Insurance program. (Rev. 7/95) (Rev. 4/05)**

- ~~g.~~ f. Subscriber Member Clubs, in addition to their dues, shall pay an annual fee of \$20.00.

## Section 6. Termination of Membership

- a. Club membership may be terminated by a majority vote of the Board if requirements for membership are not maintained as in Sections 4 and 5 of ARTICLE V. (REV: 7/97)
- b. Club membership will automatically terminate if Club dues are in arrears as of January 1. (REV: 7/97)

## Section 7. Reinstatement

Any club which drops its membership or which has been terminated by Board action shall be eligible for reinstatement, subject to the following: (REV: 10/91)

- a. Any Club terminated for delinquent dues may be reinstated within three (3) months of termination upon payment of annual membership dues plus a \$25.00 reinstatement fee, accompanied by the required items in Section 4.c. above. (REV. 4/05)
- ~~a.~~ b. Any Club terminated by Board disciplinary action cannot reapply for membership for a period of one (1) year. (~~REV: 10/91~~) (REV. 4/05)
- ~~b.~~ c. A terminated club shall be reinstated upon application to the Association, accompanied by the required items in Section 4.c. above and a ~~\$20.00~~ \$25.00 reinstatement fee. (~~REV: 7/97~~) (REV. 4/05)
- d. Any terminated club wishing to reapply within a twenty-four (24) month period MUST pay a reinstatement fee. After twenty-four (24) months the club may apply for membership as a new Club. (REV: 7/92)

## ARTICLE VI - Delegates

### Section 1. Qualifications

- a. Delegates shall consist of four(4) individuals from each Member Club.
- b. No delegate may represent more than one (1) club.
- c. No delegate, nor his or her partner, may be a paid Square, Round, Clogging, Contra, Country Western dance instructor, caller, or cuer. (Rev: 7/92)
- d. Delegates shall be selected by their club for a minimum recommended term of one (1) year. (Rev: 7/92)

### Section 2. Duties

- a. Delegates shall establish the general policy relating to all Association activities.
- b. Each Full Member Club delegate shall have one vote.
- c. Delegates, by a majority vote, shall elect officers and directors and may remove any officer or director from office by a two-thirds (2/3) vote.

## ARTICLE VII - Executive Board of Directors (REV. 4/05)

### Section 1. Membership

The Board shall consist of the Elected Officers, Directors, and the following appointed Chairperson(s): Harvest Hoedown (be it the Jr. Past President or an appointed Chairperson) and Fun Weekend (be it the Vice President or an appointed Chairperson). (REV. 4/05)

- a. Each member shall have a voice and a vote in matters before the Board, except the President who has a voice but shall vote only in case of a tie. (Rev: 7/95)
- b. Special Committees and Representatives may have a voice but NO VOTE and shall include: Budget Committee, Inaugural Ball, Audit Committees, other Special Committees, *Squarecaster*, and representatives from other Associations. (Rev: 7/92)
- c. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Jr. Past President. (Rev. 4/05)

### Section 2. Duties and Functions

- a. The Board shall function as an executive body to carry out the policies and direct the affairs of the Association.
- b. A majority of the Board shall have the power to fill any unfilled position, and appoint a replacement for any Board member who resigns, is dismissed or is unable to serve for the balance of such person's term, with the exception of the Presidency. (Rev: 7/92)
- c. A majority of the Board shall have the power to appoint additional Directors as required by any conditions causing need for additions. Such additional Directors shall be appointed for the remainder of the elective term.

## ARTICLE VIII -- Officers & Directors

### Section 1. Qualifications for Officers and Directors

- a. Couples/singles shall be elected to serve as officers and directors of the Association.
- b. No paid square, round, clogging, contra, or country western dance instructor, teacher, caller or cuer or their partner may be an officer or director of the Association. (Rev. 7/92)
- c. To be eligible for election, a person must be a present or past Member Club officer or delegate. (Rev. 7/92)
- d. To be eligible for election a person must be a member in good standing of a Full Member Club.

### Section 2. Payment for Services

All officers and directors shall serve without pay or benefits with the following exceptions:

- a. Expenses authorized by the Board.
- b. Expenses incurred under \$100.00 may be ~~approved and~~ paid by the Treasurer ~~without board approval.~~ (Rev. 7/92). (REV. 4/05)
- c. The Secretary shall be allotted an initial sum of \$250.00 (for postage, printing, etc.) at the beginning of the year.
  1. At each succeeding meeting an accounting of the expenses shall be approved by the Board.
  2. The initial allotment shall be reinstated following said accounting. (Rev. 7/97).
- d. Expenses incurred by the President and partner, or appointed representative, due to pre-approved travel outside the Association on Association business.
  1. The Board may approve an advancement of funds at the meeting prior to the event.
  2. A proper accounting of expenses shall be submitted on Request for Funds forms with receipts attached at the next Board meeting and excess monies returned. (Rev. 7/97).

