

# **Constitution and Bylaws of The Akron Area Square & Round Dance Federation, Inc.**

Revised October 20, 2022

Revised August 17, 2023

## **ARTICLE I NAME AND PUBLICATION**

1. The name of this organization shall be “The Akron Area Square and Round Dance Federation, Inc.”, hereinafter referred to as the “Federation” or “AASRDF”.
2. The official publication of this Federation shall be known as “Linked Squares” on the Current Federation website.

## **ARTICLE II PURPOSE AND POLICIES**

1. To bring all area square, and round, clog and contra dance clubs in the Akron area together in a single organization dedicated to the advancement and improvement of square, round, clog and contra dancing.
2. To offer aid, when requested, short of financial, to any member club in need of assistance.
3. To share its member club’s activities by publishing their news report in the Linked Squares Newsletter when properly submitted.
4. Whenever deemed necessary, desirable, or feasible, to sponsor or co-sponsor with member clubs a program of dances.
5. To provide a web based official calendar on the website so that each club’s special dances may be registered and made available for reference, thus helping to prevent a duplication of dances on any given date.
6. The Federation shall avoid all interference in the internal affairs of any Federation member club.
7. The Federation shall arrange for special exhibits, whenever possible, of square, round, clog, and/or contra dancing for creating interest and attracting new dancers.

### **ARTICLE III ORGANIZATION**

1. The Federation shall be composed of square, round, clog, and contra dance clubs as described under Article VI, Section 1. Each of these Member Clubs shall select a maximum of two (2) Delegates, by their own manner of choosing, to represent such club at Federation meetings. All club membership rights and privileges shall be vested in and exercised only by such delegates.
2. Any club not represented at regular Federation meetings for three (3) consecutive meetings may receive a letter from a Federation Officer stating that they are about to lose membership and all rights. If still no attendance for one (1) meeting, such club may be dropped and lose all rights therein.
3. The Federation shall organize, elect officers and schedule and conduct meetings or other activities as described in this Constitution. For any phase of such activities not specifically covered, the current edition of Robert's Rules of Order" shall prevail.

### **ARTICLE IV LEGALITIES**

1. The Federation shall be incorporated under the laws of the State of Ohio.
2. Benefits accrued from Federation activities shall be retained and/or used by the Federation for the benefit of square, round, clog and contra dancing.

### **ARTICLE V MEMBERSHIP**

1. Federation Membership shall be open to any area square dance, round dance, clogging or contra club governed by duly elected officers.
  - A. Any such Club desiring to become a member must make application in person or in writing by one (1) of its officers and such application must be accompanied by one year's dues and a current list of legal names (not nicknames) and addresses of its members.
  - B. A request for membership shall be considered as accepted after being favorably acted upon at a regular Federation meeting.
  - C. Each member club must place a letter on file with the Federation Secretary naming its Delegates for the current year so that the Delegates may be officially recognized for exercising their voting rights. All Delegates must be members in good standing.

## **ARTICLE V MEMBERSHIP (Continued)**

- a. A club may elect or appoint an alternate Delegate to act in place of a Delegate who is unable to attend a Federation meeting. A club wishing to designate an alternate Delegate must send a letter to the Federation Secretary. The letter must state the alternate's name and be signed by the club President. The alternate Delegate may bring the letter to the Federation meeting.
- b. Any Delegate of a Federation Club or who is attending any Federation meeting shall act in a gentlemanly/ladylike manner. Ungentlemanly or unladylike behavior includes causing a disruption of the meeting, or any other action such as physical violence or threats to or against any person or property, profane or vulgar name-calling or other unseemly acts shall be dismissed from meeting and not be allowed into future meetings.

### 2. Individual Members:

- A. Any individual who is a member in good standing of a Federation club is a member of the Federation and may attend any Federation meeting.
- B. Individual Members have no voting rights.
- C. Any individual member that acts in an ungentlemanly/unladylike manner shall be dismissed from the meeting and will not be allowed to attend any future meeting. Ungentlemanly or unladylike is defined for Delegates above.
- D. A member in good standing is defined as:
  1. One whose dues are current with a member club.
  2. One who is a member in good standing in their member club.
  3. One who treats all members of the Federation respectfully.

### 3. Readmission to meetings

Any person expelled from a meeting for misconduct as described above, may after a year (cooling off period) request readmission to meetings in writing to the President. Before readmission, the President must present the request at the next meeting as a motion to readmit the person. Readmission will be voted upon, and a majority vote will be required before the person can attend another meeting.

## **ARTICLE VI DUES AND INSURANCE**

In order to retain membership, voting rights, and other benefits, all member clubs of this Federation shall pay annual dues.

