



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

## CONSTITUTION AND BY-LAWS OF THE ROCHESTER AREA FEDERATION OF WESTERN ROUND AND SQUARE DANCE CLUBS, INC.

### **ARTICLE I – NAME AND PURPOSE**

#### 101 Name

This nonprofit membership corporation shall be known as “The Rochester Area Federation of Western Round and Square Dance Clubs, Inc.,” and shall subsequently be referred to as “the Federation.”

#### 102 Purposes

- a. To provide information about and promote interest in Western Style Round and Square Dancing through such activities as may be expedient to the Executive Board (President, Vice President, Secretary, Treasurer and Communications Liaison). This should not, however, exclude Eastern, Line, or other dancing in conjunction with Federation activities.

#### 103 Affiliation

- a. The following types of organizations shall be eligible for affiliation with the Federation: Any square or round dance club which supports the purposes of the Federation, meets regularly at least eight times a year, selects from its membership Federation delegates as per Article II 201a; and has been organized and dancing at least one year prior to its application for membership.
- b. Such a club seeking affiliations shall file a written application with the Executive Board to be approved by the Executive Board and confirmed by motion of the Federation.
- c. Upon approval and payment of the current dues, it shall be known as an affiliated club.



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

- d. The club shall continue to be eligible for affiliation so long as it continues to pay the annual dues set forth in these bylaws and meets the conditions of Section 103a of this article.

## **ARTICLE II – MEMBERSHIP**

### 201 Criteria

- a. Each affiliated club shall select from its current members in good standing up to four people for membership in the Federation in accordance with the organization's rules and requirements. Delegates from caller or cuer run clubs must be elected by the club membership. Delegates from member run clubs can be appointed or elected.
- b. The following persons, to be appointed by the Executive Board, are considered to be full members of the Federation: "Promenader" Editor, Chairman of the Dance-O-Rama Committee, Chairman of the Insurance Committee, Chairman of the Publicity Committee and the Web Master.

### 202 Voting Members

Each club of the Federation shall be entitled to one (1) vote when in attendance at a meeting of the Federation. Executive Board members to have one (1) vote per office.

### 203 Term of Membership

It is recommended that the term of club representation limitation be determined by the individual club and shall be from July 1 through June 30 inclusive.

It shall be the responsibility of each affiliated club to fill the unexpired terms of its delegates.

### 204 Termination of Membership



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

A member of the Federation shall remain in good standing until such time as s/he resigns, is expelled from the Federation, is replaced by his affiliated club or ceases, for any reason, to be a member in good standing of his affiliated club.

### **ARTICLE III – MEETINGS**

#### 301 Number of Meetings – Regular

- a. At least four regular meetings shall be held between September 1 and the following May 30.
- b. The first regular meeting shall be held in September.

#### 302 Annual Business Meeting

The annual meeting for the purpose of electing officers and directors shall be held in April of each year.

#### 303 Special Business Meetings

The only business in order at a special meeting is that for which the meeting has been called.

#### 304 Notice

- a. Each member shall be notified in writing by a member of the executive Board at least seven days before a regular meeting.
- b. The President may call special meetings of the Executive Board on forty-eight hours oral notice.

#### 305 Quorum

A quorum shall consist of at least one member representing each of at least one-third of the number of affiliated clubs, of whom at least two shall be officers of the Federation, who shall act as Presiding Officer and Recording Secretary.

#### 306 Voting

- a. Unless otherwise specified in these By-laws, all questions shall be decided by a majority of the members present and voting.



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

- b. An absent member may be represented, without prior notification to the Federation, by any member of the same club who is duly selected and qualified according to 201a. Each substitute delegate shall represent only one regular delegate at any given meeting and shall be equivalent to the regular delegate in all respects.

#### **ARTICLE IV – ELECTION OF OFFICERS**

##### 401 Holding Elections

Election of Officers shall be at the April meeting of each year.

##### 402 Nominations

- a. A Nominating Committee of not less than three members, appointed from the membership by the executive Board at least 90 days prior to the April meeting, shall submit one or more nominations for each of the positions to be filled to be included in the notice for the annual meeting.
- b. Nominations from the floor shall be accepted at the March and April meetings prior to the elections, provided that the prior consent of any nominee has been obtained.

##### 403 Voting

A majority of the votes cast shall be sufficient to elect a candidate to office. In the event no candidate received the required majority, a run-off election to determine the winner shall be held among those obtaining the largest and second largest number of votes. Voting shall be by secret ballot, except when there is only one nominee for an office, the nominee may be elected by voice. The ballots shall be counted by three tellers among whom there shall be at least one who is acceptable to each of the nominees, but not necessarily the same teller.

##### 404 Vacancies

If any office shall become vacant, the President shall at the earliest practical date thereafter, order a special election for the purpose of filling such office.

##### 405 Removal from Office



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

An officer may be removed at any time by approval of three-fourths of the members voting by secret written ballot.

## **ARTICLE V – EXECUTIVE BOARD**

### 501 Purpose

The affairs and business of the Federation shall be administered by an Executive Board according to the policies and directives set by the Federation membership.

### 502 Composition

The Executive Board shall consist of five officers of the Federation.

### 503 Duties

- a. The Executive Board may make such rules and regulations covering its own meetings as it may deem necessary.
- b. The Executive Board shall have general custodianship of all property belonging to the Federation.
- c. The Executive Board shall select the Nominating Committee.

## **ARTICLE VI – OFFICERS**

### 601 Offices and Qualifications

- a. The officers of the Federation shall be a President, a Vice-President, Secretary, Treasurer and Communications Liaison.
- b. Officers of the Federation, unless unable to find any willing candidates within the membership, shall have been members of the Federation during the year immediately preceding their term of office. No officer shall succeed him or herself in the same office for more than two terms unless an exception is made and approved by a majority vote of members of the Federation.