### Section 3. Officers and Directors

- a. The Elected Officers of the Association shall consist of President, ~~First Vice-President,~~ ~~Second Vice-President,~~ Secretary, Treasurer, and Directors. (Rev. 10/91). (REV. 4/05)
- b. No person shall be eligible to act as an officer or director in more than one (1) capacity at the same time unless approved by the Board to fill a vacancy.
- c. Once elected, no person shall serve as a delegate of a Club during his term of office.
- d. Officers and directors shall attend all Board and Delegate Meetings. Two (2) absences from such meetings without excusable reasons shall be cause for dismissal by the Board. (Rev. 10/91)
- e. Officers and directors of this Association shall visit as many Clubs as possible during their term of office.
- f. All officers and directors shall serve a term of one year commencing January 1.
- g. ~~Executive~~ Officers, except the Secretary, may be elected to succeed themselves, by Delegate vote, for no more than two (2) consecutive terms in the same office. (REV. 4/05) The Secretary and all ~~other non-Executive Board~~ directors may be elected to succeed themselves, by Delegate vote, without restriction as to number of terms in the same office. (Rev. 7/97) (REV. 4/05)
- h. All Officers and Directors who have been assigned equipment and/or articles by the President shall submit an inventory list ~~at the end of their term of office~~ to the Historian by the December meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

### Section 4. The President shall:

- a. Supervise and direct the affairs of the Association.
- b. Preside at Delegate and Board meetings.
- c. ~~Be responsible for development and setting the agenda for any meeting of the Board of Directors.~~ (Rev. 4/05)
- ~~e-~~ d. Be an ex-officio member of all committees during their term of office, excluding the Nominating Committee.
- ~~e-~~ e. Appoint all Chairpersons and Special Committees except the Nominating Committee, the Harvest Hoedown Committee, ~~and~~ the Fun Weekend Committee, ~~and the Bylaws Committee,~~ with Board approval. (Rev. 7/95) (Rev. 4/05)
- ~~e-~~ f. Be responsible for all Association equipment, ~~and~~ (but may delegate responsibility for the equipment to others), ~~and submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.~~ (Rev. 4/05)
- ~~f-~~ g. Appoint a Parliamentarian at his discretion with Board approval. The Parliamentarian will have a voice but no vote in proceedings.
- ~~g-~~ h. In the absence of the ~~First~~-Vice-President, the President shall call a meeting in June of the Nominating Committee (District Directors), which shall elect one member to act as Chairperson. After a Chairperson is elected, the President will leave the meeting and have no further responsibility to the Committee. (Rev. 7/92) (Rev. 4/05)
- ~~h-~~ i. Sign all contractual commitments along with Officer, Director, or Chairperson of event, following Board approval. (Rev. 7/92)
- j. ~~Chair the Inaugural Ball.~~ (Rev. 4/05)

- k. Act as liaison between the ASDSC and the California Square Dance Council, Inc. These duties include, but are not limited to:
  1. Attending, or sending a representative to attend, quarterly meetings of the Council. (Rev. 4/05)
  2. Keeping Council apprised of Association contact information, including address changes for past Association Presidents. (Rev. 4/05)
  3. Updating Council's Festival Calendar coordinator with current information relative to festivals hosted by ASDSC. (Rev. 4/05)
  4. Submitting an updated copy of the Association's bylaws to the Council Secretary as revisions are approved. (Rev. 4/05)
- l. Have in possession and available for consultation at each meeting a copy of Roberts Rules of Order. (Rev. 4/05)
- m. At the December Board meeting provide a copy of the most current Bylaws, Standing Rules and Guidelines to each new incoming Board Member, including a specific job description for their Board position. If a current Board member is moving to a new position, they shall be given a copy of their new job description. (Rev. 4/05)

**Section 5. The First Vice-President shall: (Rev. 4/05)**

- a. Act with authority of the President during the absence, inability, or vacancy of the President. (Rev: 10/91)
- b. Be the Chairperson of Fun Weekend. (Rev: 10/94)
- c. Chair the Nominating Committee. (Rev: 4/92)
- ~~d. Chair the Inaugural Ball. (Rev: 10/94)~~
- d. Be the Chairperson of all Fifth Saturday Association dances.
  1. Work with the District Director (Assistant Chairperson) of the area in which the dance is to be held in promoting, securing facilities and recruiting necessary dancers to help with putting on the dance.
  2. Provide a written financial and attendance report for each Fifth Saturday Night Dance at the following Board meeting.
- e. Check yearly for prospective ten (10), fifteen (15) and twenty (20) year Outstanding Service Award candidates and submit list to the President and Chairmen of Fun Weekend and Harvest Hoedown.
  1. Order badges recognizing ten (10), fifteen (15) and twenty (20) year Outstanding Service Award recipients. (Rev. 4/05)
  2. Make arrangement for presentation of said award badges at an appropriate Association function. (Rev. 4/05)
- f. Act as the District Directors' Coordinator. (Rev. 4/05)
- ~~e. g.~~ g. Be responsible for the Association equipment assigned to the office. ~~(Rev: 4/92)~~ Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

~~Section 6. The Second Vice President shall:~~

- ~~a. Act with the authority of the President during the absence or inability of the President and the First Vice President. (Rev: 10/91)~~
- ~~Be the Chairperson of all regular Fifth Saturday Association dances.~~
- ~~Work with the District Director (Assistant Chairperson) of the area in which the dance is to be held in promoting, securing facilities and recruiting necessary dancers to help with putting on the dance. (Rev: 10/94)~~
- ~~Provide a written financial and attendance report for each 5th Saturday Night Dance at the following Board meeting.~~
- ~~Report is to be kept on file by the Association Treasurer. (Rev: 10/94)~~
- ~~Check yearly for prospective Ten Year Outstanding Service Award candidates and submit list to the President and Chairmen of Fun Weekend and Harvest Hoedown.~~
- ~~Make out cards and order badges for free admission to 5<sup>th</sup> Saturday Dances, Fun Weekend and Harvest Hoedown. (Rev: 10/94)~~
- ~~e. Keep the National Square Dance Directory updated with Association events and keep the subscription current. (Rev: 10/91)~~
- ~~f. e. Act as the District Directors' Coordinator. (Rev: 4/92)~~
- ~~g. f. Be responsible for any Association equipment assigned to the office. (Rev: 10/91)~~