1. Dues shall become due and payable by the first of December annually. The Federation membership of any club whose dues and membership list are not submitted to the AASRDF Treasurer by December first shall be issued a warning.
2. Dues must be accompanied by an accurate current membership list consisting of the legal names (not nicknames) of all club members in good standing.
3. Dues must be accompanied by the names, addresses, telephone numbers and e-mail addresses (if available) of the President and two (2) Delegates from each club. This data may be submitted electronically.
4. All clubs that are members of the Federation must provide insurance for the clubs and its members.
5. Any outside insurance policy must shield the Federation from liability at a level equal to or greater than the current AASRDF policy coverage.
6. For clubs purchasing insurance under the AASRDF policy, dues shall be the current insurance rate plus \$0.50 per primary member with a minimum of \$50.00 per club. A primary member is a member who is not insured with another square dance club, square dance federation, or United Square Dancers of America Dance Group.
7. For clubs that are privately insured or insured under another square dance federation or USDA group, the annual AASRDF dues shall be \$50.00. Each club that is not insured with the AASRDF group policy must furnish proof of insurance to the AASRDF Treasurer annually by December 1st.

## **ARTICLE VII MEETINGS**

1. Federation meetings shall be open to the public. Any attendee who disrupts any meeting in any way may be dismissed at the discretion of the president and with agreement of one other elected officer.
2. At the first meeting of the year, the Federation shall establish the date, time and place for all regular meetings that are to be held for the next twelve months.
3. If this schedule of meetings is changed at any later date, all member delegates shall be notified by mail, e-mail or other manner of communications acceptable to the delegate. A reminder of such change will be sent at least a week prior to the new meeting date.
4. A special meeting may be called at any time by the President. A quorum of Delegates at such special meeting shall be two thirds (2/3) of all delegates, assigned committee chairs and presidentially appointed others.
  - A. No action requiring the expenditure of funds may be taken unless every member Delegate has been notified by mail, e-mail or other manner of communications acceptable to the Delegate at least a week prior to the date of such special meeting and unless at least half of the Federation member clubs are represented by one or both Delegates in attendance at such special meeting.
  - B. Any club Delegate who cannot attend such special meeting may mail, e-mail or other manner of communications acceptable his/her vote to the Federation President and will be counted in attendance.
5. Each Delegate shall have but one (1) vote regardless of the number of clubs he/she may represent or Federation position he/she hold. Each elected or appointed Officer or Chairperson of a standing committee, or those appointed by the President shall have but one (1) vote.

## **ARTICLE VIII NOMINATING COMMITTEE**

1. The nominating Committee shall be appointed no later than the September meeting.
2. The Nominating Committee shall present its slate of officers at the October Meeting.
3. Further nominations will be accepted from the floor at the October meeting.

## **ARTICLE VIII NOMINATING COMMITTEE (Continued)**

4. Nominee must be a member in good standing of a member Federation Club.
5. No one shall be nominated without his/her consent.
6. There shall be no other restrictions governing eligibility to seek or hold office.

## **ARTICLE IX ELECTION AND REMOVAL OF OFFICERS**

### **1. ELECTION OF OFFICERS**

- A. All elected officers shall be elected annually by secret ballot at the regular November meeting and shall hold office for one (1) year (starting January 1) or until their successors are duly elected.
- B. No officer may serve more than 3 consecutive one-year terms in the same office.
- C. The President shall appoint three (3) tellers to conduct the elections, to count the votes and to report the results at this meeting.
- D. The nominee for each office receiving the greatest number of votes shall be declared as duly elected to that office.
- E. In the event of a tie vote for any office, the tie shall be resolved by the vote of the current President.
- F. Ballot counts shall be available to only the nominees upon request.
- G. If challenged, an immediate recount will be conducted in the presence of nominees and tellers.
- H. After validation of the election. The ballots shall be destroyed.

### **2. REMOVAL OF OFFICERS**

- A. Any elected officer, standing committee chair, delegate or alternate delegate may be removed after an affirmative two thirds (2/3) vote of the delegates in good standing and others as specified in Article VII 5 above at a regular or special meeting.

## **ARTICLE X DUTIES OF OFFICERS**

1. President
  - A. Preside at all Federation meetings.
  - B. Enter into and sign contracts on behalf of the Federation.
  - C. Appoint a Secretary, Parliamentarian and Special Advisors (Advisors not to exceed two) to serve during the President's tenure of office. These appointees shall have one vote each, the same as Delegates.
  - D. Appoint the standing and special committee chairpersons from among the members in good standing of Federation member clubs and serve as ex-officio member of all committees; and to approve all budgets prior to expenditures.
  - E. Assure that all officers and committee chairpersons are aware of and fulfill their respective duties.
  - F. Fill the vacancy in any office other than his/her own by appointing a successor to serve the remainder of any unexpired term of office.
  - G. Sign Federation checks in the absence of the Treasurer.
  - H. May authorize disbursement of monies not to exceed two hundred dollars (\$200.00) between meetings. Any funds so disbursed shall be reported at the next meeting.
2. Vice President
  - A. Assume the duties of the President in his/her absence, inability to perform his/her duties as President, or resignation.
  - B. Serve as chairperson of any special committees as deemed necessary.
  - C. Serve as ex-officio member of all other committees.
  - D. Student Friendship Dance Committee Chairperson.