### 602 Terms of Office

- a. The term of the Officers shall be for one year from July 1 through June 30.



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

- b. An officer may resign at any time by giving written notice to the Executive Board.
- c. A member elected to fill a vacancy shall immediately enter on his or her duties and shall hold office through the remainder of the term he or she is filling.

#### 603 Duties of the Officers

- a. The President shall:
  1. Preside at all meetings of the membership and of the Executive Board.
  2. Appoint all standing committee chairmen and exercise general supervision over such committee.
  3. Create special committees as the need arises.
  4. Call regular and special meetings of the Federation and of the Executive Board.
  5. Call special meetings at the request of a majority of the Executive Board.
  6. Carry out assignments given by a vote of the membership.
  7. Have such powers and responsibilities as may be reasonably construed as belonging to the chief executive of such an organization.
  8. Shall serve in an advisory capacity to the Executive Board and shall have full voting privileges.
- b. The Vice-President shall:
  1. Assist the President with any assignments delegated.
  2. Perform the duties of the President in the event of the President's absence.
  3. Fill the role of Chairperson of the Dance-O-Rama.
- c. The Secretary shall:
  1. Conduct correspondence and mailing under the direction of the President.
  2. Issue, within seven to ten days prior to each meeting, notice of said meeting and minutes of the preceding meeting to each member of the Federation and Presidents of affiliated clubs.



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

3. Provide application forms and By-laws to clubs seeking to become affiliated with the Federation.
4. Update Federation Membership list from each club as notified by clubs.
5. Supply each new member of the Federation and each President of a newly affiliated organization with a copy of the By-laws of the Federation at the first business meeting each fall.
6. Keep a permanent record of the proceedings of all meetings and transactions of the membership and of the Executive Board and up-to-date record of the Standing Rules and current By-laws.
7. Maintain a list of affiliated organizations, their officers and their delegated members of the Federation.
8. Assume the duties of the President in the event of the absence of the President and Vice-President.

d. The Treasurer shall:

1. Be the custodian of all monies belonging to the Federation or under its control.
2. Deposit all funds in the name of the Federation in a bank of his or her choosing.
3. Pay all bills incurred by the Federation.
4. Keep accurate records of all financial transactions and shall render an accounting at each regular meeting of the Federation and when requested by the Executive Board.
5. Submit an annual report.
6. Prepare and submit necessary tax statements.
7. Submit a statement of dues to each affiliated club between September 1 and October 31.

e. The Communications Liaison shall:

1. Attend Promenader Committee and Core Group meetings.
2. Coordinate and facilitate the exchange of information between groups and the Federation.
3. Work with and guide the Promotions Committee.

## **ARTICLE VII – FINANCE**

### 701 Dues and Fees

The amount of dues and any additional fees, including any initiation fee, shall be set by the Federation at any regular meeting. Annual dues shall be payable by October 31 with no prorating.



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

702 Fiscal Year

The fiscal year shall be from July 1 through June30.

703 Financial Responsibility

- a. Affiliated club shall share responsibility for underwriting all deficits of the Federation in proportion to their membership.
- b. No part of the net earnings or income of the Federation shall be distributed for the benefit of any private shareholder or member or individual.
- c. Board members shall not make any purchases exceeding \$75 on behalf of the Federation without prior board approval.
- d. An annual audit of financial records shall be completed on the DOR,RAF and Promenader accounts.

**ARTICLE VIII – DISSOLUTION**

801 Policy

Upon the dissolution of the Federation or the winding up of its affairs, the assets of the Federation shall be distributed exclusively to organizations which would then qualify under the provisions of Section 501 (c) (3 or 7) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

**ARTICLE IX – AMENDMENTS**

These By-laws may be amended at any regular business meeting of the Federation by a majority vote of those members present. A written copy of any proposed amendment shall be submitted to each member post-marked at least 15 days prior to the meeting. Proposed amendments shall have been previously discussed at a Federation meeting.

**ARTICLE X – REVIEW OF CONSTITUTION**

Constitution shall be reviewed every 3 years by a committee from the membership including at least two of the Executive Board.





*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

## **STANDING RULES**

### **DANCE-O-RAMA (DOR)**

1. DOR is an annual dance held the first Saturday in May to promote square and round dancing and is a fundraiser for the Federation.
2. DOR is organized by a committee chaired by the Vice-President of the Federation and shall include at least one person/couple from the previous years' committee.
3. The DOR committee shall prepare a budget to be submitted to the Federation if bank accounts for DOR and RAF are merged.

### **PROMENADER**

1. The Promenader is the newsletter for the Federation.

Adopted 4/15/15



*Rochester Area Federation of Western  
Round and Square Dance Clubs Inc.*

2. The Promenader is organized by a committee chaired by the Promenader Editor and Web Master, who are members of the Federation.
3. The committee shall prepare an annual budget to be submitted to the Federation if the Promenader and RAF accounts are merged (with expenditures of \$75.00 or above to be reviewed with the Federation prior to the expense being incurred).

### **PLANNING CALENDAR**

1. The Planning Calendar is a tool to facilitate scheduling of special and regular dances and long range planning so as to avoid detrimental conflicts. The Planning Calendar is maintained on the Federation web site.

### **UNITED SQUARE DANCERS OF AMERICA (USDA)**

1. The Federation shall apply for affiliation with the United Square Dancers of America, in order to participate in their group liability insurance.
2. The Federation will send annual dues to the United Square Dancers of America.