**Section 7. 6 The Secretary shall:**

- a. As determined by the President, distribute the agenda for any meeting of the Board of Directors. The agenda shall be distributed to Directors and/or Delegates fourteen (14) days prior to any respective meeting. (Rev. 4/05)
- ~~a. b.~~ b. Keep the minutes of all meetings. Tape recordings shall be retained for one year after approval of said minutes. (Rev: 7/91)
- ~~b. c.~~ c. Keep a record of the sign-in roll and roll call of all members present for one year.
- ~~c. d.~~ d. Upon receipt of the initial roster from the Membership Director (including Member Clubs, Presidents, Delegates, Caller/Cuer, etc.), maintain this roster and distribute ~~same as needed.~~ to Board and Member Clubs at the January general meeting. Changes and updates should be reported at Board meetings and included in the minutes. ~~(Rev: 10/94)~~ (Rev. 4/05)
- ~~d. e.~~ e. Prepare a new Board roster following elections at the October meeting and present copies at the December Board meeting. (Rev: 10/94)
- ~~e. f.~~ f. Give ~~fourteen (14) days~~ all notices of General and Board Meetings. (Rev. 4/05)
- ~~f. g.~~ g. Perform such other duties assigned by the Board or these Bylaws.
- ~~g. h.~~ h. Appoint such assistants as may be necessary. (Rev: 7/91)
- ~~h. i.~~ i. Provide an annual final report and return all unused monies from advancement.

- i. j. Issue letters to Officers, Directors, and Full Member Clubs that fail to meet the meeting requirements as set forth in ARTICLE VIII, Section 3.d and ARTICLE V, Section 4.b after the first missed meeting. (Rev: 10/91)
- j. k. Distribute General Meeting minutes to ~~the Board of Directors and the~~ District Directors at the Board meeting one month prior to the next General meeting. (Rev. 4/05)
  1. ~~The District Directors These minutes~~ shall be distributed, ~~by the District Directors,~~ the respective minutes to all delegates and Club Presidents in a timely fashion. (Rev. 4/05)
  2. The minutes of the respective meetings shall be mailed or otherwise delivered to the respective Board members, District Directors and/or Delegates and Club Presidents not present at the Board meeting. (Rev. 4/05)
  3. Board members shall receive both Board and General Meeting minutes at least fourteen (14) days prior to the next Board meeting. (Rev: 10/94)
- l. Keep the National Square Dance Directory updated with Association events and keep the subscription current. (Rev. 4/05)
- k. m. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)
- n. Maintain and distribute copies of the Bylaws, in a format as approved by the Board of Directors, as they may be amended. (Rev. 4/05)

**Section 8. 7. The Treasurer shall:**

- a. Receive and bank all receipts of all committees (~~except Harvest Hoedown and Fun Weekend~~) and all other funds of the Association in a timely manner. (Rev. 4/05)
- b. Pay all bills. Bills in excess of \$100.00 must be approved by the Board. (Bills under \$100.00 may be paid without Board approval.)
  1. All disbursements must be accompanied by receipts showing detailed expenses and attached to Request For Funds forms.
  2. Expense item should be identified to a particular specific budget item whenever possible. (Rev: 7/95)
- c. Prepare a current financial statement for each Board and General Meeting and an end of the year financial report. (Rev: 4/92)
- d. Sign all checks with either the President, ~~or First Vice-President,~~ ~~or Secretary~~ as co-signer. (Rev: 4/92) (Rev. 4/05)
- e. Submit all accounts for an annual audit by the January General Meeting.
- f. Be Chairperson of all audit committees except the annual Treasury audit.
- g. ~~File all necessary tax forms.~~ ~~Oversee the preparation and the filing of all necessary tax forms, including selection of a tax preparation service.~~ (Rev. 4/05)
- h. Oversee all income and expenses by committees and/or source(s), ~~except Harvest Hoedown and Fun Weekend.~~ (Rev: 7/93) (Rev. 4/05)
- i. Be the Chairperson of the committee appointed to prepare a proposed budget for the succeeding year to be presented to the Board at the December meeting. This committee will be activated at the October meeting and, if a new President and/or Treasurer have been elected, they will be members of this committee. (Rev: 4/92)
- j. Be responsible for keeping the signature cards up to date for the Association's checking account and any other savings or specialty accounts held by the Association. (Rev. 4/05)
  1. If new Executive Board officers have been elected, obtain new signature cards and have them available for signature at the December Board meeting.
  2. Return new signature cards to the appropriate banks in a timely manner so that they are in place prior to the January meeting.
- j. k. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section 9. 8. District Directors shall:**

- a. Operate under the direction of the Executive Board and be responsible for the administration of Association policies within each of their districts. (Rev. 4/05)
- b. Maintain a current record of the Clubs assigned to their district and act as a liaison between the Clubs in their district and the Association. (Rev: 7/92)
- c. Acquire the approval of the Board for any special undertaking in their district.
- d. Visit prospective Member Clubs and give any assistance required in connection with application for membership in the Association.
- e. Upon approval of the Board, select any assistants deemed necessary to conduct Association business in their district, and at Association meetings. (Rev: 7/92)
- f. Visit all Member Clubs in their District between General Meetings (preferably monthly).
- g. Deliver the minutes of the general meetings to the delegates in a timely fashion, and no less than fourteen (14) days prior to the next General membership meeting. (Rev: 10/94)
- g. h. Present a written and an oral report of the activities of Clubs in their district at each General Meeting on the District Director form, including any changes in Officers and/or club status. (Rev: 7/92)