## **ARTICLE X DUTIES OF OFFICERS (Continued)**

### 3. Treasurer

- A. Make all collections and disbursements of Federation funds. Prior approval by the membership shall be mandatory before the Treasurer makes any disbursements over two hundred dollars (\$200.00).
- B. Publish a financial statement reflecting all such activities monthly and present it at each meeting.
- C. Receive, hold, safeguard, and report all funds of the Federation coming under his/her control.
- D. Keep an itemized record of all dues paid in.
- E. Keep an accurate record of receipts and disbursements for audit.
- F. The financial records shall be audited and the results presented to the Federation annually by a professional or a volunteer appointed by the President.

## **ARTICLE XI STANDING COMMITTEES**

Clogging  
Round Dance  
Honor dance  
Linked Squares Editor  
Dance Schedules  
Sunshine  
Web Coordinator  
Historian  
Facebook

## **ARTICLE XII MAJOR SPECIAL EVENTS**

1. A Major Special Event is one for which the projected budget is equal to or exceeds one-fourth (25%) of the current total amount in the Federation treasury.
2. No Major Special Event shall be scheduled without a majority affirmative vote of the delegates at the second reading of the proposal at a regularly scheduled Federation meeting.



3. **ARTICLE XII MAJOR SPECIAL EVENTS (Continued)**

4. The Federation President shall appoint the Chairperson of the Major Special Event.
5. The Chairperson of the Major Special Event shall appoint the committee chair persons.
6. The Major Special Event budget shall be presented to the Federation for approval, and when approved shall be signed by the Federation President.
7. The Major Special Event committee may establish and maintain a bank account for the event until sixty (60) days after the end of the Event.
8. The Major Special Event committee shall present a financial report to the Federation monthly until the Major Special Event committee is disbanded.
9. Any profit made by the Major Special Event shall be turned over to the Federation within sixty (60) days of the end of the event, and the special bank account shall be closed.
10. Any loss incurred by the Major Special Event shall be paid from the Federation treasury.
11. Any contracts for the Major Special Event shall be signed by the Federation President and the Chairperson of the Major Special Event committee.
12. All records and contracts of the Major Special Event are the property of the Federation and shall be turned over to the Federation within sixty (60) days of the end of the Event.

**ARTICLE XIII DUTIES OF COMMITTEE CHAIRPERSONS**

General Duties

1. Each Chairperson shall submit a budget to the Federation President for approval yearly, or prior to the event.
2. The President may approve all budgets up to one thousand dollars (\$1,000.00).
3. Any budget exceeding one thousand dollars (\$1,000.00) must be approved by a vote at a regularly scheduled Federation meeting before the President shall sign it.
4. No Chairperson shall exceed his/her budget without prior approval.

5. Each Chairperson shall submit a written report of activities for the benefit of future Chairpersons.
6. Each Chairperson shall give a report of committee activities at each Federation meeting.

#### **ARTICLE XIV OHIO STATE CORPORATION REPRESENTATIVES**

Two (2) Representatives shall be selected by vote of the club Delegates, Officers and Chairpersons at a regularly scheduled Federation meeting to attend the Ohio State Corporation meetings. Each delegate shall be elected for a two-year term on alternate years and shall serve until his/her successor be elected or qualified.

They will report monthly on ideas of interest to the Federation.

When our Federation Representatives have to travel out of the Akron/Cleveland area for a State Corporation meeting (typically three or four meetings a year) they shall be reimbursed an amount they submit as an actual invoice for a meal and milage if they are the drivers and approved by the President.

#### **ARTICLE XV DISSOLUTION**

In the event this Corporation should be dissolved, any funds remaining in the treasury and Federation owned properties shall be disposed of as determined by State Law (ORC 1702.49) and the majority of Officers, Delegates, Chair Persons and Presidential Appointees at a Federation meeting at the time of dissolution.

#### **ARTICLE XVI CHANGES TO THE CONSTITUTION**

This Constitution may be adopted, amended, added to, or repealed, wholly or in part by an affirmative vote of two-thirds (2/3) or more of the total number of Delegates, Officers and Chairpersons, and Presidential Appointees voting at a Federation meeting.

Any of these actions must be submitted in writing to each member Delegate in attendance at a Federation meeting and must then endure a second reading at the next meeting prior to final action which is to be taken immediately after this second reading.