- ~~h.~~ i. Act as Assistant Chairperson for the Fifth Saturday Association Dance in their District. Work with the ~~Second~~ Vice-President (Chairperson) in promoting Fifth Saturday Dances, and securing facilities and necessary dancers to help with putting on the dance. (~~Rev. 10/94~~) (Rev. 4/05)
- i. j. Serve as a member of the Nominating Committee.
- k. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section ~~10.~~ 9. The Dancer-Caller Director shall:**

- a. Attend Caller Association meetings and act as liaison between that body and the Association. (Rev: 10/91)
- b. Provide a written report at every board and general membership meeting. (Rev. 4/05)
- c. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section ~~11.~~ 10. The New Dancer Director shall:**

- a. Act as liaison between New Dancer Classes and the Association. (10/94)
- b. Provide all information for New Dancer Classes to the Promotions Director sixty (60) days in advance. (10/94)
  1. All information for the Fall promotions shall be given to the Promotions Director not later than JULY 1. (10/94)
  2. All information for the Winter promotions shall be given to the Promotions director not later than OCTOBER 1. (Rev. 4/05)
- c. Promote and coordinate the Scrambling Squares books with these duties:
  1. Verify books upon completion and issue danglers and card at an Association function. (10/94)
  2. Be responsible for ordering and maintaining an adequate inventory of swingers and books. (10/94)
- d. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section ~~12.~~ 11. The Youth Director shall: (Rev. 4/05)**

- a. Act as liaison between youth clubs, youth of member clubs, and the Association. (Rev: 10/91)
- b. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

~~Section 13. The Insurance Director shall:~~

- ~~a. Maintain a liability insurance plan and necessary files, and record of claims pending and paid.~~
- ~~b. Be empowered to negotiate with various insurance companies or State Council, obtain adequate coverage and enter into a contract with such, upon approval of the Board.~~
- ~~c. Act as the liaison to the Council's Insurance Director and administer insurance program locally.~~
- ~~e. Attend Board and General meetings to provide assistance and advice in connection with the insurance program.~~

**Section ~~14.~~ 12. The Membership Director Shall**

- a. Receive, review and present at Board Meetings all applications for membership to the Association.
- b. ~~After~~ At the July General Meeting, ~~send~~ distribute a letter to the Member Clubs requesting the following by October 1: (Rev. 4/05)
  1. Dues (indicate amount);
  2. Two (2) copies of Club roster;
  3. List of Officers and Delegates for the following year;
  4. Date, time, and location of workshops and all other dances; plus name and address of the group/person to receive certificate of insurance;
  5. Club Blood Donor list.
- c. After receiving the above dues and information, distribute them as follows:
  1. Secretary - one (1) copy of roster and the list of Club officers and delegates at the December Board Meeting; (Rev: 10/94)
  - ~~2. Insurance Director - one copy of workshop and dance locations;~~
  - ~~3.~~ 2. Treasurer - dues;
  - ~~4.~~ 3. Membership Director - keeps one (1) copy of all forms submitted;
  - ~~5.~~ 4. ~~Sunshine/Blood Reserve Fund~~ Director - Club Blood Donor list; (Rev. 4/05)

- ~~6-5.~~ ASDSC Board - copies of roster of Club President and delegates in the proper format at the December Board Meeting. (Rev: 10/94)
- d. Maintain a cross reference file of each member of the Club roster, by member name, ~~membership card number~~, and all clubs in which they hold membership; (~~Rev: 10/94~~) (Rev. 4/05)
- ~~e.~~ ~~Issue Membership card to each person listed on the Club's roster for which the Club paid dues;~~ (~~Rev: 7/91~~)
- ~~f.e.~~ Issue follow-up letter to Clubs who are in arrears as of November 1; (Rev: 7/91)
- ~~g.f.~~ Keep a file of all Club Bylaws. Review any updates and changes to Club Bylaws to determine they continue to be in compliance with Association Bylaws and IRS Standards for non-profit status. (Rev. 7/97)
- ~~h.g.~~ Determine the District to which Club will be assigned.
- h. Maintain a liability insurance plan and necessary files. (Rev. 4/05)
- i. Act as the liaison to the Council's Insurance Director and administer insurance program locally. (Rev. 4/05)
- j.. Attend Board and General meetings to provide assistance and advice in connection with the insurance program. (Rev. 4/05)
- k. Provide a current listing of club district assignments to the Secretary at the December meeting of each year. (Rev. 4/05)
- l. Maintain membership records for a minimum period of three (3) years. (Rev. 4/05)
- ~~i-m.~~ Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

~~Section 15.~~ ~~Blood Reserve Fund Director shall:~~

- ~~a.~~ ~~Coordinate the securing and listing of names of donors in the Member Clubs to assist dancers, their spouse or domestic partner and their families.~~ (~~Rev: 7/95~~)
- ~~b.~~ ~~Act as liaison between Blood Banks Association and families.~~

~~Section 16.~~ **13. Promotions Director shall:**

- a. Promote dancing.
- b. Act as liaison between the news media, Clubs and the Association.
- c. Help promote new dancer classes through various media forms.
- ~~d.~~ ~~Act as State Fair Coordinator.~~ (~~Rev: 7/92~~)
- ~~e.~~ ~~Have a Treasurer, if deemed necessary by the Board, appointed with approval of the Board as set forth in Article IX, Section 3.e.~~ (~~Rev: 7/92~~)
- d. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

~~Section 17.~~ **14. The Historian Director shall:**

- a. Compile and maintain a written and photographic record of Association activities.
- b. Maintain a current inventory (including make, model, serial number and responsible Officer) of all property belonging to the Association.
  1. ~~An~~ complete inventory report shall be provided to the President and the Secretary at each ~~December~~ January Board Meeting. (~~Rev: 7/92~~) (Rev. 4/05)
  2. A current inventory list of equipment assigned to their specific office or committee shall be provided to each Board member, the Harvest Hoedown Chairman, Fun Weekend Chairman and the Bylaws Chairman at the January Board Meeting. (Rev. 4/05)
- c. Provide a selection of the Association's history books for display at special association activities, including, but not limited to, Harvest Hoedown, Fun Weekend, the Inaugural Ball, and Fifth Saturday Dances. (Rev. 4/05)
- d. Be responsible for any Association equipment assigned to the office. A complete inventory list of equipment for this office must be prepared by the December Board Meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

~~Section 18.~~ **15. The Sunshine Director shall:**

- a. Send a card to ASDSC members and their immediate family when ill. (Rev: 10/94)
- b. In the event of hospitalization or death of an Association member or their immediate family, send a card. (Rev: 10/94)
- c. In the event of hospitalization or death of a Board member a plant may be sent. (Rev: 10/94)
- d. For members of ~~State~~ Council or past ASDSC Board members send either a card or flowers at the President's discretion. (Rev: 10/94) (Rev. 4/05)
- e. Present an oral and written report of activities at all meetings.

- f. Coordinate the securing and listing of names of donors in the Member Clubs to assist dancers, their spouse or domestic partner and their families. (Rev: 7/95)
- g. Act as liaison between Blood Banks Association and families.
- h. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section 16. Junior Past President shall:**

- a. Be the outgoing President, after having served a full term in office. (Rev. 4/05)
- b. May succeed themselves ~~the President chooses to run for a second term, or if the last President moves out of our area, dies, chooses not to be active in the Association, or does not finish a full year in office. if the succeeding President is not available to fill this office.~~ (Rev. 4/05)
- c. ~~Be a member of the Board as an advisor with a voice but NO VOTE.~~ Serve as an advisor to the Board. (Rev. 4/05)
- d. Shall not be required to serve more than one year in this capacity unless he/she volunteers to do so.
- e. Serve as Chairperson of the Bylaws Committee. (Rev. 4/05)
- f. Serve as Chairperson of the Harvest Hoedown Committee.
- g. Serve as Chairperson of the ~~Building Committee~~ Dancer Enhancement Fund as set forth in Article XV, Section 1. (Rev. 7/92) (Rev. 4/05)
- h. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section 17. Caller Procurement Director shall:**

- a. Contact Callers, Cuers, and Instructors who are to be "Featured" at all Harvest Hoedown, Fun Weekend, Fifth Saturday, Association Special Dances and Round Dance Parties. (7/97)
- b. Negotiate a verbal agreement as to dates of events, fees, and amenities with contractor with the understanding that this agreement must be approved by the ~~ASDSC Board of Directors.~~ (10/95) (Rev. 4/05)
- c. Prepare a contract in triplicate (two (2) copies to be sent to contractor for signature and one (1) copy to retain as a duplicate file). ~~These contracts must be signed by the ASDSC President and Caller Procurement~~ The President and Caller Procurement Director must sign these contracts after ASDSC Board approval and prior to sending to contractor. (10/95) (Rev. 4/05)
- d. Mail two (2) copies to contractor for signature. Contractor keeps one (1) copy and returns one (1) to ASDSC. (10/95)
- e. When contract is signed by all parties and returned, a copyies should be made and given to the Chairperson of the scheduled event, the President, and the Treasurer. (7/97) (Rev. 4/05)
- f. Recommended Contract Timetables: (10/95) (Rev. 4/05)
  1. Harvest Hoedown..... 4 to 5 years in advance 3 to 4 years in advance (Rev. 4/05)
  2. Fun Weekend..... 1 to 2 years in advance
  3. Fifth Saturday Dances..... 1 to 2 years in advance
  4. Round Dance Parties..... 1 year in advance
  5. Special Dances..... 1 year in advance
- g. Have some knowledge as to Callers', Cuers', and Instructors' popularity, ability to call proper dance level, and potential "draw." This knowledge should include potential contractors on a Local, Statewide, and Regional basis. (7/97)
- h. Consult the policies and guidelines relative to any Association sponsored event prior to entering into a contract for that event. (Rev. 7/97)
- i. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section 18. State Fair California Progressive Squares Director shall: (Rev. 4/05)**

- a. Promote and coordinate dancing at the California State Fair, and act as a liaison between the Association and State Fair management. (Rev. 4/05)
- a. b. Promote and coordinate a one-day event in August in conjunction with Council's California Progressive Squares Day promotion. (Rev. 4/05) ~~accordance with the Bylaws, Standing Rules and Guidelines of the Association.~~ (7/97)
- c. Work with the Caller Procurement Director to contract callers, cuers and instructors for the State Fair and California Progressive Squares Day events. (Rev. 4/05)
- d. Prepare and disseminate promotional material relative to State Fair and California Progressive Squares Day events throughout the square dance community no later than the June Board meeting to ensure maximum attendance. (Rev. 4/05)
- e. Work with Insurance Director to secure appropriate certificates of insurance for all venues for said events. (Rev. 4/05)

- b- f. Work within the fiscal restraints of the Association budget; (7/97)
- e- g. Provide a written and oral report at all Board and Delegate meetings on the status of California Progressive Squares Day and State Fair activities. (7/97) (Rev. 4/05)
- h. All efforts shall be in accordance with the Bylaws, Standing Rules and Guidelines of the Association. (Rev. 4/05)
- i. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

**Section 19. The Website Director shall: (Added 4/05)**

- a. Act as liaison between the Association and the clubs on Internet/web matters.
- b. Input all information to the Association Web site.
- c. Update and maintain the Association Web site to keep it current.
- d. Pass any messages on to the appropriate Officer to prepare response if needed.
- e. Abide by Association policy on information contained on the Web site.
- f. Coordinate with Dance Calendar Director all information relative to Association, Member Club and Council-sponsored dance activities.
- g. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

**Section 20. The Dance Calendar Director shall: (Added 4/05)**

- a. Gather dance and other special event information throughout the year from all clubs, association officers, and festival chairpersons to be included in the printed dance calendar and the Association's web site.
- b. Compile a printed calendar in an appropriate format for distribution to all individuals/couples belonging to the Association.
  1. Prepare a calendar document (graphic design and layout) suitable for submission to a professional printer for publication.
  2. Obtain quotes from a minimum of three (3) printers to produce the finished calendar, and present to the Board for approval of selected printer.
  3. Have finished calendars ready for distribution at or before the January Delegates meeting.
- c. Sell ads to be printed in the calendar to help offset the cost of printing.
  1. Establish recommended advertising rates and submit them to the Board for approval at the June Board meeting.
  2. Prepare and distribute advertising information in printed format to all clubs at the July Delegates meeting.
- d. Provide information on all dance events to the Website Director in a timely manner for inclusion on the Association's Web site. This should include information on new events and changes to currently published events.
- e. Provide a printed listing of all known dance dates and events for the next two (2) calendar years to each club and to Board members at the July Delegates meeting. This listing will let clubs know of potential conflicts for the following year so that adjustments can be made if necessary.
- f. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

**ARTICLE IX - Chairpersons**

**Section 1. Qualification for Chairperson**

- a. Couples/singles shall be appointed by the President, with approval of the Board, as Chairperson, with the exception of Harvest Hoedown, Fun Weekend, Nominating and Bylaws Committees. (Rev. 4/05)
  1. Harvest Hoedown Chairperson will be the Jr. Past President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson.
  2. Fun Weekend Chairperson will be the Vice President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
  3. Bylaws Chairperson will be the Jr. Past President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
  4. Nominating Chairperson will be the Vice President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
- b. No paid square, round, clogging, contra, or country western dance instructor, teacher, caller, cuer or their partner, may be a Chairperson of the Association. (Rev: 7/92)
- c. To be eligible for appointment, a person must be a present or past Member Club officer or delegate. (Rev: 7/92)
- d. To be eligible for appointment, a person must be a member in good standing of a Full Member Club.

**Section 2. Payment for Service**

All Chairpersons, including their committee members, shall serve without pay or benefits, ~~with the following exceptions:~~ (Rev. 4/05)

- a. Expenses authorized by the Board, ~~except those Committees that have an approved budget and~~ Treasurer will be reimbursed with proper documentation. (Rev: 7/92) An Advance payment for major expenses may be asked for requested. (Rev. 4/05)
- b. All disbursements must be accompanied by receipts showing detailed expenses and attached to Request For Funds forms before the Treasurer can make payment.
  1. Expense item should be identified to a particular specific budget item, whenever possible. (Rev: 7/95)
  2. When an advance is given, receipts showing detailed expenses must be provided and attached to a Request for Funds and submitted to the Treasurer at the next regularly scheduled meeting. (Rev. 4/05)
  3. Any unused advance funds must be returned to the Treasurer by the next regularly scheduled meeting. (Rev. 4/05)

### Section 3. Chairpersons

- a. No person shall be eligible to act as an Officer or Director in more than one capacity at the same time unless approved by the Board to fill a vacancy. (Rev: 7/95)
- b. Once appointed, no person shall serve as a delegate of a club during his term of office.
- c. Chairpersons shall attend all Board and General meetings. Two (2) absences from such meetings without an excusable reason shall be cause for dismissal by the Board. (Rev: 10/91)
- d. Term of appointment shall be for the elected term of the President. All chairpersons may be appointed to succeed themselves, with Board approval, without restriction to the number of terms. (Rev: 7/95)
- e. A Committee Treasurer, if deemed necessary by the Board, shall be appointed with the approval of the Board.
  1. The Treasurer shall do the following:
    - a. Establish a two-(2) signature bank account for the committee's activities, ~~one~~ of which, one will be the Committee Chairman, if funds are involved. (Rev: 10/91) (Rev. 4/05)
    - b. Receive and bank advances and gross receipts created as a result of that committee's activities.
    - c. May be authorized to pay routine expenditures pertaining to that activity. (Rev: 7/91)
    - d. Submit an estimated budget to the Board for approval prior to a proposed activity.
    - e. Provide an itemized financial report at each Board meeting, in writing and orally, through the Chairperson or in person.
    - f. The reports are to be submitted in triplicate, one each to President, Secretary, and Treasurer. (Rev: 4/92)
    - g. Maintain accurate records of all monies received and disbursed, and submit the same for audit within ninety (90) days of completion of activity. (Rev: 7/95)
  - f. If Committee Treasurer is not appointed, Chairperson shall turn in all monies from their activity as they are received.
  - g. Chairperson may appoint committee members as necessary to carry out their activities.
  - h. Present a written report of activities at all General meetings.
  - i. All Chairpersons who have been assigned equipment and/or articles to them by the President shall submit an inventory list ~~at the end of their term in office.~~ to the Historian by the December Board Meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)
  - j. Chairpersons shall maintain membership in a Full Member Club. (Rev: 10/91)

### Section 4. Fun Weekend Chairperson Shall

Promote and coordinate a weekend of FUN to be held on the weekend containing the second Saturday in July in accordance with the Bylaws, Standing Rules, and Guidelines of the Association. (Rev: 7/97)

### Section 5. Harvest Hoedown Chairperson Shall

Promote and coordinate a weekend of square, round, clogging, contra, and country western dancing to be held on the weekend containing the fourth Saturday in October in accordance with the Bylaws, Standing Rules, and Guidelines of this Association. (Rev: 7/92)

## ARTICLE X - Meetings

### Section 1. Delegates

- a. The regular meetings of the Delegates shall be on the second Sunday of January, April, and October, and the third Sunday in July, with the exception that the meeting shall be on the first Sunday in April when the second Sunday is Easter Sunday. (Rev. 7/97)
- b. Special Meetings of the Delegates may be called by (1) President, (2) the Directors of at least three districts, or (3) 15% of the Delegates by written request.
- c. The place of meeting shall be determined by the President.

- d. At least ~~thirty~~ **fourteen (14)** days written notice of regular meetings shall be distributed to all Delegates and Board members by the Secretary. ~~(Rev. 7/92)~~ (Rev. 4/05)
- e. Only Delegates of Full Member Clubs shall make motions or vote at General meetings.
- f. Club members are welcome to attend all General Meetings.
- g. **Notice of Special Delegates meeting must be sent seven (7) days prior to the date of the meeting. (Rev. 4/05)**

## Section 2. Board

- a. The Board shall meet on the second Sunday of March, June, September, and December, or as designated by the President. The December meeting shall be a joint meeting including Officers and Directors-elect.
- b. **Special meetings of the Board may be called by the President or by one other member of the Executive Board AND a minimum of two (2) other Directors. (Rev. 4/05)**
- ~~b. c. Forty eight hours notice for Special Meetings shall be made by the Secretary. The Secretary shall give forty-eight (48) hours notice for "Special Meetings." (Rev. 7/92) (Rev. 4/05)~~
- ~~e. d. At least fourteen days written notice of regular meetings shall be mailed by the Secretary. The Secretary, fourteen (14) days prior, shall mail notice of regular meetings. (Rev. 10/91) (Rev. 4/05)~~
- ~~e. e.~~ The time and place of the meetings shall be determined by the President.

## ARTICLE XI - Elections

### Section 1. Nominations

- a. The Nominating Committee shall consist of the ~~First~~ Vice-President, as Chairperson, and all District Directors. ~~(Rev. 7/92)~~ (Rev. 4/05)
- b. Nominees for Officers and Directors shall meet the qualifications as set forth in ARTICLE VIII, Section 1.
- c. All nominations made by the Nominating Committee and nominations from the "floor" will be accepted at the July General Meeting.
  1. Additional nominations will be accepted from the "floor" as the first order of business at the October General Meeting.
  2. Voting will take place near the end of the October General Meeting. (Rev. 7/95)

### Section 2. Elections

- a. All Officers and Directors shall be elected at the October General Meeting. Elections will be held per agenda. (Rev. 7/92)
- b. All Officers and Directors shall be elected by majority of ballots cast by the Delegates present.
- c. All ballots will have the names of all nominees marked on the ballot prior to the ballots being distributed. (Rev. 4/92)
- d. Ballots will be handed out by roll call just prior to the election. (Rev. 4/92)
- e. All Officers and Directors-elect shall assume office on January 1. (Rev. 4/92)
- f. The Inaugural Ball shall be on the ~~first Sunday of in January except when it falls on January 1st, in which case the date shall be at the discretion of the incoming President. which coincides with the Board and Delegates' meetings. (Rev. 4/92) (Rev. 4/05)~~

## ARTICLE XII - Association Districts

### Section 1. Assignments

- a. The Association shall be divided into districts conforming to the general geographical areas designated.
- b. When a Club is accepted into the Association, ~~it shall be assigned to a district by the Membership Director with Board approval. the Membership Director, with Board approval, shall assign the Club to an appropriate District.~~ Geographical area, proximity and dance level of other clubs shall be considered in making initial assignments. ~~(Rev. 7/92) (Rev. 4/05)~~
- c. Member Clubs may be assigned to a new district when changing regular meeting place. It shall be the responsibility of the club to notify the Membership Director and/or the Secretary of the change. (Rev. 7/92).
- d. The Board may reassign a Club from one district to another for the purpose of maintaining an equitable balance of districts. Any club being reassigned must be sent written notice of the proposed change within ten (10) days following the Board meeting in which the change was proposed.
- e. Any disagreement against the proposed change must be presented at the next Board meeting.
- f. **A written updated listing of club district assignments shall be provided to Board members and each club at the January Delegates meeting. (Rev. 4/05)**
- g. **A listing of current club district assignments shall be included as an attachment to these Bylaws, Standing Rules and Guidelines. (Rev. 4/05)**

## ARTICLE XIII - Association Events and Activities

### Section 1. Association Events

- a. All Fifth Saturdays, California Progressive Squares Day, Fun Weekend and Harvest Hoedown weekends shall be reserved for Association sponsored activities unless released by action of the Board. (Rev. 7/97)
- b. The Association shall conduct an annual Harvest Hoedown during the weekend containing the fourth Saturday in October.
  - 1. ~~The Association's Junior Past President shall be the Chairperson.~~
  - 2. ~~If the Junior Past President so declines, the President, with the approval of the Board, shall select a Chairperson.~~
  - 3.1. The Chairperson shall appoint the committee for Harvest Hoedown.
  - 4.2. The location to be selected by the Harvest Hoedown Committee with the approval of the Delegates. (Rev. 7/97)
- c. The Association shall conduct an annual Fun Weekend to be held on the weekend containing the second Saturday in July.
  - 1. The Chairperson shall appoint the committee for Fun Weekend.
  - 2. The location to be selected by the Fun Weekend Committee with the approval of the Delegates. (Rev. 7/97)
- d. ~~The Association shall promote and coordinate a one-(1) day event in August in conjunction with Council's California Progressive Squares Day promotion. (Rev. 4/05)~~

## Section 2. Sponsoring of Events

- a. The Association, in its name, may sponsor or promote, put on, participate in, or produce such dance events, activities, publications, and ideas that will serve and be beneficial to all dancers and member clubs. (Rev. 7/92).
- b. Any event, activity, publication, or idea so sponsored, promoted, or produced by and for the Association is the property of the Association and shall not be given, loaned, leased, conveyed, or sold to any organization, corporation, club, company, social group, charity, individual, or group of individuals without the approval of the delegates.

## Section 3. Contractual Commitments

All contractual commitments, other than club commitments, by any member of the Association will be submitted to the Board for approval prior to such commitment. All contractual commitments will be co-signed by the President of the Association. (Rev. 10/91).

### ARTICLE XIV - Special Committees

- a. Any committee created by these Bylaws or the Board. (Rev. 7/92).
- b. The Chairperson shall be appointed by the President with Board approval. Committee members may or may not be appointed at the President's discretion.
- c. Term of office will be given at time of the appointment, but not to exceed the term of the President. (Rev. 7/97)
- d. ~~Unless otherwise specified in these Bylaws, t~~The Committee Chairperson will have a voice but NO VOTE at Board Meetings. (Rev. 4/05)
- e. The Committee shall serve without pay or benefits except for expenses authorized by the Board.
- f. A Committee Treasurer, if deemed necessary, shall be appointed with the approval of the Board and follow procedures as outlined in Article IX, Section 3.e.

### ARTICLE XV - Standing Committees

#### Section 1. ~~Building Committee~~ Dancer Enhancement Fund Committee (Rev. 4/05)

- a. The ~~Building Committee~~ Dancer Enhancement Fund Committee shall consists of the following: (Rev. 4/05)
  - 1. Jr. Past President - Chairman
  - 2. Plus the following appointments by the Association President:
    - a) One (1) active Past President
    - b) Four (4) other appointed members with a minimum of two (2) from Club Delegates. ~~These appointees should have Real Estate, Construction or related experience. (Rev. 10/94) (Rev. 4/05)~~
- b. ~~Inquire into the availability, cost, etc., of suitable buildings for the Association dance hall, meeting place, or other functions. The Dancer Enhancement Fund Committee shall oversee the money in the former building fund account for use in the promotion of square dancing on behalf of the Association. (Rev. 4/05)~~
- c. ~~Coordinate special fund raising activities for the building fund.~~
- d. c. ~~The Dancer Enhancement Fund Committee shall~~ present an oral and written report of activities at all meetings. (Rev. 10/94)

#### Section 2. Nominating Committee

- a. The nominating committee shall consist of the ~~First~~ Vice-President, as Chairperson, and all District Directors. (Rev. 4/05)
- b. The nominating committee shall provide nominations for Association Officers and Directors as set forth in Article XI, Section 2, a. through c.

## **ARTICLE XVI - Reciprocity Agreement**

The current paid up membership in any affiliate membership of California Square Dance Council, Inc., entitles the holder of this membership the same privileges and benefits as afforded the sponsoring affiliate's members when participating in any event sponsored by any member of the California Square Dance Council, Inc. This organization is an affiliate member of the California Square Dance Council, Inc., and/or United Square Dancers of America.

## STANDING RULES (Rev. 7/97)

1. The Board shall determine the value of donations required to assure Association activities be self-supporting.
2. It is not the policy of the Association to sponsor benefits. However, this is not to be construed as limitation of any Club to sponsor or participate in any benefit.
3. The Association will issue Outstanding Service badges ~~and cards~~ to Board members who have served 10 years or longer on the Board. (Rev. 4/05)
  - a. These Board members will be issued a lifetime pass to all Association activities, not to include food and camping at festivals.
  - b. The ~~Second~~ Vice President will be responsible for identifying new prospective candidates. (Rev. 4/05)
  - c. ~~Recognitions are to be in five (5) year increments, starting with recognition for ten (10) years of service.~~ (Rev. 4/05)
4. The Association will issue Honorable Membership badges to Board members who have been active with the Board and want to stay active, but due to injury or illness can no longer dance.
  - ~~a. They will be issued a membership card with exceptions not to apply to any ribbons, food or camping.~~ (Rev. 4/05)
  - ~~b.~~ a. This time working on the Board will apply to the Outstanding Service Badge.
  - ~~c.~~ b. Individuals holding Honorable Membership badges do not need to belong to a club.
5. Membership lists are confidential information and shall NOT be released for use outside of ASDSC business. (Rev. 7/94)